# **La Trobe Institutional Biosafety Annual Report**

**Instructions:** Your approval is valid for 5 years. Approvals cannot be extended past this date, if you are continuing this project a new approval will be required. Please allow enough time for review/approval of a new application by the LTIBC prior to this date.

Any changes to personnel, facilities, approved dealings and transport of GMOs must be approved via an amendment request. If the changes coincide with your annual reporting obligations, please submit an amendment request and supporting documents along with your annual report for approval. We want to ensure that your LTIBC approvals remain appropriate for your requirements.

Note: if there are changes in your research that result in dealings that are outside the scope of this approval you will be required to submit a new application.

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| **1. Project Details** |
| **IBC approval number** |  |
| **Project title** |  |
| **Project Commencement Date:** |  | **Project Expiry Date:** |  |
| **Principal Investigator** | Title/Full Name: | Staff ID: |
| Position: | Phone: |
| School/Institute: | Email: |
| **Date of this report:** |  | **Reporting Year:** *e.g Year 1* |  |

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| **2. Status of Project** *(only check boxes that apply) (double click to ‘check’ each box)* |
| **[ ]  Abandoned/discontinued**Submit a [Final Report](https://www.latrobe.edu.au/__data/assets/word_doc/0005/1598729/LTIBC-Final-Report-Form-v2_23082024.docx) | **Explain why the project was abandoned or discontinued]** |
| **[ ]  Not yet commenced** | **Please provide details below and proceed to section 5:**[INSERT explanation] |
| **[ ]  In progress/continuing**  | **\*Provide a summary of your research progress to date and proceed to sections below** |

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| **3. Compliance Checks** |
| **3.1 Have you reviewed your LTIBC Record of Assessment?** | [ ]  Yes | [ ]  No\* |
| *\* If NO, please review the details of your Record of Assessment and complete the questions below*[INSERT explanation] |
| * 1. **Are the details in the Record of Assessment correct and still relevant?**
 | [ ]  Yes | [ ]  No\* |
| *\* If NO, please explain*[INSERT explanation] |
| * 1. **Has your research focus shifted, or is it likely to change over the next 12 months?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |
| * 1. **Have you added new dealings that fall under the approved class of dealings?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, attach a completed* [*amendment request form*](https://www.latrobe.edu.au/__data/assets/word_doc/0012/1565895/LTIBC-Amendment-Form-v1_27052024.docx) *and updated* [*GMO summary spreadsheet*](https://www.latrobe.edu.au/__data/assets/excel_doc/0011/1565831/GMO-Summary-Spreadsheet-v1_20052024.xlsx) *listing all new dealings:* |  |  |
| * 1. **Over the next 12 months, do you intend to undertake any new dealings not listed in or not within the scope of your approval?**
 | [ ]  Yes\* | [ ]  No | [ ]  Unsure\*  |
| *\**  *If YES or UNSURE please contact Ethics, Integrity and Biosafety so we can assist you with a new application.* |
| * 1. **Are there any new or additional risks to human health?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |
| * 1. **Are there any new or additional risks to the environment from an unintentional release of a genetically modified organism?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |
| **3.8 Have the personnel associated with this approval changed?** | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, attach a completed* [*amendment request form*](https://www.latrobe.edu.au/__data/assets/word_doc/0012/1565895/LTIBC-Amendment-Form-v1_27052024.docx) *listing all personnel changes:*[INSERT explanation] |
| **3.9 Have all personnel associated with this approval completed the La Trobe Biosafety and Biosecurity Awareness Training?**  | [ ]  Yes | [ ]  No\* |
| *\**  *If NO, please provide explanation:*[INSERT explanation] |
| **3.10 Up to date** [**Personnel Training Record**](https://www.latrobe.edu.au/__data/assets/word_doc/0005/1565807/Biosafety-Personnel-and-Training-Record-for-Dealings-with-GMOs-v2_28052024.docx) **attached?** | [ ]  Yes | [ ]  No\* |
| *\**  *If NO, please provide explanation:*[INSERT explanation] |
| * 1. **Have any of the facilities listed in this approval changed?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, attach a completed* [*amendment request form*](https://www.latrobe.edu.au/__data/assets/word_doc/0012/1565895/LTIBC-Amendment-Form-v1_27052024.docx) *listing all facility changes:*[INSERT explanation] |
| * 1. **Are there any other changes to your research that may be relevant to your approval?**
 | [ ]  Yes\* | [ ]  No |
| *\**  *If YES, please provide details:*[INSERT explanation] |

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| **4. Principal Investigator Declaration**  |
| By submitting this **annual report**, I, the **Principal Investigator/Centre/Organisation**, declare that: |
| [ ]  The information contained in this report is true and accurate.[ ]  I am aware that the making of a false or misleading statement may be punishable by imprisonment or a fine under the Gene Technology Act 2000 or corresponding state law. |

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| **5. How to submit this form** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) 1. To find your ethics project click on the “My Ethics & IBC Projects” tile and select the Ethics Approval Number to which your annual report applies
2. To create an annual report:
	* At the top right of the screen, select “Create Annual Report” from the drop-down menu
	* Upload the completed annual report form and supporting documentation (including completed amendment request form if reporting changes to your project details)
3. At the top of the screen click on “Submit to Research Office”
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