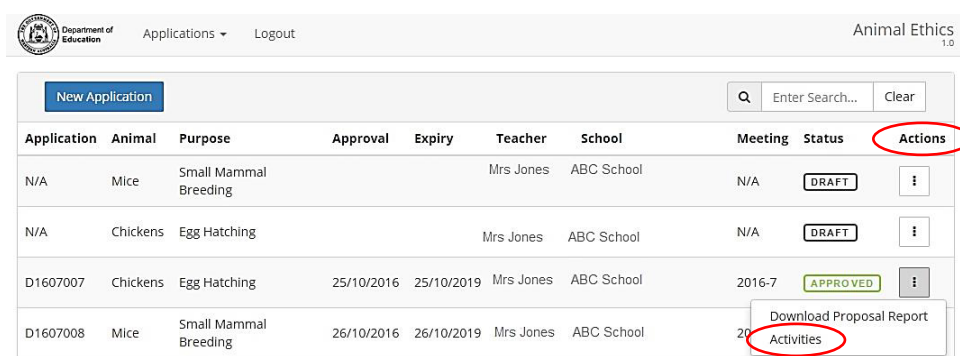


## ADDING THE NEXT YEAR'S ACTIVITY TO A THREE YEAR APPROVAL

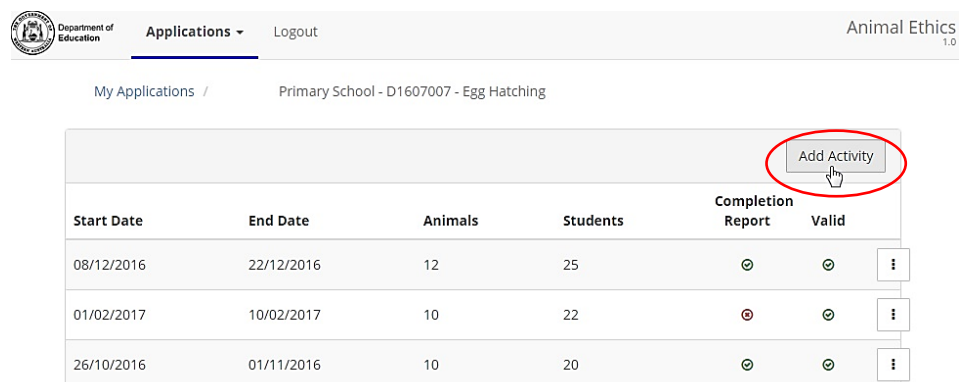
A three year approval for an activity means that you may undertake that activity again over the next two years without having to seek approval from the Schools Animal Ethics Committee (SAEC) each time. However, you must advise the SAEC each time you undertake the activity by adding a new activity into the system. This will ensure that the activity appears on your school's Annual Report each year.

1. Log-in to the Animal Ethics system and click on the **Actions** icon next to the current proposal with the activity that you want to undertake again this year.
2. Select **Activities** for your approved application.



Application	Animal	Purpose	Approval	Expiry	Teacher	School	Meeting	Status	Actions
N/A	Mice	Small Mammal Breeding			Mrs Jones	ABC School	N/A	DRAFT	⋮
N/A	Chickens	Egg Hatching			Mrs Jones	ABC School	N/A	DRAFT	⋮
D1607007	Chickens	Egg Hatching	25/10/2016	25/10/2019	Mrs Jones	ABC School	2016-7	APPROVED	⋮
D1607008	Mice	Small Mammal Breeding	26/10/2016	26/10/2019	Mrs Jones	ABC School	2016-7	APPROVED	⋮

3. You will now see a list of the previous activities undertaken under this approval. Select **Add Activity**



Start Date	End Date	Animals	Students	Completion Report	Valid	Actions
08/12/2016	22/12/2016	12	25	⊙	⊙	⋮
01/02/2017	10/02/2017	10	22	⊙	⊙	⋮
26/10/2016	01/11/2016	10	20	⊙	⊙	⋮

4. Enter the required information for the current year's activity and click on **Create Activity**.

## Create a New Activity

**Start Date**

**End Date**

**Animals**

**Students**

**Note:** The activity will now appear at the top of the list of activities for this approval so that:

- you will be able to submit an activity completion report; and
- the animals used in this activity will automatically appear on the school's Annual Report.

My Applications / Primary School - D1607007 - Egg Hatching

Add Activity						
Start Date	End Date	Animals	Students	Completion Report	Valid	
13/02/2017	24/02/2017	10	24	⊗	⊗	⋮
08/12/2016	22/12/2016	12	25	⊗	⊗	⋮
01/02/2017	10/02/2017	10	22	⊗	⊗	⋮
26/10/2016	01/11/2016	10	20	⊗	⊗	⋮