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

**(Secretary’s ACEC)**

**GENERAL RESEARCH PROJECTS**

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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. If you have used Drones in the reporting period, complete [Appendix 2](#Appendix2). 3. 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. 4. 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. 5. 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). 6. Submit form to secretary.acec@dpi.nsw.gov.au 7. 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** |

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| 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** |  |

**1.** Number of animals approved for use during the whole project

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| --- |
|  |

**1.1** For **Annual Reports** - number of animals actually used in this 12-month reporting period

|  |  |
| --- | --- |
| Total number of animals used during this reporting period |  |

If you have used animals in this 12-month reporting period, please complete the Animal Use Reporting table in the [Appendix 1](#Appendix1) below. This applies to both Annual and Final reports.

**1.2** For **Final Reports**

|  |  |
| --- | --- |
| a. Total number of animals used during this reporting period |  |
| b. Total number of animals used during the whole project |  |

**1.3** Were they any mortalities during the project? **Yes No**

If YES state details

|  |  |
| --- | --- |
| Number of moralities |  |
| Reason for death |  |
| If euthanased: | |
| Method of euthanasia |  |
| Why were animals euthanased? |  |

**1.4** Were there any animals injured or unwell during the project? **Yes No** If YES, state details

|  |  |
| --- | --- |
| Number of animals injured or unwell |  |
| What were the details, including outcomes?\* |  |

\*If an Unexpected Adverse Event Report was submitted, you can refer to the report.

**2.** Reason if there is variation between Question 1 and Question 1.1 or 1.2b above

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|  |

**3.** Did the source of animals vary from that shown in your application? **Yes No**

If YES, state details

|  |
| --- |
|  |

**4.** Did any procedures vary from that shown in your application? **Yes No**

If YES, state details

|  |
| --- |
|  |

**5.** Did the project achieve the objectives stated in the protocol? **Yes No**

If NO, state details

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**6.** Have any problems or animal welfare issues occurred?  **Yes No**

If YES, state details

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**7.** For **Final Reports,** please give a brief summary of findings from the research.

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**8.** Any other comments?

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| **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 required by the Regulator, 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. Please group same species codes together. If different procedure categories have been used in a project, please separate these out.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Species** | **Regulator**  **Species**  **Code** | **Number used** | **Fate category\* \*Mandatory for domestic dogs and cats** | **Procedure category** |
| E.g., Cat | S31 | 24 | F2 | P6 |
| E.g., Dog | S32 | 5 | F4 | P3 |
|  |  |  |  |  |
|  |  |  |  |  |

**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)