**Please read these instructions before completing this report.**

* For all AEC-approved projects, a Final Report must be submitted within 3 months of the approved completion date.
* The Final Report is a fundamental tool used by the AEC to help it meet its legislative requirement to monitor projects, so it is important that all sections of the report are completed and sufficient information is provided to enable the AEC to understand what was done during the course of the project and what outcomes were achieved, as well as to know of any animal welfare issues that have arisen.

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| * 1. **Project Details**
 |
| **AEC Number**  |       | **Principal Investigator** |       |
| **Project Title** |       |
| **Approval Dates** | Commencement date Click or tap to enter a date. | Completion date Click or tap to enter a date. |
| **Please list any other approvals or permits required (including IBC approvals)** |
| Approval/Permit |       | Expiry date |       |

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| * 1. **Animal Details**
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| * 1. **Does this project use GM animals or animals with an adverse phenotype?**
 | **[ ]  Yes**Updated Phenotype Reports must be attached for each animal strain for which phenotype information has changed since submission of the last Progress Report. (*Changes could include changes in observed behaviour or, for animals not yet fully characterised, total length of time monitored, number of generations monitored, etc.)* | **[ ] No** |
| * 1. **Animals used** (Add rows as required)
 |
| **Species** | **Strain** (Provide details for GM animals) | **Total number****approved** | **Total number****used**  |
|       |       |       |       |
|       |       |       |       |
| * 1. **Please provide reasons for any discrepancies between the number of animals requested and the number actually used.**

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| * 1. **Please provide brief details of any unexpected adverse events that were reported.**

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| * 1. **What arrangements have been made for any animals remaining at the completion of the project?**

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| * 1. **Report**
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| **3.1 Aim(s) of the project**      |
| **3.2 Describe the work done over the course of the project and comment on the extent to which the aims were achieved. Include a summary of the outcomes of the project using plain English.**      |
| **3.3 Please comment on the significance of the outcomes of the project.**      |
| **3.4 Has the wellbeing of the animals been consistent with that anticipated in the project application?**  | [ ]  **Yes** | [ ]  **No** Please provide details.       |
| **3.5 Please list any conditions that were imposed by the AEC upon approval or as a result of an incident or amendment request and state how these conditions have been complied with.**       |
| **3.6 Please describe any difficulties encountered and/or unexpected findings/outcomes and how these were addressed.**      |
| **3.7 Please provide a list of published or submitted papers emanating from this project to date.**      |
| **3.8 Please provide any additional information that would be helpful to the AEC (for example, suggested methods for reducing any negative impact on animal welfare or methods for reducing or replacing the use of animals).**      |

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| * 1. **Declaration**
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| **By submitting this request, I, the Principal Investigator, declare that:**[ ]  Due care has been taken to ensure that the information I have provided is true and correct.[ ]  The information contained in this report is given on the basis that it remains confidential in accordance with relevant University and statutory requirements.[ ]  The research has been conducted in compliance with the Australian Code for the Care and Use of Animals for Scientific Purposes, 8th Edition 2013 and the conditions of AEC approval. |
| **How to submit this form** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to lodge a final report:1. To find your ethics project click on “My Ethics Approvals” tile and select the Ethics Approval Number you wish to submit a final report for
2. At the top of the screen the “down” arrow and click “Create Final Report”
3. Upload completed report
4. At the top of the screen click on “Submit to Research Office”
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