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| **ETHICS OFFICE USE ONLY** | **Date Received:** |  | **Meeting Reviewed:** |  | **Approved** |  |

In accordance with Section 2.2.33 (ii) of the Australian Code for the Care and Use of Animals for Scientific Purposes the Principal Investigator need to report to JCU AEC annually and then at the completion of the project in the specified format.

Final reports are required for completed projects and are due 30 days after the expiry date. A final report is required to be submitted for any ethics application that has expired, even if you have a new application approved for the same or similar work.

If you require an extension of time, please submit an amendment. Please note that JCU ethics approvals are given for a maximum period of 3 years. If your amendment exceeds 3 years total approval, a new ethics application may need to be submitted.

**Please convert to PDF and email to** [**ethics@jcu.edu.au**](mailto:ethics@jcu.edu.au)

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| **PART A: PROJECT DETAILS** |  | | | | | |
| **Animal Ethics Number** | **A** | | **Expiry Date** | |  | |
| **Project Title** |  | | | | | |
| **Principal Investigator** |  | **Contact #** |  | **ORGU** | |  |

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| **PART B: PROJECT SUMMARY & PROGRESS** |  |
| Provide a short summary of the aims of your project (150 words max) | |
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| Did your project met the original aims? If not, why? | |
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| **PART C: ADVERSE EVENTS, THE 3 R’S AND OUTCOMES** |  | | |
| Has there been any expected or unexpected adverse events during the last calendar year? | | Yes | No |
| If answered yes to either above, provide details below. If available, include the UAE # provided by the ethics office. | | | |
|  | | | |
| Outline below any initiatives you have undertaken to reduce the number of animals used, improve the manner in which they are housed or used or which have enabled you to replace animals with alternatives. | | | |
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| Outline any publications, presentations or how else any results has been disseminated in the last year. | | | |
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| **PART C: ANIMAL USE** |  |
| As final reports are required on expiry, you will need to provide the Animal Use from 1 Jan of the current year.  Please download the *Animal Use Spreadsheet* from the JCU Research and Innovation Services website ([Animal Ethics Resources, Downloads and Links](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.jcu.edu.au%2Fjcu-connect%2Fethics-and-integrity%2Fanimal-ethics%2Fresources-and-downloads&data=04%7C01%7Cethics%40jcu.edu.au%7Cc1c0103741f9455b0f0c08d9610133df%7C30a8c4e81ecd4f148099f73482a7adc0%7C0%7C0%7C637647480067055007%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=a%2FUe0vAJMcPDHJZa15OhEk%2BZZcJhb4pbpuxKOuB1of4%3D&reserved=0)).  If your ethics expires prior to 31 March, you will need to submit an Annual Animal Usage Report covering the period 1 Jan – 31 Dec of the *previous year*, AND the use from 1 Jan of the current year. | |
| If no animals have been used from 1 Jan, please indicate this is a NIL Report below. | |
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| **PART E: DECLARATION** |  | | |
| *The Principal Investigator (PI) must sign the declaration below. However, if the PI is a student, the Supervisor must also sign.* | | | |
| **I understand that by submitting a final report, the application listed in Part A will be considered closed and all work with animals will have ceased.**  **I declare the above a true and accurate record in compliance with Section 2.2.33 (ii) of the Australian Code for the Care and Use of Animals for Scientific Purposes , and the JCU Ethics Approval Terms of Reference.** | | | |
| Principal Investigator |  |  |  |
| Name | Signature | Date |
| Supervisor\* |  |  |  |
| Name | Signature | Date |