**Animal Ethics Committee**

**Annual Review of Projects using Animals**

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| An Annual Review of approved projects by the Animal Ethics Committee (AEC) is required under the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes NHMRC, 8th Edition (2013). The Code is available at: <https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes>  The AEC can approve an application for a maximum of three years. However, **for the duration of the project the applicant must submit an Annual Report at the start of each calendar year to report the number of animals used and the activity undertaken in the previous calendar year**. The Ethics Office also requires this information to report animal usage details to the state and territory licensing bodies.  If the Chief Investigator wishes to continue the project past the approved end date then submission of a new application is required. At the end of the project, an End of Project Report form must be submitted to the AEC.  Regardless of the duration of the approval, the continuation of all projects is contingent on the AEC approving the Annual Report. As per the Code, all reports must be tabled at a quorate meeting of the AEC.  The information sought on this form will assist the AEC to monitor the progress of each project to determine (on the basis of the information supplied) if the project may continue, be suspended, required modification or be discontinued.  The completed Annual Report form must be uploaded to the approved Animal Ethics protocol located in the Online Ethics Portal (<https://ethicsform.canberra.edu.au>). Please note that hard copies are no longer accepted. Numbers in square brackets on the form refer to the relevant parts of the above Code of Practice.  If you have any questions about completing this form please email [AnimalEthicsCommittee@canberra.edu.au](mailto:AnimalEthicsCommittee@canberra.edu.au) |

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| **1. Project Number:** |  | **Project Title:** |  |

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| **2. Chief investigator:** | **Title** | **Given names** | **Surname** |
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| **Email address:** |  | | |

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| **3. Original project aims:** |  |

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| **4. Application progress:**  **If the project has finished since the last Annual Report was submitted, please complete the End of Project form instead of this form.**  *Please complete a and b* | | | |
| 1. **What is the approval end date of the project?**   *The approval end date can be found on the email confirming approval of the application.* | **Click or tap to enter a date.** | | |
| **b) Did you use animals during the reporting period (i.e. the previous calendar year)?**  *Note: for observation only projects, animals observed are considered ‘used’, therefore the number of animals observed must be reported.* | | **Yes** |  |
| **No** |  |

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| **5. Please confirm that all listed investigators are authorised by providing their names, approved authorisation number and the authorisations expiry in the table below.**  *Insert extra rows as required.* | | |
| **Name** | **Authorisation #** | **Expiry date** |
|  |  | **Click or tap to enter a date.** |
|  |  | **Click or tap to enter a date.** |
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| **6. Did you make changes to your project during the reporting period?**  *If yes, please answer question 7.*  *If no, go to question 8.* | **Yes** |  |
| **No** |  |

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| **7. Were amendments submitted and approved by the Animal Ethics Committee for all changes made, including staffing changes?**  If **No**, you must amend your application in the online system and submit it to the AEC for approval **as soon as possible**. Please contact the Ethics Office via [AnimalEthicsCommittee@canberra.edu.au](mailto:AnimalEthicsCommittee@canberra.edu.au) to organise unlocking of the application to make the required changes.  As per the Code, written approval from the AEC must be obtained prior to implementing the changes to the approved project [2.4.4iii].  **Amendments will not be accepted via this Annual Report form.** | **Yes** |  |
| **No** |  |

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| **8.Please complete the table below. Insert extra rows as needed.**  **If you answered ‘no’ at Question 4b (i.e. no animals were used/observed in the reporting period) please skip this question.**  **Please ensure you follow the instructions at the end of this form regarding the codes to be used.** | | | | | | | | |
| ***Year***  ***(i.e. previous calendar year)*** | ***Project Number*** | ***Purpose*** | ***Procedure*** | ***Species*** | ***Number Used*** | ***Number Approved in application*** | ***Research Location (i.e. state or territory)***  ***\*please use a new line for each state/territory*** | ***Comments*** |
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| **9. Did the number of animals used vary from that which was approved?**  *Please note: If animal numbers increase above that which is approved, or the source or species change, these changes must be submitted to the AEC as an amendment for approval.* | | |
| Yes |  | If Yes, please explain why. |
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| No |  |  |

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| **10. Did the animals experience unexpected stress or other adverse reaction beyond those expected and described in the approved project application?** | | |
| **Yes** |  | **Please go to Question 11** |
| **No** |  | **Please go to Question 12** |

