ⓘ The *Australian code for the care and use of animals for scientific purposes 2013* (*the Code*) requires that any unexpected adverse events be reported to the AEC.

The Ethics Advisor, Animal Welfare Advisor – Research & Teaching, and the Animal Ethics Committee will review this report form.

Submit completed application into **IRMA** system under the Documents tab.

Animal Ethics Office
(08) 9360 7366
animal.ethics@murdoch.edu.au

All applications are to be submitted in the **IRMA** system as attachments to a coversheet.

Part A - Project information

Permit Number (*****/**):

Protocol ID (***):

Project Title:

Chief Investigator / Supervisor:

Title	Given Name	Surname

Form completed by:
Role on the project:

Part B - Summary

*Tick **one** box that best applies to the purpose of this research.*   *Tick **one** only*

(i)   **Found Dead**   ☐

(ii)   **Illness/injury** (survived)   ☐

(iii)   **Euthanased**   ☐
        Describe method:

(iv)   **Other** (e.g. power failure, inclement weather)   ☐
        Provide details:

Part C - Animal Details

Animal ID:
Species:
Genotype:
Sex:
Procedure: (Experiment / Aim #)
Date and Time of incident:
Location of incident:

Have you informed the AWO / AEO?   Yes ☐   No ☐

Are other animals at risk?   Yes ☐   No ☐
Provide details:

Post Mortem Examination (PME)?   Yes ☐ No ☐   **Has this report been attached?**   Yes ☐ No ☐
Provide details:

Part D -   Details of incident

Provide information on the details of the incident.

Include an outline of the details of the event and the circumstances leading up to it; what is the likely cause of the event; how does the event impact on the animal and the research project in both the immediate and long-term; what is the total number of injuries / deaths out of the total population at risk; what is the health status of the remaining animals?

What further action will be taken to prevent a similar adverse incident occurring in the future?

Include information regarding what remedial action will be taken (including treatments, medicines, etc.); what, if any, procedures / practices need to be modified as a result of the event?

How to submit Animal Ethics forms in IRMA:

All forms are received and processed through the IRMA system. To do this, you will need to create a "**Coversheet**" in IRMA and attach this form and any supporting documents as part your submission.
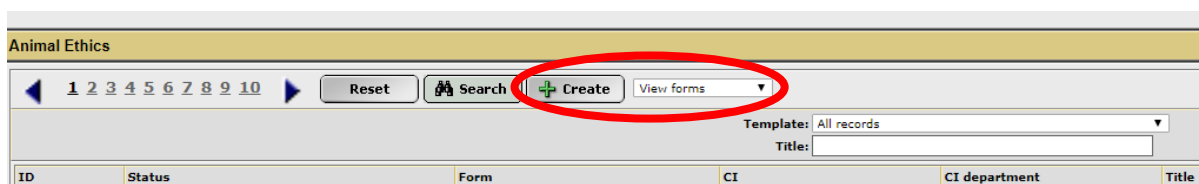
1. Begin by creating a Coversheet. Log into IRMA and click on "**Researcher Profile**" (found in the top right-hand corner of your screen). If you do not have IRMA access, lodge a request with IT through ServiceNow.
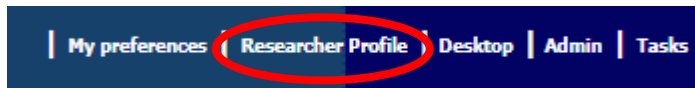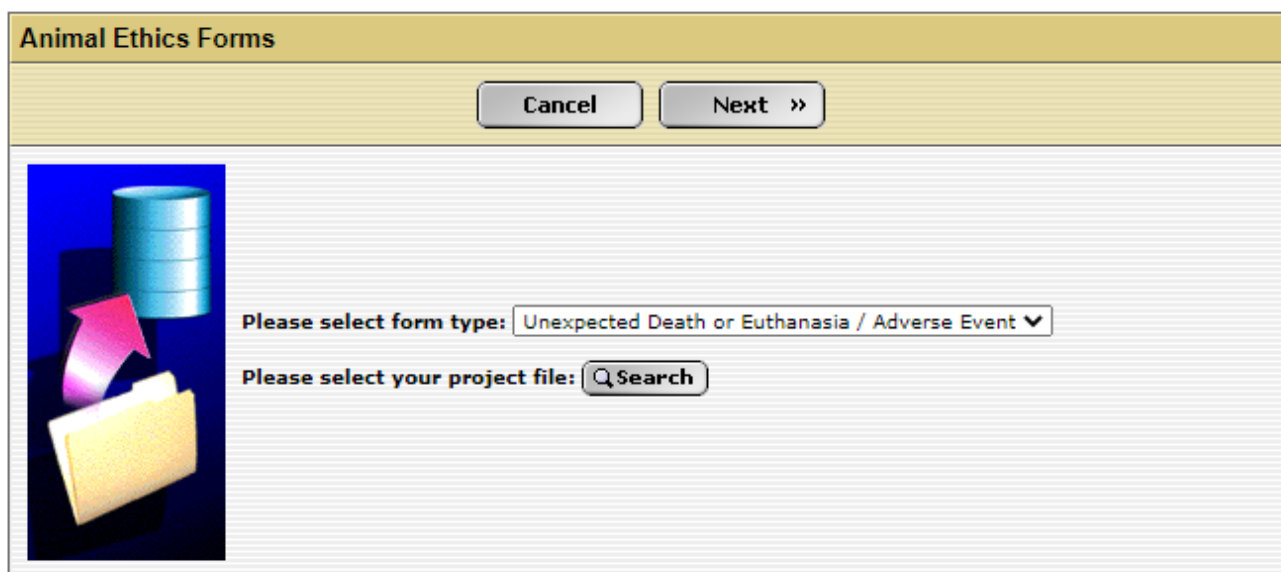
2. Click on the "**Animal Ethics**" tab:

3. Ensure the drop-down option is showing as "**View Forms**", and click the "**Create**" button to create a new coversheet:

4. Select the **Unexpected Death or Euthanasia / Adverse Events** coversheet from the drop-down list (shown below), link the coversheet to the relevant project by clicking the "**Search**" button, and then click "**Next**":

5. A new screen will appear (see below). Click on the weblink and download the **"Unexpected Death or Euthanasia / Adverse Events** form.
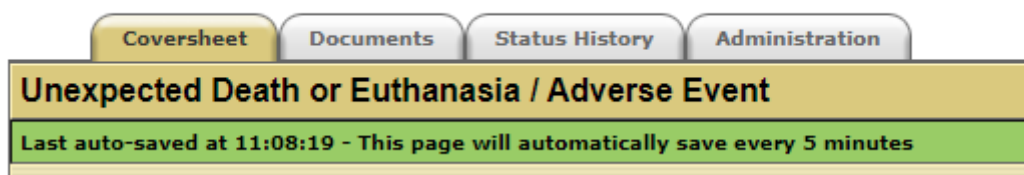
6. When the form has been downloaded and completed, save the document to your computer, and upload a copy into the IRMA coversheet you have just created. Click on the "**Documents**" tab and upload the form by clicking the "**+ Add**" button.

Select the most relevant option from the drop list provided

Include any other supporting documentation, e.g. post mortem reports in the "**Documents**" tab. Ensure each attachment is clearly labelled in the "Document Description" box.

7. Once this form, and all other supporting documentation, have been uploaded into IRMA, return to the "**Coversheet**" tab and click the "**Submit**" button.

TASK COMPLETE