# **La Trobe Institutional Biosafety Annual Report**

**Instructions:** Your approval is valid for 5 years Approvals cannot be extended past this date, if you are continuing this project a new approval will be required. Please allow enough time for review/approval of a new application by the LTIBC prior to this date. We want to ensure that your LTIBC approvals remain appropriate for your requirements. Note: if there are changes in your research that result in dealings that are outside the scope of this approval you will be required to submit a new application.

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| **1. Project Details** |
| **IBC approval number** |  |
| **Project title** |  |
| **Principal Investigator** |  |
| **Date of this report** | [INSERT date the report was completed] |

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| **2. Status of Project (only check boxes that apply) *(double click to ‘check’ each box)*** |
| **[ ]  Abandoned/discontinued** | **[If abandoned, please explain why the project was abandoned or discontinued]** |
| **[ ]  Not yet commenced** | **Please provide details below and proceed to section 5:**[INSERT explanation] |
| **[ ]  In progress/continuing**  | **\*Please proceed to sections below** |

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| **3. Compliance checks** |
| * 1. **Have you reviewed your LTIBC Record of Assessment?**
 | [ ]  Yes | [ ]  No\* |
| *\* If NO, please review the details of your Record of Assessment and complete the questions below*[INSERT explanation] |
| * 1. **Are the details in the Record of Assessment correct and still relevant?**
 | [ ]  Yes | [ ]  No\* |
| *\* If NO, please explain*[INSERT explanation] |
| * 1. **Has your research focus shifted, or is it likely to change over the next 12 months?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |
| * 1. **Over the next 12 months, will you undertake any new dealings not listed in or not within the scope of your approval?**
 | [ ]  Yes\* | [ ]  No | [ ]  Unsure\*  |
| *\**  *If YES or UNSURE please contact Ethics, Integrity and Biosafety so we can assist you with a new application.* |
| * 1. **Are there any new or additional risks to human health?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |
| * 1. **Are there any new or additional risks to the environment from an unintentional release of a genetically modified organism?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |
| * 1. **Have the personnel associated with this approval changed?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |
| *\**  *If YES, are the new personnel within the Classes of personnel listed on your Record of assessment?* | [ ]  Yes\* | [ ]  No |
| *\* If NO please contact Ethics, Integrity and Biosafety.* |
| * 1. **Have all personnel associated with this approval completed the La Trobe Biosafety and Biosecurity Awareness Training?**
 | [ ]  Yes | [ ]  No\* |
| *\**  *If NO, please provide details:*[INSERT explanation] |
| * 1. **Have any of the facilities listed in this approval changed?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |
| * 1. **Have all personnel associated with this approval completed the La Trobe Biosafety and Biosecurity Awareness Training?**
 | [ ]  Yes (no changes are required) | [ ]  No\* |
| *\* If NO please contact Ethics, Integrity and Biosafety.* |
| * 1. **Are there any other changes to your research that may be relevant to your approval?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |

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| **4. Principal Investigator Declaration *(double click to ‘check’ box)*** |
| By submitting this **annual/final report**, I, the **Chief Investigator/Centre/Organisation**, declare that: |
| [ ]  The information contained in this report is true and accurate. |

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| **5. How to submit this form** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to lodge an annual/final report:1. To find your ethics project click on “My Ethics Approvals” tile and select the Ethics Approval Number you wish to submit an annual or final report for,
2. At the top of the screen the “down” arrow and click “Create Annual Report” or “Create Final Report”
3. Upload completed annual/final form
4. At the top of the screen click on “Submit to Research Office”
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