****

**JAMES COOK UNIVERSITY**

**ANIMAL ETHICS COMMITTEE**

**ANNUAL PROGRESS / FINAL REPORT FORM**

***Please email an electronic copy of the report form and animal usage spreadsheet to:*** [**ethics@jcu.edu.au**](mailto:ethics@jcu.edu.au)

|  |  |  |
| --- | --- | --- |
| *Animal Welfare Unit, Biosecurity Qld*  *DAF, Scientific Registration Number: 0013*  *Registered User: James Cook University* | ANIMAL ETHICS NUMBER | A |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | ANNUAL PROGESS REPORT |  | FINAL REPORT | | Submit an annual report on the anniversary of the approval of your application.  (Submit your Animal Usage Report annually by the 31st March)  You will receive reminder emails for all reports. | | Submit a final report once you have finished using animals for your project.  (Submit you Animal Usage Report with your final report for all animal work done since the 1st January of this year) | | |

**ADMINISTRATION**

|  |  |  |
| --- | --- | --- |
| **1** | **Title of project** |  |
| **2** | **Principal Investigator** |  |
| **3** | **Division/School/Organisation** |  |
| **4** | **Contact Phone** |  |

**SUMMARY**

|  |  |
| --- | --- |
| **5** | **Provide a short (2-3 sentence) summary of the aims of your project** |
|  |

**PROGRESS**

|  |  |
| --- | --- |
| **6** | **What progress have you made over the last calendar year?**  **Give a brief summary of any results obtained so far.** |
|  |
| **7** | **Outline whether your project is meeting its original aims (Progress Report)**  **Outline whether you feel the project has meet its original aims (Final Report)** |
|  |

**ADVERSE EVENTS**

|  |  |
| --- | --- |
| **8** | **Have there been any (expected) adverse events during the last calendar year?** |
|  |

**UNEXPECTED ADVERSE EVENTS**

|  |  |
| --- | --- |
| **9** | **Have there been any unexpected adverse events during the last calendar year?** |
|  |

**REPLACEMENT, REDUCTION, REFINEMENT**

|  |  |
| --- | --- |
| **10** | **Please 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.** |
|  |

|  |  |
| --- | --- |
| **11** | **Outline any publications, presentations or how else any results has been disseminated in the last year** |
|  |

**ANIMAL USAGE – FINAL REPORT: You will need to submit your animal usage report with this report if you are submitting a final report.**

|  |  |
| --- | --- |
| **12** | Please submit your **JCU AEC Animal Use** for all animal work carried out after 1 January of this current year with this form  **NB for interstate or overseas work please indicate which state the animals were used in the spreadsheet. The default response is Queensland, choose the appropriate answer from the drop-down box.** |

**13 SIGNATURE**

The Principle Investigator must sign the declaration below. However, if the PI is a student, their Supervisor needs to sign.

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Investigator** | Name | Signature | Date |
| **Supervisor \*** | Name | Signature | Date |

**\* If the Principal Investigator is a student, their Supervisor must also sign the report**