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| **11. Was an Unexpected Adverse Event (UAE) report submitted to the AEC?** | | |
| **Yes** |  | **Please complete Q11a below** |
| **No** |  | **Please submit an Unexpected Adverse Event report via the online ethics portal as soon as possible.**  *Please note: Under the code [2.4.34, 2.4.18 (ix)] and in accordance with AEC requirements, UAEs must be reported within 72 hours of the adverse event occurring.* |
| 1. **Please provide the UAE report number(s) for all unexpected adverse events during this reporting period:** | | |
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| **12. Please provide a short report of the progress of the project to date.** |
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| **13. Please list any publications that have resulted from this research.** |
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| **14. Have you obtained any new or renewed state or territory licences or permits for your project?**  *If yes, please upload them to Section 9 of your online application and list them below.* | **Yes** |  |
| **No** |  |
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| **15. Have you used monitoring score sheets in the reporting period?**  *If yes, please upload a copy of a representative* ***completed*** *score sheet to your application and note this below.* | **Yes** |  |
| **No** |  |
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| **Statement by Chief Investigator**  I have read the current Australian Code of Practice for the Care and Use of Animals for Scientific Purposes, NHMRC 8th Edition 2013 (updated 2021) and have complied with the requirements of the Code, all relevant Commonwealth, State and Territory legislation and any specific conditions as identified by the University of Canberra Animal Ethics Committee.  **Please tick the box:** | | | |
| **Name:** |  | **Date:** |  |

**Instructions for the Annual Animal Ethics Report**

An example can be found at the end of this document.

**Column 1: YEAR**

Enter the calendar year (in four-figure format) for which you have entered statistics.

**Column 2: PROJECT NUMBER**

Enter the project number as given by the AEC.

**Column 3: PURPOSE**

Enter the **most appropriate** numerical code **(1-10)** from those listed below to describe the **primary** purpose of the project (one purpose only for each project should be entered).

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| **Purpose Number:** | **Description:** |
| **1** | ***Stock breeding***  Breeding projects to produce new teaching or research stock. Include the animals used to produce progeny and any breeders or progeny culled in the process, NOT the final progeny themselves (as these will be counted under the project in which they go on to be used). |
| **2** | ***Stock maintenance***  Holding projects for animals maintained for use in other projects. These animals may be maintained under an ethics authority because they require special management. If they are not held under an authority, (e.g. normal stock animals kept mainly for commercial production, but occasionally used in research) then they are only counted in the project where they are used for teaching/research.  *Examples*   * *Fistulated ruminants which are maintained under a holding project, for use in other short term feeding trial projects* * *Non-breeding colony of diabetic rats held for research in other projects* |

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| **3** | ***Education***  Projects carried out for the achievement of educational objectives. The purpose of the project is not to acquire new knowledge, rather to pass on established knowledge to others. This would include interactive or demonstration classes in methods of animal husbandry, management, examination and treatment.  *Examples*   * *Animals used by veterinary schools to teach examination procedures such as pregnancy diagnosis* * *Sheep used in shearing demonstration classes for students; Dogs used to teach animal care to TAFE student* |
| **4** | ***Research: human or animal biology***  Research projects which aim to increase the basic understanding of the structure, function and behaviour of animals, including humans, and processes involved in physiology, biochemistry and pathology. |
| **5** | ***Research: human or animal health and welfare***  Research projects which aim to produce improvements in the health and welfare of animals, including humans. |
| **6** | ***Research: animal management or production***  Research projects which aim to produce improvements in domestic or captive animal management or production. |
| **7** | ***Research: environmental study***  Research projects which aim to increase the understanding of animals’ environment or their role in it. These will include studies to determine population levels and diversity and may involve techniques such as observation, radio tracking or capture and release.  *Examples*   * *Pre-logging or pre-development fauna surveys* |

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| **8** | ***Production of biological products***  Using animals to produce products other than milk, meat, eggs, leather, fur, etc.  *Examples*   * *Use of a sheep flock to donate blood to produce microbiological media* * *Production of commercial anti-serum* * *Production of products, such as hormones or drugs, in milk or eggs from genetically modified animals* * *Quality Assurance testing of drugs* **butdo not include animals which come under Purpose 10, below.** |
| **9** | ***Diagnostic procedures***  Using animals directly as part of a diagnostic process.  *Examples*   * *Inoculation of day old chicks with ND Virus to determine virulence* * *Blue-green algae toxicity testing* * *Water supply testing using fish* |
| **10** | ***Regulatory product testing***  Projects for the testing of products required by regulatory authorities, such as the APVMA. **If the product testing is not a regulatory requirement, e.g. it is part of a quality assurance system only, those animals should be included in the appropriate category selected from above.** (This would be normally be category 8 in the case of QA testing.)  *Examples*   * *Pre-registration efficacy or toxicity testing of drugs and vaccines* |

**Column 4: PROCEDURE**

Enter the **highest appropriate** numerical code **(1-9)** from those listed below to describe the type of procedures carried out on the animals in the project. The descriptions given are a guide only. **Note:** for each project include additional lines for each procedure category where different animals within the same project are subjected to different procedure categories.

