**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. | [ ]  |

|  |
| --- |
| DECLARATIONI 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?

**[ ]** No *[ ]* Yes

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?

**[ ]** No *[ ]* Yes

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?

[ ]  No *[ ]* Yes

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?

**[ ]** No *[ ]* Yes

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:** |  |