**Annual Report of Approved Protocol**

|  |
| --- |
| **I. General Information** |
| **Title:**  |
| **Protocol Type:**  [ ]  Research [ ]  Instruction **Protocol Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Project Period:** (cannot exceed 3 years) Start Date: Click here to enter a date.  End Date: Click here to enter a date. |
| **Review Year:** [ ]  Year 1  [ ]  Year 2 [ ]  Year 3  |
| **Is the project/course activity still active?** [ ]  No [ ]  Yes |

|  |
| --- |
| **II. Administrative Information1** |
| **Principal Investigator / Course Director** |
| **Name:** | **Phone:** |
| **Department:** | **Email:** |
| **Co-Principal Investigator/ Course Director** |
| **Name:** | **Phone:** |
| **Department:** | **Email:** |

1 These individuals must be a faculty members at Southeast. All personnel (other faculty, staff and students involved in the project will be listed on Form B).

|  |
| --- |
| **III. Certifications and Assurances** |
| By signing this form, I certify that the information provided in this annual report is an accurate description of the use of animals under this protocol.**Submission of this form by the PI in the form of electronic mail is taken as evidence of this Assurance. Please type your name(s) and the date below.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal Investigator or Course Director Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co-Principal Investigator / Course Director Signature Date |

|  |
| --- |
| **IV. Changes to Protocol. Note: If you have significant changes you will need to use Form A and subsequent forms appropriate to the project.**  |
| **A. Were there any changes to personnel?** [ ]  No [ ]  Yes, if “Yes” was selected then fill out Form B |
| **B. Were there changes to the protocol?** [ ]  No [ ]  Yes**If “Yes” check the boxes that match the part of the protocol you have changed and fill in the corresponding forms** |
| [ ]  Off Campus Activities: Studies or course activities that do not involve  holding animals on campus. | Form C |
| [ ]  Short Term Campus Activities: Studies or course activities that involve  holding animals for less than 12 hrs. | Form D |
| [ ]  Long Term Campus Activities: Studies or course activities that involve holding animals for more than 12 hrs. | Form E |
| [ ]  Animals that are captured from the wild. | Form F |
| [ ]  Animals that are purchased or supplied. | Form G |
| [ ]  Animals in USDA Pain or Distress Classification D or E or requiring the  use of analgesic/anesthetic/tranquilizing drugs | Form H |
| [ ]  Surgery | Form I |
| [ ]  Instruction in a classroom setting | Form J |
| [ ]  Euthanasia and disposition of animals | Form K |
| [ ]  Use of hazardous agents (radiolabeled, biological, chemical agents) | Form L |

|  |
| --- |
| **V. Animals Used** |
| **List the number of each species approved and actually used in this reporting period and previous reporting periods (For Annual reports for Year 1 leave the sum of previous reporting periods blank).** |
|  | **Year of this reporting period** | **Sum of previous reporting periods**  |
| **Animal Species (scientific and common name)** | **Number approved in protocol** | **Actual number used** | **Number approved in protocol** | **Total number used** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Add more rows if necessary

|  |
| --- |
| **VI. Exceeding Approved Numbers of Animals** |
| **Did the numbers of animals exceed the approved numbers?** [ ]  No [ ]  Yes**If “Yes” was selected explain the reason why the numbers exceeded the approved numbers below and be sure to submit a revised protocol.** |

|  |
| --- |
| **VII. Complications Affecting Animals** |
| **Were there any unexpected reactions, deaths or other complications with the protocol during this reporting period?** [ ]  No [ ]  Yes**If “Yes” was selected, state how many animals were affected and explain the problem and solution.**  |