Where 'Death as an endpoint' or 'Production of genetically modified animals ' applies, animals must be placed in these categories (8 or 9) rather than any others which might also appear appropriate.

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| **Procedure Number:** | **Description:** |
| **1** | ***Observation Involving Minor Interference***  Animals are not interacted with or, where there is interaction, it would not be expected to compromise the animal's welfare any more than normal handling, feeding, etc. There is no pain or suffering involved.  *Examples*   * *Observational study only* * *Breeding animals for supply, where only normal husbandry procedures are used* * *Breeding or reproductive study with no detriment to the animal* * *Feeding trial, such as Digestible Energy determination of feed in a balanced diet* * *Behavioural study with minor environmental manipulation* * *Teaching of normal, non-invasive husbandry such as handling and grooming* |
| **2** | ***Animal Unconscious Without Recovery***  Animal is rendered unconscious under controlled circumstances with little or no pain or distress. Capture methods are not required. Any pain is minor and brief and does not require analgesia. Procedures are carried out on the unconscious animal which is then killed without regaining consciousness.  *Examples*   * *Laboratory animals killed painlessly for dissection, biochemical analysis, etc.* * *Teaching surgical techniques on live, anaesthetised patients which are not allowed to recover following the procedure* |
| **3** | ***Minor Conscious Intervention***  Animal is subjected to minor procedures which would normally not require anaesthesia or analgesia. Any pain is minor and analgesia is usually unnecessary, although some distress may occur as a result of trapping or handling.  *Examples*   * *Injections, blood sampling in conscious animal* * *Minor dietary or environmental deprivation or manipulation, such as feeding nutrient-deficient diets for short periods* * *Trapping and release as used in species impact studies* * *Trapping and humane euthanasia for collection of specimens* * *Stomach tubing, shearing* |
| **4** | ***Minor Surgery With Recovery***  Animal is rendered unconscious with as little pain or distress as possible. A minor procedure such as cannulation or skin biopsy is carried out and the animal allowed to recover. Depending on the procedure, pain may be minor or moderate and post-operative analgesia may be appropriate.  Field capture using chemical restraint methods is also included here.  *Examples*   * *Biopsies* * *Cannulations* * *Sedation/anaesthesia for relocation, examination or injections/blood sampling* |

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| **5** | ***Major Surgery With Recovery***  Animal is rendered unconscious with as little pain or distress as possible. A major procedure such as abdominal or orthopaedic surgery is carried out and the animal allowed to recover. Post-operative pain is usually considerable and at a level requiring analgesia.  *Examples*   * *Orthopaedic surgery* * *Abdominal or thoracic surgery* * *Transplant surgery* |
| **6** | ***Minor Physiological Challenge***  Animal remains conscious for some or all of the procedure. There is interference with the animal's physiological or psychological processes. The challenge may cause only a small degree of pain/distress or any pain/distress is quickly and effectively alleviated.  *Examples*   * *Minor infection* * *Minor or moderate phenotypic modification* * *Early oncogenesis* * *Arthritis studies with pain alleviation* * *Induction of metabolic disease* * *Prolonged deficient diets* * *Polyclonal antibody production* * *Antiserum production* |
| **7** | ***Major Physiological Challenge***  Animal remains conscious for some or all of the procedure. There is interference with the animal's physiological or psychological processes. The challenge causes a moderate or large degree of pain/distress which is not quickly or effectively alleviated.  *Examples*   * *Major infection* * *Major phenotypic modification* * *Oncogenesis without pain alleviation* * *Arthritis studies with no pain alleviation* * *Uncontrolled metabolic disease* * *Isolation or environmental deprivation for extended periods* * *Monoclonal antibody raising in mice* |

