Human Research Ethics Committee

PROGRESS / FINAL / EXTENSION REPORT FORM FOR PROJECTS

Within thirty [30] days of receipt of this notice, please email the completed form to Res.Ethics@acu.edu.au or send it to:

VIC, NSW and ACT
Research Services
Australian Catholic University
Melbourne Campus
Locked Bag 4115
FITZROY VIC 3065
Tel: 03 9953 3150
Fax: 03 9953 3315

QLD
Research Services
Australian Catholic University
Brisbane Campus
PO Box 456
VIRGINIA QLD 4014
Tel: 07 3623 7429
Fax: 07 3623 7328

For additional information visit the ACU Research Ethics website or contact the Ethics Officers on Res.Ethics@acu.edu.au or +61(02) 9739 2646.

Answer all questions. If a question does not apply, indicate N/A.
This form is also available from the ACU Ethics web pages.

Section 1

1.1 HREC Register No	
1.2 Approval End Date (dd-mmm-yy)	
1.3 Risk Level	
1.4 Name of PI / Supervisor	
1.5 Name of Student Researcher(s)	
1.6 School	
1.7 Project Title	

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

2.1 Status of Research Protocol

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 (dd-mmm-yy)

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 (dd-mmm-yy): ☐ and this is the final report.

Abandoned Protocol

☐ Protocol was commenced but was abandoned on
Give brief reasons why the protocol was abandoned

☐

Non Commencement of Protocol

☐ Protocol was never commenced and is to be closed because:

☐

2.2 Project Report

2.2.1 Have there been changes to the following?

	YES	NO
Investigators or Researchers	☐	☐
Is the protocol title different from the one given on Section 1.7 of this form? New title: ☐	☐	☐
Anticipated duration of the protocol	☐	☐
Research design, procedures, protocol particulars, Information Letter to Participants, Consent Forms, instruments (e.g., surveys, questionnaires)	☐	☐
Participant care and feedback	☐	☐
Security and storage of data	☐	☐

2.2.2 If you have answered "Yes" to any of points in question 2.2.1, please attach details of the relevant changes together with a brief account of the reasons for such changes.

☐

2.3 Participant Withdrawal

	YES	NO
2.3.1 Did any of the participants withdraw their participation and/or consent at any stage?	☐	☐

2.3.2 If "YES", how many withdrew? ☐

If they gave reasons for withdrawn, briefly list them here and attach copies of relevant correspondence.

☐

2.4 Incidents

	YES	NO
2.4.1 Did any adverse event occur during or after the conduct of the research? If "YES", please describe the incident, the manner in which it was dealt with and the final result.	☐	☐

	YES	NO
2.4.2 Did any of the participants complain or express 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.	☐	☐

	YES	NO
2.4.3 Have the incidents / complaints / concerns described above been reported to the HREC? Please indicate what other action has been taken in response to these incidents / complaints / concerns.	☐	☐

	YES	NO
2.4.4 Have any other ethical concerns or difficulties arisen during the course of your protocol? Please provide further information.	☐	☐

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.

2.6 Retention and Security of Data

For requirements in relation to the security and disposal of data, see ACU Research Data Retention Policy and Guidelines and ACU Records retention and Disposal Schedule.

2.6.1 How are the data being retained (e.g. in what format)?

2.6.2 Where is the data being stored?

2.6.3 If the data is being retained off campus, please provide information as to why it cannot be stored at ACU.

2.6.4 Have you retained copies of the completed consent forms? YES ☐ NO ☐

If "NO", please explain why copies have not been retained.

2.7 Further comments

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

2.8 For protocols that are deemed more than low risk:

In keeping with quality audit procedures, the HREC may audit projects and the storage of data at any time.
If your protocol has been designated by the HREC as "more than low risk", you are required to attach to this report copies of the following:

Information Letter

Consent Form

If these are not attached to this report, please explain why:

2.9 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
Principal Investigator or Supervisor	An electronic signature is NOT required if this progress report is emailed by the PI	
Student Researcher	An electronic signature is NOT required if this progress report is emailed by the PI	

OFFICE USE ONLY

- ☐ Protocol extension is approved to
- ☐ Protocol appears to have been conducted in accordance with the approved protocols and this is the Final Report.
- ☐ Protocol abandoned
- ☐ Protocol never commenced

The following concerns/comments should be referred to the Principal Investigator or Supervisor

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