**Please read these instructions before completing this form.**

* An Unexpected Adverse Event (UAE) is an event that may have a negative impact on the wellbeing of animals and was not foreshadowed in the approved project or activity.
* Prompt action must be taken in response to unexpected adverse events and emergencies, including alleviation of pain and distress.
* When an animal dies unexpectedly, or is humanely killed due to unforeseen complications, a necropsy should be performed by a competent person.
* UAEs must be reported **within 24hrs** of the incident (or as soon as practicable for field work where investigators may not have mobile phone access within 24 hours of the incident) to [animalethics@latrobe.edu.au](mailto:animalethics@latrobe.edu.au) and then this form should be submitted once all subsequent follow-up actions have been completed.
* This form should also be used when self-reporting a non-compliance with AEC approved protocols.
* **If information provided on this form is sourced from person(s) other than the Principal Investigator, please provide the full name of those persons in parentheses following the provision of that information.**

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| 1. **Project details** | | | | |
| **AEC Number** |  | | | |
| **Project Title** |  | | | |
| **Principal Investigator** |  | | | |
| **Date of UAE** |  | **Date of Preliminary UAE Report to animalethics@latrobe.edu.au** | |  |
| **Location of UAE** |  | | | |
| **Are you self-reporting a non-compliance?** | **YES** | | **NO** | |

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| 1. **Animal details**   Add rows, as required | | | | | | |
| **Animal ID**  **(if applicable)** | **Species** | **Strain** | **Genotype**  **(if applicable)** | **Sex** | **Age**  **(at time of UAE)** | **Number affected** |
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| 1. **Details of Unexpected Adverse Event** | | |
| * 1. **Description** | *Describe the event and include details of the symptoms and/or signs exhibited by the animal(s).* | |
| * 1. **Background** | *What treatments/procedures had been performed on the animal(s) prior to the event? Include a timeline of events and expected phenotype of the animal(s), if relevant*. (*Attach all relevant monitoring sheets and cage cards*). | |
| * 1. **Action(s) taken** | *What action was taken when the event happened or was discovered?* | |
| * 1. **Investigation** | *What investigations have taken place (e.g., necropsy, histopathology, etc.)?* | *Name of the person who undertook the investigation:* |
| * 1. **Results of investigation (e.g., necropsy report)** | *Insert a description of any reports & attach a copy*. | |
| *If an animal died and a necropsy was not done, please explain why*. | |
| *Why/how do you think this event occurred?* | |
| * 1. **Action(s) to be taken** | *What immediate and/or long-term actions are required to prevent a recurrence of this event?* | |
| *Will a Request for Amendment (to change the approved application) and, for example, a phenotype report, monitoring sheet(s) and monitoring protocol, SOPs, training/competencies be submitted to the AEC as a result of the event and before the suggested actions are implemented?* | |
| * 1. **Additional information (optional):** |  | |

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| 1. **Declaration** |
| By submitting this Unexpected Adverse Event Report, **I**, **the** **Principal Investigator**, declare that  due care has been taken to ensure that the information I have provided is true and correct, and  the information contained in this report is given on the basis that it remains confidential in accordance with relevant University and statutory requirements. |
| **How to submit this form** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to lodge an Unexpected Adverse Event report:   1. To find your ethics project click on the “My Ethics & IBC Projects” tile and select the Ethics Approval Number to which your Unexpected Adverse Event Report applies 2. To create an Unexpected Adverse Event:    * At the top right of the screen, select “Create UAE/Safety Report” from the drop-down menu    * Upload the completed Unexpected Adverse Event form and supporting documentation in the “Post Approval Documents” tab 3. Select “Review by Research Office” and “Mark as Current Status” in the progress bar at the top of the screen |