Instructions for completing the Annual Progress Report

Principal Investigator (PI): Enter the name of the individual who is listed on the approved protocol as the Principal Investigator. If the PI is not a member of the Duke University faculty, a Duke faculty member must be listed as the Sponsor.

- If the Annual Progress Report is sent from the Duke PI email account, no signature is required.
- If the Annual Progress Report is provided as a hard copy, the PI must sign the Assurance Statement.
- If a Duke sponsor is required:
  - Include sponsor as a ‘cc’ when sent from the PI’s ‘duke.edu’ email account.
  - If hard copy, the sponsor must also sign the Assurance Statement.

Complete all requested administrative information (phone, email address, dept/div. etc.)

Current Protocol Registry Number: This is the ‘A’ number on the protocol (example: A123-45-678). Enter only the most recent registry number assigned to the approved protocol (the current number).

Project title: This is the protocol title (not the grant funding title).

During the past year: Select the correct option. If work was performed under this registry number, then complete pages 1 & 2. If not work was performed under the registry number, then only complete page 1.

For the coming year: Select the correct option.

Special activities that require annual review by the IACUC: Review each question and select the correct option. If either extended housing or modified welfare standards are required, download the appropriate form and submit with the Annual Progress Report.

Assurance: All Annual Progress Reports should have the Assurance signed (if FAX or hard copy). Sending the Annual Progress Report from the Duke email account is acknowledgement and agreement of the Assurance paragraph.
FOR PROTOCOLS WHICH WERE ACTIVE FOR THE PAST YEAR

PROTOCOL INFORMATION: Enter the name of the principal investigator, protocol registry number, and project title as listed on the Annual Review form.

SPECIES USED: List the species approved for use in the protocol. List all species that were approved for use, regardless of whether or not a given species actually was used. For each species, enter the total number of animals approved for use and the actual number of animals used to date. The number used should be the number used since initiating this specific protocol. For anniversary year one, that means one year of animals; for anniversary year two, that means all animals used in year one and year two. For anniversary year three, that means all animals for years one, two, and three. The number of animals used should not exceed the number approved. If it does, a detailed explanation of the circumstances that resulted in the overuse of animals must be attached.

ADULT ANIMALS: List the species, number approved on the protocol, and the number used during this past year.

PRE-WEANLINGS: List the species, number approved on the protocol, and the number used during this past year.

PROGRESS: Briefly describe the progress toward achieving the objective. This should be a short 2 or 3 sentence statement what progress to the objective was made. DO NOT detail all activity, experimental outcomes, or protocol actions during this cycle.

SUB-RECIPIENT MONITORING: Select the appropriate option. If some or all of the animal work was funded by Duke, but performed off campus, please provide the information requested in the following three boxes.

ADVERSE EVENT REPORTING: Select the appropriate option. If unexpected adverse events occurred, then please answer the following two questions.

NEONATAL ANIMALS: Select the appropriate option.

AMENDMENTS: Do not submit an amendment with the Annual Progress Report. If amendments are necessary for this protocol, then submit them separately.