



RESEARCH GOVERNANCE UNIT
St. Vincent's Hospital (Melbourne)
Caritas Christi Hospice
St. George's Health Service
Prague House

ANNUAL PROGRESS and FINAL REPORTS

Statement of Intent and Outcomes

The St Vincent's Hospital (Melbourne) Animal Ethics Committee is committed to fulfilling the governing principles of the *Australian code for the care and use of animals for scientific purposes* (2013), by ensuring that the progress of all projects is reported to the AEC annually.

Definitions

Activity: any action or group of actions undertaken that involves the care and use of animals, including acquisition, transport, breeding, housing and husbandry of those animals. An activity may involve one or more procedures. Activities are described in an application to the animal ethics committee.

Project: an activity or group of activities that form a discrete piece of work that aims to achieve a scientific purpose

Scientific purposes: all activities conducted with the aim of acquiring, developing or demonstrating knowledge or techniques in all areas of science, including teaching, field trials, environmental studies, research (including the creation and breeding of a new animal line where the impact on animal wellbeing is unknown or uncertain), diagnosis, product testing and the production of biological products.

Procedure

Annual Progress Reports

The continuation of all approved animal ethics projects is reliant on submission of annual progress reports to the AEC. Reports are required for each AEC project that is current, even if no animals were used during the reporting period. The purpose of the annual report is to advise the AEC on progress that has been achieved, animals used and whether the wellbeing of the animals is consistent with that anticipated in the approved application.

Annual progress reports must provide information in relation to:

- Progress to date for the project
- Animal use
- Adverse events
- Research team details
- Advancements in relation to 3Rs

Annual reports must be submitted on the anniversary of the approval (i.e. if the approval was granted in May, an annual report is due the following year in May). Courtesy reminders

may be sent to Principal Investigators the month prior to annual report due date. Annual progress reports must be reviewed by the AEC at a quorate meeting.

Following review of the annual progress report, the AEC may determine on the basis of the report that the project may continue, be suspended, require modification or be discontinued. The AEC may also request further information or clarification from the Principal Investigator. Decisions must be disseminated to the Principal Investigator in writing, with a copy retained by the Research Governance Unit.

Failure to submit an annual progress report at a satisfactory standard or within a satisfactory timeframe may result in being recorded as non-compliance:

- Failure to submit report at a satisfactory standard – minor non-compliance
- Failure to submit report within 3 months of due date – moderate non-compliance
- Failure to submit report within 9 months of due date – major non-compliance

Final reports

A final report is to be submitted for all AEC projects which are not commenced and abandoned, commenced and abandoned or completed. The final report indicates that no more animals will be used and that the project can be permanently closed and archived. Final reports are an opportunity to detail any scientific achievements associated with the project, as well as any animal welfare issues encountered during the project.

Final reports must provide information in relation to:

- Summary of the outcomes of the project
- Animal use
- Whether the stated aims were achieved
- Adverse events
- Advancements in relation to 3Rs
- Details of publications and presentations that have resulted from the project

Final reports must be submitted within six months following the project expiry, completion or discontinuation. Courtesy reminders may be sent to Principal Investigators once the project has expired. Final reports must be reviewed by the AEC at a quorate meeting.

Following review of the final report the AEC may request further information, clarification or note that the project has been finalised and will be closed and archived. Decisions must be disseminated to the Principal Investigator in writing, with a copy retained by the Research Governance Unit.

Failure to submit an annual progress report at a satisfactory standard or within a satisfactory timeframe may result in being recorded as non-compliance:

- Failure to submit report at a satisfactory standard – minor non-compliance
- Failure to submit report within 3 months of due date – moderate non-compliance
- Failure to submit report within 9 months of due date – major non-compliance

Submission

All reports must be submitted using the current version of the St Vincent's Hospital (Melbourne) AEC reporting forms; no other formats will be accepted. Reports can be submitted as signed original hard copy, scanned PDF and electronic signatures are also

acceptable. Original signed reports should be submitted to Research Governance Unit or emailed to research.ethics@svhm.org.au and copies are not required.

Once the submission is received by the AEC Secretary an acknowledgement email will be sent to the Principal Investigator and the report added to the agenda for the next scheduled AEC meeting.

Associated Procedures/Instructions

3.8 – Non-Compliance

Reference Documents

- Australian code for the care and use of animals for scientific purposes (2013)
- Australian Code for the Responsible Conduct of Research (2018)

Authorized by:



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Date Issued: 2011	Next Review: 2022
Date Revised: 2016, 2019	Filepath: