**THE SECRETARY’S ANIMAL CARE AND ETHICS COMMITTEE**

**(Secretary’s ACEC)**

**EDUCATION AND TRAINING ACTIVITIES**

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| **Instructions for completing this form**:   1. Complete Section 1, including animal use reporting in [Appendix 1](#Appendix1), for the 12-month period of the most recent Animal Research Authority for the project. 2. Make the annual $100 Animal Research Authority payment via the [online portal](https://forms.bfs.dpi.nsw.gov.au/forms/10678) ([Section 2](#Section2)) if you are continuing with the project. 3. Complete ‘Change of Contact Details’ box in [Section 2](#Section2) if your address, phone number or email address has changed in the last 12 months. 4. If you need to add or remove personnel, make changes to procedures or location of fixed facilities, please complete and submit a ‘Project Modification Application Form, found under ‘Secretary’s ACEC Form’s on the [website](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee). 5. Submit form to secretary.acec@dpi.nsw.gov.au 6. If ‘Other participants’ that are not named on your current Animal Research Authority have worked on the project during the 12 month reporting period, please also complete and submit [Annual Register of Other Participants and Subcontractors Form - General Research and Educational Activities Projects](https://www.dpi.nsw.gov.au/__data/assets/word_doc/0008/1461482/SECRETARYS-ACEC-ANNUAL-REGISTER-OF-OTHER-PARTICIPANTS-and-SUBCONTRACTORS-RESEARCH-and-EDUCATIONAL-ACTIVITIES-MAY-2023.docx), if these details have not already been provided via Notifications Forms. |

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| **Section 1 Reporting** |

Hereunder is my:

|  |  |
| --- | --- |
| **Annual Report** | **Final Report** |

|  |  |
| --- | --- |
| **Name of Principal Investigator** |  |
| **Title of Project** |  |
| **Project Number** |  |
| **Start date of reporting period** |  |
| **End date of reporting period** |  |

Information is required to be listed separately for each school/course undertaken.

All courses run under the approved project over the 12 month reporting period can be include on this same form – copy and paste the table below for each course.

|  |  |
| --- | --- |
| Date of school/course |  |
| Location |  |
| Activities carried out during the school/course (e.g., AI etc) |  |
| Number of students participating |  |
| Number of animals used\* |  |
| Number of instructors |  |
| Please detail any problems encountered or injuries to animals |  |
| Any other comments |  |

\*Please complete the Animal Use Reporting table in the [Appendix 1](#Appendix1) for total number of animals used in the 12-month period. This applies to both Annual and Final reports.

|  |  |
| --- | --- |
| **Principal Investigator signature** |  |
| **Date** |  |

**Appendix 1 Annual Animal Use Reporting to the Regulator**

Under the NSW Animal Research Legislation, annual reporting to the Regulator regarding animal use is mandatory. The Secretary’s ACEC provides this information to NSW Department of Primary Industries on your behalf. Researchers using the Secretary’s ACEC do not need to submit their own Form L to NSW DPI.

Details of **Fate** information **MUST** be provided where domestic cats or domestic dogs have been used. This information may also be provided where other species are used.

For more information and guidance on the species codes to assist with completing the table please refer to the document [“Guidance for researchers on reporting animals used in research”.](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0003/1330905/Guide-for-reporting-animals-used-in-research-v3.pdf)

If you have used multiple species, please add these in separate rows. If you have used different categories of procedure, please also separate these out.

**Animal Use Reporting table for the 12-month reporting period**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Species** | **Species**  **Code** | **Number used** | **Fate category\*** | **Procedure category** |
| E.g. Cat | S31 | 24 | F2 | P3 |
| E.g. Dog | S32 | 5 | F2 | P1 |
|  |  |  |  |  |
|  |  |  |  |  |

**\***Mandatory for domestic dogs and cats

**Commonly used species include:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Species** | **Code** | **Species** | **Code** |
| Domestic Cat | S31 | Horse | S11 |
| Domestic Dog | S32 | Guinea Pig | S3 |
| Sheep | S8 | Rabbit | S4 |
| Cattle | S9 | Snakes | S28 |

**See next page for Section 2.**

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| **Section 2 Payment and New Contact Details** |

**Annual Payment for Animal Research Authority**

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| **Application fee:** An annual renewal fee of **$100** applies for each project. If you are  submitting a Final Report, payment is not required.  Fees for Authorities and Accreditations to allow research to be undertaken on animals under the *Animal Research Act 1985* have been approved as exempt from GST. Division 81  Please pay via the online portal when you are about to submit your report by left clicking your mouse on the link below while also pressing the ‘ctrl’ key on your keyboard. A receipt for your payment will be emailed to you. Please attach the receipt pdf to the email when you are sending your report.  Please note, if you are submitting an annual report as well as a project renewal application, only one payment of $100 is required.  <https://forms.bfs.dpi.nsw.gov.au/forms/10678>  **Payment made at time of submission:** **Yes No** |

**Change of Contact Details**

Fill in any relevant sections

|  |
| --- |
| Address: |
| Email: |
| Phone No: |

**Please submit this document as a WORD document. The Animal Use Reporting table can also be submitted as a separate Excel document**

**Please return to:**

Secretary’s Animal Care & Ethics Committee

Email: [secretary.acec@dpi.nsw.gov.au](mailto:secretary.acec@dpi.nsw.gov.au)