**ACUP Annual Renewal / Final Report Form**

This serves as the form for either an Annual Renewal or a Final Report.

Please send the completed form to the [IACUC office](mailto:iacuc@oregonstate.edu?subject=Annual%20Renewal/%20Final%20Report%20submission).

Annual Renewals must be reviewed by the IACUC before the annual renewal date. In order to allow adequate time for review and approval, please submit this form **at least 2 weeks before the expiration date** in your letter.

If an ACUP expires without an approved renewal or continuation (new) ACUP, all animal use must cease, and all animals must be promptly transferred to the Attending Veterinarian’s Animal Holding Protocol.

Principal Investigator:       Phone:      Email:

Department/College:       Granting Agency:

ACUP #:       Project Title:

This report summarizes the  of the ACUP.

If you plan to continue work in year 2 or 3 of this ACUP, will you need to **update and amend** the ACUP?

Additional Information:

Please note that any changes to the ACUP must be approved by the IACUC before associated work begins. Examples include changes to participants, procedures, compounds, numbers or species of animals, etc.

Submit an amendment (personnel or standard) [form](http://oregonstate.edu/research/iacuc/iacuc-forms) describing the proposed change, for IACUC review.

If the project is complete, please choose an option for the **ACUP closure date**.

If the project is complete, please describe the **disposition** of remaining animals. Note that no animals may remain on a closed ACUP.

Additional Information:

If this report summarizes the 3rd and final year of this ACUP, will a **new ACUP** be submitted for review and approval to continue this project?

## Retrospective report of animals used over the past year, per pain/distress category

Please complete the table below. Include the species (common name), and a **retrospective count,** per pain category, of animals used over the past year.

**Pain/Distress/Discomfort Category Summaries**

**B –** Animals held, but not used for ACUP activities.

**C –** Pain/distress is avoided or experienced only as momentary or slight.

**D -** [More than momentary](http://www.aphis.usda.gov/animal_welfare/downloads/policy/Policy%2011%20Final.pdf) discomfort, distress, or pain is experienced and relieved.

**E –** More than momentary discomfort, distress, or pain without treatment for relief.

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| Common name of species | B | C | D | E | TOTAL |
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IACUC Approved signature:      Reviewer:  Date: