|  |  |  |
| --- | --- | --- |
|  | HUMAN ETHICS  APPROVAL NUMBER | H |
|  | Version No. and Date |  |

|  |  |
| --- | --- |
| Annual Progress Report | Final Report |

***Tick One of the above***

***Submission and completion guide:***

* ***All questions are relevant to all projects, all questions must be completed***
* ***Additional rows/tables can be added to tables if required***
* ***Please email a pdf file of this report to*** [***ethics@jcu.edu.au***](mailto:ethics@jcu.edu.au) ***and name the file with the approval number and the surname of the Principal Investigator, e.g. H1234 Smith***
* ***A hard copy is not required***

Each year a project status report must be submitted for all projects that are ongoing or have been completed in the reporting period. The continuation of approval for ongoing projects is subject to the receipt and acceptance of the annual report by the Human Research Ethics Committee (HREC). *See the NS Section 5.5.5 and 5.5.6*

This report is to be completed annually on the anniversary of the date of ethics approval. An annual report is required for all projects, even if the project has not commenced or no work was undertaken. Completion of this report is also required at the conclusion of the project.

Details collected in the annual report assist the HREC to monitor research activity and provide evidence of compliance with the *National Statement on Ethical Conduct in Human* and *Australian Code for Responsible Conduct of Research*. **Please do not request amendments to the ethics approval on this form.**

1. **Project Title**

|  |
| --- |
|  |

1. **Principal Investigator**

|  |
| --- |
|  |

1. **Student Supervisor** (if the Principal Investigator is a student)

|  |
| --- |
|  |

1. **Co-investigators** – List all other co-investigators working on the project

|  |
| --- |
|  |

1. **Give a brief outline of the project’s aims**

|  |
| --- |
|  |

1. **Project Status** – What is the current status of the project?

Not yet commenced

When are you expecting to commence?

|  |
| --- |
|  |

In progress *(Go to section 7 (skip section 8))*

Completed *(Go to section 8 (skip section 7))*

Abandoned without commencing (including recruitment) – Please provide a reason for abandoning the project below *(Go to section 10)*

|  |
| --- |
|  |

Abandoned after commencing – Please provide a reason for abandoning the project, details of the fate of any data generated and what communications were sent to any participants who had been recruited. *(Go to section 10)*

|  |
| --- |
|  |

1. **Progress Report –** For progress reports only

Please outline the progress that has been made in the project from when ethics approval was obtained

|  |
| --- |
|  |

1. **Final Report –** For final reports only

Please provide a brief statement of the outcomes and conduct of project

|  |
| --- |
|  |

1. **Participant & Project Information**

How many participants have been recruited so far? (i.e. How many participants in total have been recruited to the study from ethics approval to present)

|  |
| --- |
|  |

Summarise any problems encountered with the study design, recruitment, finance or equipment

|  |
| --- |
|  |

Outline any publications, presentations or other ways any results have been disseminated over the term of the project.

|  |
| --- |
|  |

1. **Ethical Issues During the Reporting Period**

|  |  |  |
| --- | --- | --- |
| Did any participants withdraw from the project during the year? If yes, provide details below | No | Yes |
|  | | |

|  |  |  |
| --- | --- | --- |
| Did any ethical issues arise during the reporting during the year? If yes, provide details below | No | Yes |
|  | | |

|  |  |  |
| --- | --- | --- |
| Have any participants suffered harm or adverse events? If yes, provide details below and state whether this had been reported to the committee | No | Yes |
|  | | |

|  |  |  |
| --- | --- | --- |
| Have any complaints been received regarding the project? If yes, provide details of the complaint and how it was resolved | No | Yes |
|  | | |

|  |  |  |
| --- | --- | --- |
| Have there been any departure from the approved protocol? If yes, provide details below | No | Yes |
|  | | |

|  |  |  |
| --- | --- | --- |
| Haves there been any breaches of confidentiality of data, including identifying information? If yes, provide details below | No | Yes |
|  | | |

1. **Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Principal Investigator** |  |  |  |
| **Student Supervisor**  **(if PI is student)** |  |  |  |
| **Student Supervisor**  **(if PI is student)** |  |  |  |