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Committee	Animal Research Ethics Committee



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UNIVERSITY OF FORT HARE

UNIVERSITY OF FORT HARE ANIMAL RESEARCH ETHICS COMMITTEE (UFH-AREC)

STANDARD OPERATING PROCEDURE: Annual and final reports

Purpose

This document provides the standard processes and instructions for reporting on approved animal ethics applications on an annual and/or final basis. This reporting processes is guided by the SANS20XX document and ensures that researchers at the University of Fort Hare are compliant with respect to National animal ethics guidelines.

Scope

The process applies to all research institutions and persons conducting, and associated with, animal research. The implementation and management of this process shall be at the discretion of the UFH-AREC.

Prerequisites

Reporting is done on all approved animal projects. For a project to be approved it needs to be reviewed by a full sitting of the AREC committee. For this purpose, please see UFHAREC_001_Submission of applications and UFHAREC_002_Meeting procedures which outline how applications can be submitted and how the committee functions in terms of approving animal ethics projects.

Responsibilities

1. It is the responsibility of all researchers and lecturers to ensure that they provide an annual report for project renewal and a final report for project completion to the AREC committee.

Procedures

1. Researchers and lecturers must submit annual and final reports using the Annual/Final report template available from AREC or GMRDC. Annual and final reports should be submitted by the PI and/or applicant and be submitted to AREC@ufh.ac.za.
2. Annual reports are required for each calendar year that ethics approval is active. The period of activity will be stipulated in the application and the duration of approval will be provided in the approval letter.
3. Annual reports are due 10 months after a) initial project approval or b) project renewal (for years two and three respectively). AREC will endeavour to send reminders for the submissions of reports 9 months following the a) initial project approval or b) project renewal (for years two and three respectively).
4. Annual reports will include at least the following information
 - a. What progress has been achieved
 - b. Problems that may have interfered with project progress
 - c. Number of animals used to date or in total
 - d. The wellbeing and animal welfare status of all animals during the study
 - e. Unexpected mortalities
 - f. Envisaged modifications, amendments, or additions
 - g. Whether the project has or will be able to, achieve the stated objectives
 - h. Whether the project is continuing, has been completed, or discontinued, and
 - i. What publications have been produced
5. AREC reserves the right, as per the SANS 2008:10386, to implement a more frequent reporting schedule for projects that have been identified as high risk or where more frequent reporting is recommended by reviewers. Furthermore, a study can be reviewed if warranted by the emergence of new information (whether scientific or pertaining to the scientific studies or teaching activities of the researcher).
6. AREC has the authority to suspend or terminate research that does not comply with annual reporting requirements as well as request modifications to the current project.
7. Final reports are due as soon as the use of animals is complete, ethics approval has expired, or the project has been discontinued.
8. Annual/Final reports will be reviewed by AREC and renewal or final project completion will be assessed by the AREC.

References

SOP adopted from the University of Cape Town

Document History

Date	Version No	Reason for revision
17 July 2020	1	Newly formulated