**Annual/Final Report for Approved Protocols**

Annual Reports are a mandatory requirement of all HREC approved projects, as set out by the NHMRC guidelines. The Principal Investigator is required to submit a satisfactory annual report to the ethics office ahead of the anniversary of the approval date. Continuing approval is contingent on submission of a satisfactory annual progress report.

The purpose of the Annual/Final Report is to review the implementation, conduct and continuing progress of your research to identify and advise the Committee of any changes. Researchers are required to maintain current clearance for their projects until they are completed, i.e. for publication or thesis submission. If the entire project extends beyond 5 years, a new approval is required. A final report is required on completion of the project or when a project ceases.

Researchers conducting research relevant to or involving Aboriginal and Torres Strait Islander peoples and communities **MUST** report on individual and community involvement (see Section two of this form).

Please provide the following information:

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| --- | --- | --- | --- | --- | --- |
| **Project Title:** |  | | | | |
| **Name of P.I.:** |  | | **CDU-HREC Ref:** | |  |
| **College/Inst:** |  | **Annual Report** | |  | |
| **Email:** |  | **Final Report** | |  | |
| **Contact No:** |  | **Extension Required? YES**  **NO** | | | |
| **Please note: Clearance cannot be granted for more than five years from date of initial approval** | | NEW Expected Completion Date: dd/mm/yyyy | | | |

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| --- | --- | --- | --- | --- |
| **Student:** |  | **College/Inst:** |  |  |
| **Email:** |  | **Contact No:** |  |  |

***SECTION ONE:***

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| 1. **Please provide an overview of the work undertaken to date (minimum 200 words)** *The overview should include a description of participant recruitment, data collection activities, project outcomes and findings. Please details any ethical issues that arose and if/how they were resolved.* |
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| 1. **Please advise of the location of your stored data (including hardcopy and electronic forms of data)** | |
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| **Please answer the following questions, and attach explanatory statements where required;** | |
| 1. Have any circumstance(s) required or require a modification or amendment to the protocol or other project documents since the original ethics approval? **If you answered YES** but have not yet requested HREC approval, please provide a detailed response in an attachment. | **YES  NO** |
| 1. a. Have you learned of any adverse reactions or comments about the research from participants or other parties? **If you answered YES**, please provide details in an attachment | **YES**  **NO** |
| b. Have any new ethical risks arisen since the protocol was approved? **If you answered YES**, please provide details about the actions you have taken or propose to take to address the issues. | **YES  NO** |
| 1. Have you adhered to the informed consent procedures outlined in your approved proposal? This includes:  * Providing Plain Language Statements to all participants; * Administering Consent Forms according to the protocol; * obtaining permission from relevant authorities (eg, School Principals, Community elders)   **If you answered NO**, please provide an attachment outlining and justifying any variation to the stated procedures. | **YES  NO** |
| 1. Have you adhered to the measures outlined in your application for maintaining the confidentiality and privacy of participants in this research? This includes:  * Adhering to assurances given to participants in relation to the recording of personal, identifying information; * Ensuring your data cannot be accessed by unauthorised individuals   **If you answered NO**, please provide an attachment outlining any variation to the stated procedure, and explain what measures you have taken/will take to minimise any adverse effects on participants | **YES  NO** |
| 1. Have you made arrangements for a copy of the data to be stored at the University or another institution for a minimum of five years, as required by the NHMRC and outlined in the University’s Code of Conduct for Research?   **If you answered NO**, contact your Faculty to discuss how your data may be stored securely.  <http://libguides.cdu.edu.au/c.php?g=168003&p=1103195> | **YES  NO** |
| 1. Were any conditions attached to your previous ethics approval? **If you answered YES**, in an attachment, indicate how you have complied with them. | **YES  NO** |
| 1. When do you expect to complete your project? A project is completed when results are submitted for publication or (for research degree candidates) when a thesis is submitted for examination. | **../…** |
| 1. Have you read and complied with the National Statement on Ethical Conduct in Research Involving Humans? The Statement is available on the [NHMRC web site](https://www.nhmrc.gov.au) or from the [ORI-Human Ethics Website](https://www.cdu.edu.au/research/ori/human-ethics) | **YES  NO** |
| 1. I understand that if I leave Charles Darwin University the research data will be left with the School. | **YES  NO** |

***SECTION TWO (FOR RESEARCH RELEVANT TO ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES AND COMMUNITIES):***

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| 1. **Please detail how the Aboriginal and Torres Strait Islander Research Agreement has been upheld specifically in terms of consultation, communication and active involvement. If research was approved prior to 1 July 2019, please specify how the research team has maintained communication and active involvement with Peoples/communities.** |
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***Principal Investigators Signature Date:***

***Student Signature Date:***