UNIVERSITY OF TASMANIA ANIMAL ETHICS COMMITTEE
Modifications and Reporting Obligations

**Project Modifications**

To make minor changes to your currently approved investigation you must complete the Application to modify an approved project form and email to the Executive Officer on animal.ethics@utas.edu.au. A signed version may follow electronically. The Modification form must be accompanied by the Initial Application form with all requested changes clearly tracked.

**Adding Additional Researchers**

To add researchers to your investigation, a Change an Investigator Form must be completed and submitted to the Executive Officer electronically. The University Veterinarian must be informed when competency training and or assessment is being carried out. This is a legal requirement.

**Annual Project Reporting and Renewal**

Ongoing project approval is dependent on yearly reporting to the AEC. The Responsible Investigator must keep a record of the due date of Annual Reporting.

Your annual report should be emailed to the Executive Officer on animal.ethics@utas.edu.au by the monthly submission date.

**Reporting Adverse Incidents**

‘The Animal Ethics Committee is to be promptly notified of any unexpected, adverse events which occur during the period of the approved project and which may impact on the welfare of the animals.’ (2.2.28 Australian Code of Practice).

The University Veterinarian must be immediately informed. The University Veterinarian should be involved in any decision taken to alleviate the problem and to ensure the incident is not repeated. Autopsy by a qualified veterinarian should be performed when animals die unexpectedly. Any foreseeable departure from this requirement must have been outlined and approved in the initial application.

An Adverse Incident Report form must be completed and submitted to animal.ethics@utas.edu.au in as soon as the incident has been reported to the University Veterinarian.

**Annual Animal Usage**

Animal usage numbers are collected in compliance with Section 35 of the Animal Welfare Act 1993 which requires each licensed institution to provide an annual report to the State Government on the animals used in research. In accordance with the Act, the report is to contain the numbers and types of animals used and the types of animal research carried out.

The reporting of numbers is based on the calendar year (1 Jan – 31 Dec) and must be uploaded directly onto WARP.

University of Tasmania Animal Ethics Committee – February 2015