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Faculty of Health Sciences Ethics Office for Research, Training and Support
[health-sciences.nwu.ac.za/healthethics](http://health-sciences.nwu.ac.za/healthethics)

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| **AnimCare** Ethics Committee on Animal Care, Health and Safety in Research *(AREC-130913-015)***Monitoring Report Form** for projects using animal vertebrates or higher invertebrates for research or training purposes***AnimCare 04-02a, Version 4.11 (updated Sep 2017)*** |
| **CONFIDENTIAL!** This document contains confidential information that is intended strictly and exclusively for the applicant and AnimCare Committee. Should this document or parts thereof erroneously come in your possession, you are requested to destroy it or to return it to AnimCare without delay. Unauthorised possession, reading, studying, copying or distribution of this material, or any other form of abuse, is illegal and punishable. |
| **NWU Ethics Number**Click or tap here to enter text. | **Date received**Click or tap to enter a date. |

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| General Project Identification |

Provide the necessary descriptions below to identify this project application:

* 1. Full, descriptive title of the project

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| Click or tap here to enter text. |

* 1. Name of the Project Head (principle investigator / study leader)

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| Click or tap here to enter text. |

* 1. Name of the NWU Research Entity(ies), Faculty and NWU Campus(es)

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| Click or tap here to enter text. |

* 1. Reporting & Project Type

*(Select the appropriate option from each dropdown list below)*

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| **Type** | **Response** |
| Is this a *progress* report *(i.e. study to continue)* or a *final* report *(i.e. study completed)*? | Choose an item. |
| Is this a *research* project or an *education/training* project? | Choose an item. |
| Is this a *single* projector a *larger* project | Choose an item. |
| For larger projects, is this reporting on the overall *larger project* or on the *sub-study*? | Choose an item. |

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| General instructions for annual reportingIt is mandatory for all project heads to timeously provide final reports upon completion of their projects with ethics approval using animals, regardless of whether work on animals has been done during the approval period or not.1. **Important!** Always ensure that you have the latest version of the application form, downloadable from <http://health-sciences.nwu.ac.za/healthethics>. Previous versions will not be accepted.
2. Submit via e-mail this completed Report form *(MS Word format only)* plus attached associated declaration form *(separate document)* to the Faculty of Health Sciences Ethics Office for Research, Training and Support (Ethics-AnimMonitoring@nwu.ac.za).
3. Receive feedback from AnimCare if applicable. **Please note!** On basis of the report (or for other relevant reasons), AnimCare may request or order further consultation with the project head.
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| MONITORING REPORT |

* 1. **Dates of approval and expiry of the project’s ethics approval**

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| --- | --- |
| **Approval Date** | **Expiry Date** |
| Click or tap to enter a date. | Click or tap to enter a date. |

* 1. **Reporting period**

|  |  |
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| **Reporting from date…** | **Reporting until date…** |
| Click or tap to enter a date. | Click or tap to enter a date. |

* 1. **SAVC or Vivarium authorisation**

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| **Approval Date** | **Expiry Date** |
| Click or tap to enter a date. | Click or tap to enter a date. |

**Comments *(optional)***

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| Click or tap here to enter text. |

* 1. **Approved animal experience category of the project**

**Please note!** If a category has not been assigned as yet (older projects), estimate the category according to the AnimCare Project Categorisation of Wellbeing (see form [AnimCare 07-02b v4.01]), and make a note in comments box below: *“My estimate for verification by AnimCare”*.

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| --- | --- | --- | --- | --- | --- | --- |
| **0** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**Comments *(optional)***

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| Click or tap here to enter text. |

* 1. **Progress achieved with the project during the reporting period**

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| Click or tap here to enter text. |

* 1. **Any problems and obstacles experienced in the project during the reporting period *(that might have interfered with the progress of the project)***

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| Click or tap here to enter text. |

* 1. **Incident of research-related adverse event reports during the reporting period**

|  |  |  |
| --- | --- | --- |
| **No** |  | **AnimCare report number and short description of each report** *(summary of 50 words max per report)* |
| 00 |  | Type details here. |

* 1. **Amendments to the project during the reporting period**

|  |  |  |
| --- | --- | --- |
| **No** |  | **Provide the version number and a short description of each amendment approved** *(summary of 50 words max per report)* |
| 00 |  | Type details here. |

* 1. **Details of animals used in the project during the reporting period**

|  |  |  |
| --- | --- | --- |
| **No** |  | **Identification / description of animals used** |
| 00 |  | Type details here. |

* 1. **Wellbeing and animal welfare status in the project during the reporting period**

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| Click or tap here to enter text. |

* 1. **Any unexpected mortalities in the project during the reporting period**

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| Click or tap here to enter text. |

* 1. **Were there any contraventions to the ethical procedures/matters, or to the conditions of ethics approval during the reporting period? If yes, please provide details, motivation and corrective measures/recommendations.**

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| Click or tap here to enter text. |

* 1. **Full references of all conference contributions and publications following from the project during the reporting period**

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| Click or tap here to enter text. |

* 1. **Were there any findings of importance and were these indeed disseminated to the appropriate authorities** *(e.g. notifying the Medical Research Council regarding any manifested toxicity or finding that may bear on safety of a drug in humans, or the Department of Agriculture, Forestry and Fisheries regarding any finding that may bear on environmental safety)* **and/or to the public?**

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| Click or tap here to enter text. |

* 1. **Describe the current status of the project**

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| --- | --- | --- |
| **Status** |  | **Details & motivation** |
| to continue | [ ]  |  | Click or tap here to enter text. |
| completed | [ ]  |  |
| discontinued | [ ]  |  |

* 1. **For projects to continue…**
		1. How likely is the project objectives, as stated in the proposal, still be achievable?

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| Click or tap here to enter text. |

* 1. **For projects completed…**
		1. To which extent were the project objectives, as stated in the proposal, achieved?

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| Click or tap here to enter text. |

* + 1. Any recommendations regarding future studies?

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| Click or tap here to enter text. |

* 1. **Any additional comments from the Project Head**

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| Click or tap here to enter text. |

***- End of Report –***

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| Checklist |

Ensure that you have all required documents for submission of your monitoring report:

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| **Submission of electronic copies via e-mail** (Ethics-AnimMonitoring@nwu.ac.za) |
| **This completed monitoring report form**  | [ ]  |
| **Project head’s declarations form for monitoring reports** *(scanned copies of signed form)* | [ ]  |

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| **List of Attachments**Please list each document attached to this application, with the name of the document *(including those indicated in the checklist above, as well as any other document you attached)* |
| 1. Click or tap here to enter text.
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