

## RENEWAL / FINAL / EXTENSION REPORT FORM FOR ETHICS PROTOCOLS

Please email the completed form to [Res.Ethics@acu.edu.au](mailto: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](mailto:Res.Ethics@acu.edu.au) or +61(02) 9739 2646.

This form is also available from the ACU Ethics web pages.  
<http://research.acu.edu.au/researcher-support/integrity-and-ethics/>

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### Section 1

1.1 HREC Register No

1.2 Approval End Date

1.3 Risk Level

1.4 Name of PI / Supervisor

1.5 Name of Student Researcher(s)

1.7 Project Title

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### 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 [REDACTED]  
*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 [REDACTED] and this is the final report.

##### Abandoned Protocol

- Protocol was commenced but was abandoned on [REDACTED]  
Give brief reasons why the protocol was abandoned and information provided about data storage, if relevant.

##### Non Commencement of Protocol

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

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## 2.2 Project Report

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

	YES	NO
Investigators or Researchers		<input type="checkbox"/>
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) [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 points in question 2.2.1, please attach details of the relevant changes together with a brief account of the reasons for such changes.

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## 2.3 Participant Withdrawal

	YES	NO
2.3.1 Are you aware of any participants withdrawing their participation and/or consent at any stage?	<input type="checkbox"/>	<input type="checkbox"/>
2.3.2 If "YES", how many withdrew?  If they gave reasons for withdrawn, briefly list them here and attach copies of relevant correspondence.		

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## 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 HREC. If not yet reported, please describe the incident, the manner in which it was dealt with and the final result.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>

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## 2.5 Publication of Research Results

	YES	NO
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**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.

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## 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 are the data being stored?

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

**YES**

**NO**

2.6.4 Have you retained copies of the completed consent forms?

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

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## 2.7 Further comments

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

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## 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**

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Principal Investigator or Supervisor

An electronic signature is NOT required if this progress report is emailed by the PI

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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 Statement on Privacy](#).