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| **8** | ***Death As An Endpoint***  This category only applies in those rare cases where the death of the animal is a planned part of the procedures and animals die but are not euthanized. Where predictive signs of death have been determined *and* euthanasia is carried out before significant suffering occurs, they may be placed in category 6 or 7. Examples  * *Lethality testing (including LD50, LC50)*   **It does not include:** death by natural causes; animals which are euthanized as part of the project; animals which are euthanized if something goes wrong; animals euthanized for dissection or for use as museum specimens; or accidental deaths. |
| **9** | ***Production of genetically modified animals***  This category is intended to allow for the variety of procedures which occur during the **production** of genetically modified animals. As animals in this category may be subjected to both minor *and* major physiological challenges *and* surgical procedures, this category reflects the varied nature of the procedures carried out. It effectively includes ALL animals used in GM production other than the final progeny which are used in a different category of procedure.  *Examples*   * *Initial breeding animals for GM production* * *Animals culled as part of the GM production process* |

**Column 5: SPECIES**

Enter the numerical code **(1 - 51)** from those listed below to describe the species or species group used in the project

**Note:**

* **The numerical code is not sequential - for each species used select the appropriate numerical code as listed in the table below.**
* **In filling out the table include additional lines for each species where more than one species is used in a project.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Laboratory mammals** | 01 | Mice |  | **Primates** | 34 | Marmosets |
|  | 02 | Rats |  |  | 35 | Macaques |
|  | 03 | Guinea Pigs |  |  | 36 | Baboons |
|  | 04 | Rabbits |  |  | 37 | Other primates |
|  | 05 | Hamsters |  | **Native mammals** | 38 | Macropods |
|  | 06 | Ferrets |  |  | 39 | Possums and gliders |
|  | 07 | Other laboratory mammals (not primates) |  |  | 40 | Native rats and mice |
|  |  | 41 | Dasyurids |
| **Domestic mammals** | 08 | Sheep |  |  | 42 | Wombats |
|  | 09 | Cattle |  |  | 43 | Koalas |
|  | 10 | Pigs |  |  | 44A | Monotremes |
|  | 11 | Horses |  |  | 44B | Bandicoots |
|  | 12 | Goats |  |  | 44C | Bats |
|  | 14 | Deer |  |  | 44D | Other native mammals |
|  | 31 | Cats |  |  | 44E | Seals |
|  | 32 | Dogs |  |  | 44F | Whales and dolphins |
|  | 33 | Other domestic mammals |  | **Exotic feral mammals** | 45 | Camels |
|  | 46 | Cats |
| **Birds** | 13 | Poultry |  |  | 47 | Cattle |
|  | 16 | Exotic Captive |  |  | 48 | Goats |
|  | 17 | Exotic Wild |  |  | 49 | Hares |
|  | 18 | Native Captive |  |  | 50 | Horses |
|  | 20 | Native Wild |  |  | 51 | Mice |

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| --- | --- | --- | --- | --- | --- | --- |
|  | 21 | Other birds |  |  | 52 | Pigs |
|  |  |  |  |  |  |  |
| **Aquatic animals** | 23 | Fish |  |  | 53 | Rabbits |
|  | 23A | Cephalopods (reporting not mandatory) |  |  | 54 | Rats |
|  |  | 55A | Dingo/Wild Dogs |
|  | 23B | Crustaceans (reporting not mandatory) |  |  | 55B | Foxes |
|  |  | 55C | Other exotic feral mammals |
| **Amphibians** | 24 | Amphibians |  |
| **Reptiles** | 27 | Lizards |  | **Exotic zoo animals** | 56 | Exotic zoo animals |
|  | 28 | Snakes |  |  |  |  |
|  | 29 | Turtles and Tortoises |  |  |  |  |
|  | 30 | Other reptiles |  |  |  |  |

**Column 6: NUMBER USED**

Enter the number of animals ***that were actually used*** (i.e. not just the number supplied or authorised) in the project in the year for which statistics are being collected.

**Column 7: NUMBER APPROVED**

Enter the number of animals that were originally approved by the Animal Ethics Committee.

**Column 8: RESEARCH LOCATION**

Provide the name of the State or Territory where the research took place.

**Column 9: COMMENTS**

Use this column to communicate any other information of relevance.

**Example:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Year*** | ***Project Number*** | ***Purpose*** | ***Procedure*** | ***Species*** | ***Number Used*** | ***Number Approved*** | ***Research Location*** | ***Comments*** |
| *2017* | *17-100* | *7* | *1* | *20* | *15* | *15* | *ACT* | *Observation of Little Eagle* |
| *2017* | *17-100* | *7* | *1* | *20* | *10* | *10* | *ACT* | *Observation of Brown Eagle* |