

Procedure title:

Annual Progress Report Feedback

Purpose:

1. To describe the annual progress report feedback

Scope:

1. The SOP is applied to describe the annual progress report feedback

References:

Terminology / Abbreviations:

UP : University of Pretoria

AEC : Animal Ethics Committee

Procedure:

1. Projects are approved on condition of annual or end of phase/study reporting.
2. To ensure compliance with this conditions, the ethics certificate have a fixed date period of one year. Renewal of these certificates will occur on receipt of the annual reports.
3. These report forms, which are attached to the approval email, need to be submitted to the office after a year, when the project ends or progress to the next phase required further approval (As per condition on the certificate).
4. While the AEC secretariat will try to remind researchers when their annual report need to be submitted, by applying to the animal ethics committee, a researcher/student of the UP agrees to submit the required reporting form even without a reminder. Refusal to submit a progress report could result in disciplinary action.
5. The feedback form contains the necessary information needed by the committee to evaluate if renewal is required, but also the necessary information the committee needs to collate for its own reporting.
6. The report forms will be presented as part of the agenda of the monthly meeting
7. The committee would in their monthly meetings:
 - 7.1 Either accept the report as is.
 - 7.2 Ask additional questions
8. The AEC Secretariat will file each report with the original application to the AEC

Approve that the study may continue for a further year, or ascend to the next phase.

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Animal Ethics Committee

Onderstepoort

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