**Text boxes will expand automatically to accommodate entry. Please do not delete headers or footers.**

**Lodge this form in WORD format by email in the first instance. Please insert a digitised signature as an image or scan and return.**

## Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | | |
| Organisation: | | Centre: | |
| Address: | | | |
| Phone: | Mobile: | | E-Mail: |

## Project Details

|  |  |
| --- | --- |
| **Title of the Project** | **AEC Application Reference Number** |
|  |  |

|  |  |  |
| --- | --- | --- |
| No | Completion Date: |  |
| Yes | Termination Date: |  |

###### Status of project

Was the project terminated before it was completed?

**(To tick a box, select the box, double left mouse click, select “checked”, then ”ok”)**

If yes, also provide reasons for early termination.

|  |  |
| --- | --- |
|  |  |
|  |  |
| If the project was not started tick the box at the end of this line, and only complete page 1 of this form. |  |

|  |  |  |
| --- | --- | --- |
| DECLARATION  I declare that the information provided in this report is true and correct. | | |
|  |  |  |
| **Signature of the Applicant**  (or its duly authorised agent): | (Please print name if signing as a duly authorised agent) | **Date** |

1. **List the aims of the project** (Summarise the aims of the project as detailed in the application form).

|  |
| --- |
|  |

1. **Summarise the outcomes achieved in this project.** (Please provide a summary using plain English terms. Ensure you include comments on how the outcomes justified the use of the animals involved in the project).

|  |
| --- |
|  |

### List the locations where this project was conducted in this calendar year (Hit Tab key after last cell entry to add more rows.)

|  |  |  |
| --- | --- | --- |
| **Specific project title** | **Location** | **Period** (month only required) |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Hit Tab key to add another row |

### Animals used in project in this calendar year (NB the number of animals used should include all animals observed, trapped or handled)

**(Hit Tab key after last cell entry to add more rows.)**

|  |  |
| --- | --- |
| **Animal Type**  (select from options in ‘Animal types’ document) | **Number used in this calendar year** |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  | Hit Tab key to add another row |

Did the number used in total for the entire period of approval vary from the total number approved by the AEC?

NoYes

If yes, explain why the discrepancy occurred and what effect it had on the project.

|  |
| --- |
|  |

Were any voucher specimens taken since the last annual report?

No  Yes

If yes, provide details including the reason for each voucher specimen taken. Please add extra rows if needed.

|  |  |  |
| --- | --- | --- |
| **Number** | **Species** | **Reason/justification** |
|  |  |  |
|  |  |  |

1. **Animal Wellbeing**

During the project, was the wellbeing of the animals consistent with that anticipated in the proposal?

NoYes

If no, provide an explanation.

|  |
| --- |
|  |

### Animal mortality and unexpected adverse events

Did your AEC approval accept that a specified level of mortality/injury/illness was anticipated during the project?

No  Yes

If yes, provide details.

|  |  |  |
| --- | --- | --- |
| **What did the AEC approve?**  (e.g. an attrition rate of 2% was anticipated between the fry and fingerling stages) | **What result was recorded?** | **Comments** |
|  |  |  |

Were there any unexpected adverse events (e.g. death or serious injury or illness **not covered** in the AEC approval) on the wellbeing of the animals since the last Annual Progress Report?

No *Yes*

If yes, provide details (including numbers involved, species involved and trap type if applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| **Event**  (e.g. death or serious illness or injury) | **Probable/known cause** | **Remedial action taken** | **Was the event reported to the AEC?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Can the results you have obtained help replace animals, reduce the impact on animal welfare and/or reduce the numbers used and/or refine procedures in similar projects?

NoYes

If yes, provide details.

|  |
| --- |
|  |

## Complaints and Grievances

1. **Has there been a complaint or grievance lodged against this project and/or investigator/teacher associated with this project since the last Annual Progress Report?**

No  Yes

If yes, select the source of the complaint

AEC member  Other institution

Animal Welfare Group  Public

Government Agency  Staff

Student

Other:

Date of complaint

|  |
| --- |
|  |

If yes, also select the complaint category (mark one box only)

Animal Ethics

Non-compliance with the Australian code for the care and use of animals for scientific purposes

Non-compliance with conditions of AEC approval

Carrying out restricted scientific purpose without approval (eg LD50 test)

Unregistered person using animals for scientific purposes

Other

Animal Welfare

Accommodation  Neglect

Cruelty  Overcrowding

Death of animals  Shelter

Disease  Sickness

Environmental factors  Social deprivation

Food  Transport

Handling  Water

Injury  Other

Lameness

1. **Summarise the findings of the investigation into the complaint and the corrective action taken/recommended to remedy the situation.**

|  |
| --- |
|  |

## Publications, Reports & Presentations

Have any publications, reports and/or presentations resulted from the project or being planned as a result of this work?

NoYes

If yes, provide details.

|  |
| --- |
| Details could include references and abstracts of published papers. |

|  |  |
| --- | --- |
| **AEC Acceptance** (To be completed by the AEC Chair) | |
| **Name of Chair:** |  |
| **Signature:** |  |
| **Date:** |  |