

**Human Research Ethics Committee**

 **PROGRESS / FINAL / EXTENSION REPORT FORM FOR ETHICS PROTOCOLS**

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| Please email the completed form to Res.Ethics@acu.edu.auFor additional information visit the ACU Research Ethics website or contact the Ethics Officers onRes.Ethics@acu.edu.au or +61(02) 9739 2614.This form is also available from the ACU Ethics web pages.[Research ethics (acu.edu.au)](https://www.acu.edu.au/research-and-enterprise/research-ethics-integrity-and-compliance/research-ethics)  |

## ****Section 1****

|  |  |
| --- | --- |
| **1.1 HREC Register No** | Click here to enter text. |
| **1.2 Approval End Date** | Click here to enter a date. |
| **1.3 Risk Level** | Click here to enter text. |
| **1.4 Name of PI / Supervisor** | Click here to enter text. |
| **1.5 Name of Student Researcher(s)**  | Click here to enter text. |
| **1.7 Project Title** | Click here to enter text. |

## Section 2 - To be completed by the Principal Investigator or by the Supervisor and Student Researcher.

### 2.1 Status of Research Protocol

**Continuation of Ethics Approval**

[ ]  The protocol is continuing and contact with participants or access to their data or records is still required. The end date has not changed.

**Extension of Ethics Approval**

[ ]  The protocol is continuing and contact with participants or access to their data or records is still required. I request an extension of the Ethics Approval to Click here to enter a date.
*To ensure compliance with the NHMRC and annual progress report requirement, extensions are granted for a maximum of one year to either June or December. Further extensions can be applied for on an annual basis.*

**Final Report**

[ ]  Protocol was completedon the Click here to enter a date. and this is the final report.

**Abandoned Protocol**

[ ]  Protocol was commenced but was abandonedon Click here to enter a date.
Give brief reasons why the protocol was abandoned, and information provided about data storage, if relevant. Click here to enter text.

**Non Commencement of Protocol**

[ ]  Protocol was never commenced and is to be closedbecause:
 Click here to enter text.

### 2.2 Project Report

**2.2.1 Have there been changes to the following?**

|  | **YES** | **NO** |
| --- | --- | --- |
| Investigators or Researchers | [ ]  | [ ]  |
| Is the project title different from the one given on Section 1.7 of this form?New title: Click here to enter text. | [ ]  | [ ]  |
| Anticipated duration of the protocol | [ ]  | [ ]  |
| Research design, procedures, protocol particulars, Participant Information Letter, Consent Forms, instruments (e.g., surveys, questionnaires)[NOTE: Ensure that a modification has been or will be submitted to record these changes] | [ ]  | [ ]  |
| Security and storage of data | [ ]  | [ ]  |

**2.2.2**

|  |  |  |
| --- | --- | --- |
| **If you have answered “Yes” to any of the points in question 2.2.1, has a Modification been approved by the HREC?**  | [ ]  | [ ]  |

**If not, please ensure that the HREC have been notified of the changes (e.g. via a modification).**

### 2.3 Participant Withdrawal

|  | **YES** | **NO** |
| --- | --- | --- |
| **2.3.1 Are you aware of any participants withdrawing their participation and/or consent at any stage?** | [ ]  | [ ]  |
| **2.3.2 If "YES", how many withdrew?**Click here to enter text.If they gave reasons for withdrawal, briefly list them here and attach copies of relevant correspondence.Click here to enter text. |  |  |

### 2.4 Incidents

|  | **YES** | **NO** |
| --- | --- | --- |
| **2.4.1 Are you aware of any adverse events occurring during or after the conduct of the research?** If “YES”, please provide the date that the incident was reported to the HREC. If not yet reported, please describe the incident, the manner in which it was dealt with, and the final result.Click here to enter text. | [ ]  | [ ]  |
| **2.4.2 Are you aware of any participant complaints or concerns about the protocol or the way they had been treated?** If “YES”, please indicate the nature of the complaint/s or concern/s and attach copies of relevant documentation.Click here to enter text. | [ ]  | [ ]  |
| **2.4.3 Are you aware of any other ethical concerns or difficulties that may have arisen during the course of your protocol?** Please provide further information. Click here to enter text. | [ ]  | [ ]  |

### 2.5 Publication of Research Results

|  | **YES** | **NO** |
| --- | --- | --- |
| **2.5.1 Are you intending to disseminate the results of your research in any way (e.g., seminar or conference presentation, publication in a journal, dissemination to other researchers in the area of research interest)?** | [ ]  | [ ]  |
|  **2.5.2 If “YES”, please give details.** Click here to enter text. |  |  |

### 2.6 Retention and Security of Data

*For requirements in relation to the security and disposal of data, see* [*ACU Research Data Management Policy*](https://policies.acu.edu.au/research/general_policies/research_data_management_policy)*,* [*ACU Records Retention and Disposal Schedule*](https://policies.acu.edu.au/governance/records_and_archive_management/records_retention_and_disposal_schedule) *and* [*ACU Research Data Management Toolkit*](https://libguides.acu.edu.au/data_management_toolkit)*.*

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| **2.6.1 How are the data being retained (e.g. in what format)?** Click here to enter text. |
| **2.6.2 Where are the data being stored?** Click here to enter text. |
| **2.6.3 If the data are being retained off campus, please provide information as to why it cannot be stored at ACU.** Click here to enter text. |
| **2.6.4 Have you retained copies of the completed consent forms?** If “NO”, please explain why copies have not been retained.Click here to enter text. | **YES**[ ]  | **NO**[ ]  |

### 2.7 Further comments

**If there are any other ethical issues relating to your protocol, please comment on them here:**

Click here to enter text.

### 2.8 Certification

I certify that the information provided by me in this form is an accurate account of the conduct of the research protocol for which I am responsible. The research activities have been conducted in accordance with the National Statement on Ethical Conduct in Human Research and the Australian Code for the Responsible Conduct of Research.

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Signature**  | **Date** |
| Click here to enter text. |  |  |
| Principal Investigator or Supervisor | An electronic signature is NOT required if this progress report is emailed by the PI |
| Click here to enter text. |  |  |
| Student Researcher | An electronic signature is NOT required if this progress report is emailed by the PI |

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