

# Completing your Annual Review/Final Report on Tick@lab

Open the most recent document version for the application by clicking on the AEC number, then on the version number of the document.

No. of entries: 1

AEC	File title	File created	File status
SAM-23-001	Test	17-Jan-2023	Amendment

Documents/Versions in File

Version	Last document change	Last document checkout	Document status	Principal investigator	Checked-out by
17.0	28-Jun-2023	28-Jun-2023	AEC Secretary	Lyon, Matthew	---
16.0	28-Jun-2023	28-Jun-2023	Executive Member Rev...	Lyon, Matthew	---

Once you are within your application check the left-hand list, the Annual Review tab may already be available to you.

- General Information
- Protocol/Forms Links
- Personnel
- Species
- Study Segments
- Number of Animals
- Procedures
- Procedures Training Verification
- Anesthesia/Analgesia
- General Training
- Animal Husbandry/Housing
- Justification
- Safety & Hazards
- Teaching/Breeding
- PI Certification
- Amendment
- Annual Review
- Protocol Closure
- AEC Review
- Workflow History

Complete this tab only when an approved protocol is submitted for Annual Review.

**ANNUAL REVIEW**

Federal regulations require all animal care and use protocols to be reviewed annually.

*In accordance with the Australian code of practice on the care and use of animals for scientific purposes, upon completion or discontinuation of an approved project. Each progress and/or final report is reviewed*

*Continuation of approval for ongoing project is subject to receipt of the following annual status reporting*

**Project Details**

Answer

**The following questions might appear repetitive; nevertheless, this process aids in gat**

**Title of Project:**

SAHMRI Project ID:

**Approval to Share Information:**

Answer (\*)

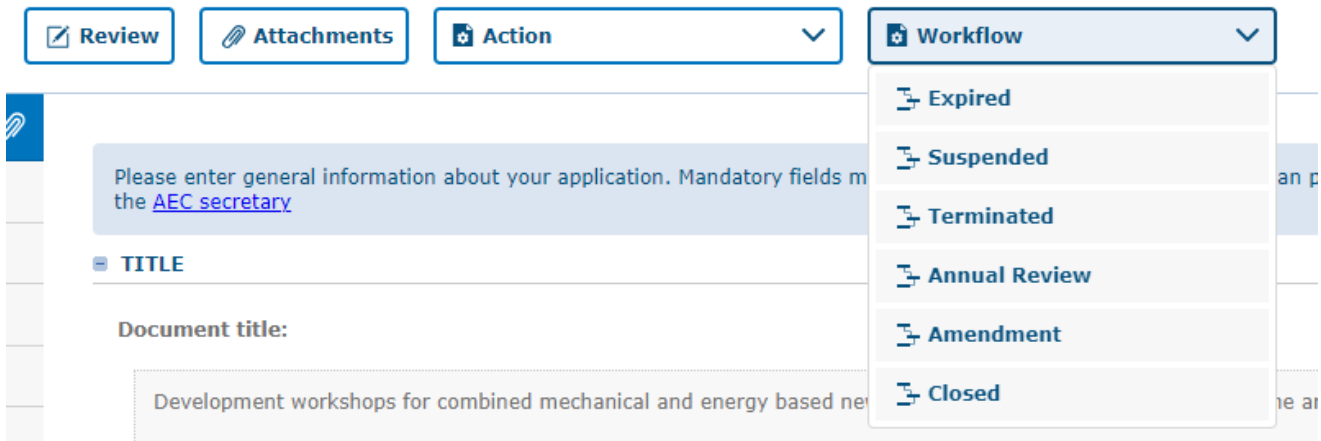
*By submitting this application, I give approval for this application and any information relating to i Department of Environment, and Water for the purposes of administration, approval and monitori*

**Status of Project (\*)**

Commenced; animals used  
*If commenced, please answer Section A; Progress Report and C; Certification and Signatures.*

Commenced; no animals used  
*If commenced, please answer Section A; Progress Report and C; Certification and Signatures.*

If you cannot see the Annual Review tab to the left, click on 'Workflow' and select 'Annual Review' in the drop-down menu.



The screenshot shows a navigation bar with buttons for 'Review', 'Attachments', 'Action', and 'Workflow'. The 'Workflow' dropdown menu is open, showing options: 'Expired', 'Suspended', 'Terminated', 'Annual Review', 'Amendment', and 'Closed'. Below the navigation bar, a text box contains the instruction: "Please enter general information about your application. Mandatory fields marked with an asterisk are required. For more information, contact the [AEC secretary](#)". A section titled 'TITLE' contains a text input field with the text: "Development workshops for combined mechanical and energy based ne...".


The Annual Review tab should now be visible in the left column.

**NOTE:**




If the Annual Review button does not appear in the drop-down menu this could be for a number of reasons. The application may already be undergoing another workflow process such as an Amendment or Executive Committee Review. Unfortunately, Tick@lab can only undergo one workflow process at a time. In this particular case, you will need to wait for the current workflow process to be completed. Alternatively, PDF versions can be obtained by contacting the AEC Secretary at [secretary.aec@sahmri.com](mailto:secretary.aec@sahmri.com)

When conducting the annual review, we kindly request that you provide information spanning from the date of your previous annual review to the exact date of submission of this report.

Once completed, click 'Workflow' again and select 'Send for Signatures' in the drop-down menu.



The screenshot shows the same navigation bar as above. The 'Workflow' dropdown menu is open, showing options: 'Send for signature', 'Terminated', and 'Closed'. Below the navigation bar, a table is visible with the following data:

	Anticipated Start Date	Anticipated End Date
   	01-Apr-2022	31-Mar-2023

Below the table, it says "No. of entries: 1".

Once signed by the appropriate Principle and Co-Investigators, the application will automatically be forwarded to the AEC Secretary. In the event of a technical error, this can be manually done by clicking 'Workflow' again and selecting 'AEC Secretary' in the drop-down menu.

Review
Attachments
Action ▼
Workflow ▼

**No. of entries: 11**

		Scientific Terms or Abbreviations
✎ + 🗑️ 📄	OSA	
✎ + 🗑️ 📄	CCC	

- AEC Secretary
- Full Committee Review
- Closed
- Not Approved