

**Human Research Ethics Committee**

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

**Due annually on the approval date anniversary**

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| Please email the completed form to Res.Ethics@acu.edu.auAdditional information is available from the ACU Research Stewardship [website](https://staff.acu.edu.au/our_university/research/research-services/research-ethics/ethical-considerations)Enquiries should be addressed to: Res.Ethics@acu.edu.au or +61(2) 9739 2614. |

## ****Project Details****

|  |  |
| --- | --- |
| **1.1 Ethics ID** | Click here to enter text. |
| **1.2 Approval End Date** | Click here to enter a date. |
| **1.3 Name of PI / Supervisor and Student Researcher** | Click here to enter text. |
| **1.4 Project Title** | Click here to enter text. |

### 2 Status of Research Project

**Continuation / Renewal of Ethics Approval**

[ ]  The project 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 project 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.

**Final Report**

[ ]  Project was completed and this is the final report. A project can be closed off if no contact with participants is occurring or planned and researchers are working with re/de-identified data.

**Abandoned Project**

[ ]  Project commenced but was abandoned.
Give brief reasons why the project was abandoned. (*Projects are considered abandoned if data collection commenced but was discontinued.).*Click here to enter text.

**Non Commencement of Protocol**

[ ]  Project never commenced and no data was collected.

### 3 Project Report *on the previous 12 months*

1. **Have there been changes to the project and which have NOT been notified to the HREC.**

[x]  **YES** [ ]  **NO**

**(If yes, explain why the changes have not been notified to the HREC and a modification form must be submitted with this progress report).**

Click here to enter text.

1. **Are you using the most recent PICF and Protocol that was submitted to the HREC?**

[ ]  **YES** [ ]  **NO**

1. **Have any participants been withdrawn from the study by the Investigators?**

[ ]  **YES** [ ]  **NO**

**If yes, explain the reasons for the withdrawal.**

Click here to enter text.

1. **Have there been any incidents which have not been reported to the HREC?**

[ ]  **YES** [ ]  **NO**

**If yes, please provide an outline of the incident below and attach an** [**incident report**](https://staff.acu.edu.au/our_university/research/research-services/research-ethics/complaints-and-adverse-events)**.**

Click here to enter text.

1. **Is the data being stored and disposed of as per the** [*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)

[ ]  **YES** [ ]  **NO**

**If no, explain why the data is not being stored in line with ACU Policy.**

Click here to enter text.

1. **Are you aware of any other ethical concerns or difficulties that may have arisen during the past 12 months?**

[ ]  **YES** [ ]  **NO**

**If yes, outline the concerns or difficulties below and provide information on any strategies that have been or will be implemented to address the concerns.**

Click here to enter text.

1. **Have all potential, perceived or actual conflicts of interest relating to this project been disclosed?**

[ ]  **YES** [ ]  **NO**

**If no, please outline the interests you have and ensure you complete the University’s** [**Declaration of Interest form**](https://policy.acu.edu.au/document/view.php?id=406)**.**

Click here to enter text.

### 4 Certification

[ ]  The information provided in this report is complete and correct.

[ ]  The project is being conducted:

* in keeping with the current approval (and any changes subsequently approved; and
* in compliance with the *National Statement on Ethical Conduct in Human Research* (NHMRC, 2007) and, if relevant, *Safety Monitoring and Reporting in Clinical Trials Involving Therapeutic Goods* (NHMRC, 2016).

[ ]  If relevant, Working with Children Checks are current and valid for ALL relevant researchers.

***Clinical Trial Studies:***

[ ]  All researchers involved with this project have current and valid Good Clinical Practice (GCP) training and relevant credentials in order to conduct the study.

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| --- | --- | --- |
| **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](https://www.acu.edu.au/handbook/handbook-2021/policies-and-general-information/privacy-policy-and-procedures).