

Progress/Final Report Form

As per the HREC registration requirements, the University monitors each project to ensure the research is being conducted as per the approved protocol.

Principal Researchers must ensure that the research is conducted according to the protocol approved by the Human Research Ethics Committee (HREC) and must advise the HREC immediately of any unforeseen events, adverse or otherwise. Any significant variations to the research protocol must be approved by HREC. All protocols must be reported on annually and at completion of the project.

For information about how the University manages the collection, storage, use, access and destruction of personal or health information please refer to the privacy information pages on the web: <https://www.westernsydney.edu.au/footer/privacy>

SUBMISSION

Submit this report to the Human Research Ethics Officer by email - humanethics@westernsydney.edu.au.

**If you are unable to use the tick boxes on this template, please delete the option/s which do not apply.**

# Section 1: Overview

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1. | Report Type: | [ ]  Progress | [ ]  Final |
| 1.2. | HREC Approval Number: |  |
| 1.3. | Approved Expiry Date: |  |
| 1.4. | Title of Project: |  |
| 1.5. | Is an extension of time required? | [ ]  No | [ ]  Yes | (If Yes, complete **Section 6**) |

1.6. Researchers – list all researchers as per the current approved protocol

1.6.1. **Principal Researcher/Student**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family Name: |  | First Name: |  | Title: |  |

1.6.2. **Principal Supervisor (if applicable)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family Name: |  | First Name: |  | Title: |  |

1.6.3. **Other Researcher/s – copy this line for each researcher**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family Name: |  | First Name: |  | Title: |  |

# Section 2: Progress to Date

2.1. **Status of Research Project**

|  |
| --- |
| [ ]  In Progress |
| [ ]  Abandoned |
| [ ]  Finished | Date Finished: |  |

Note: Ethics approval is required until data collection and analysis are complete and, if appropriate, a thesis has been submitted for examination. This question relates to the overall status and not just your involvement with human participants.

2.1.1. If the project was **abandoned**, please explain why:

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| --- |
|  |

2.1.2. When was the project abandoned?

|  |
| --- |
|  |

2.1.3. Was any data collected from participants and if so, how many participants?

|  |
| --- |
|  |

Note: abandoned projects are reviewed by the HREC Executive to determine whether any follow-up is required. For more information, please see section 5.5.7 of the [National Statement](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018)

2.2.If this research involved a student, has a thesis been submitted for examination?

|  |
| --- |
|  |

2.3.Provide the details of any publications arising from the research:

|  |
| --- |
|  |

2.4. Status of the Involvement with Humans Participants:

|  |
| --- |
| [ ]  Finished |
| [ ]  In Progress | - Expected date of completion: |  |

2.5. Was the expected number of participants recruited?

 [ ]  As you expected [ ]  More [ ]  Less

2.5.1. If less, what are the implications for statistical analysis and how have you (or intend to) addressed them?

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| --- |
|  |

2.5.2. Since the commencement of your project, have any participants withdrawn their consent?

|  |
| --- |
| [ ]  No |
| [ ]  Yes  | – How many? |  |

2.5.3. If Yes, provide a brief explanation for the reasons of their withdrawal:

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| --- |
|  |

2.6. Is the research methodology that was approved for this project still the most current / best practice methodology? [ ]  Yes [ ]  No

 Consider whether the literature shows reason why amendments to the research methodology should be made going forward.

2.6.1. If No, will you submit an amendment request to change the methodology? [ ]  Yes [ ]  No

2.6.1.1. If No (at 2.6.1), why isn’t a change required?

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| --- |
|  |

# Section 3: Adverse Events

3.1. During this reporting period, did any participants experience adverse events while participating in your research project?

 (e.g. stress, psychological trauma, side effects of procedures) [ ]  Yes [ ]  No

3.2 Have these events been reported to the Human Research Ethics Officer?

[ ]  Yes [ ]  No – please send an email report immediately to humanethics@westernsydney.edu.au

Note: All adverse events should be reported as soon as possible after the event as they are reviewed by the HREC Chair.

# Section 4: Aboriginal or Torres Strait Islander Peoples

4.1. **Does your project involve Aboriginal or Torres Strait Islander peoples?**

 [ ]  No (Go to Section 5) [ ]  Yes (go to Q4.2)

4.2. Have you involved a local member of the community or group as part of your research team?

|  |  |
| --- | --- |
| [ ]  Yes - in what capacity? |  |
| [ ]  No – why not? |  |

4.3. What difficulties, if any, have you encountered in conducting your research in the participant/s community or group?

|  |
| --- |
|  |

# Section 5: Other Ethical Aspects

**5.1.** Provide any further comments relating to the ethical aspects of your research the HREC should be aware of:

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|  |

# Section 6: Extension of Time

**Only complete Section 6 if you selected “Yes” at question 1.5.**

6.1. Why is an extension required?

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| --- |
|  |

6.2. What is the proposed new expiry date?

|  |
| --- |
|  |

6.3. Has supporting documentation been attached? [ ]  No [ ]  Yes

Note: Only an extension of time can be requested via a Progress/Final Report Form. If the extension is due to other changes in the project please complete an [amendment request form](https://www.westernsydney.edu.au/research/forms) and provide the details of all changes.

# Section 7: Declarations

**I/we certify that the information provided in this report is an accurate account of the conduct of the above research project for which I/we are responsible.**

|  |  |
| --- | --- |
| Name of Principal Supervisor/Student:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

|  |  |
| --- | --- |
| Name of Principal Supervisor:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Please email the completed and signed form to the Human Research Ethics Officer –** **humanethics@westernsydney.edu.au**