Human Research Ethics Committee

PROGRESS / FINAL / EXTENSION REPORT FORM FOR ETHICS PROTOCOLS

Please email the completed form to Res.Ethics@acu.edu.au

For additional information visit the ACU Research Ethics website or contact the Ethics Officers on Res.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)

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 completed on the Click here to enter a date. and this is the final report.

Abandoned Protocol

☐ Protocol was commenced but was abandoned on 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 closed because:
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, ACU Records Retention and Disposal Schedule and ACU Research Data Management Toolkit.

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	

PRIVACY STATEMENT:

ACU is committed to managing personal information in an open and transparent way. ACU is a registered company and is subject to the requirements of the Act. It adheres to the Australian Privacy Principles (APPs) set out in Schedule 1 to the Act.For further information, please see the University's Privacy Policy and Procedures.