|  |
| --- |
| Progress report |
| This progress report form is designed to give researchers the mechanism to report the status of their approved research / request an extension of their current approval to the SALHN Office for Research  Please refer to the [National Statement on Ethical Conduct in Human Research](https://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/e72_national_statement_may_2015_150514_a.pdf), Sections 5.1, 5.5 (covering all research) and 3.3.19 (for clinical research) for advice on the monitoring and reporting of approved research. Researchers are responsible for verifying to Office for Research that the conduct of the research conforms to the approved proposal.  The SAC HREC has an obligation, under Chapter 5.5 of the National Statement, to monitoring the research it approves. Research approved by the SAC HREC is primarily monitored by annual submission of progress reports. All principal investigators (or delegate) are required to submit a progress report or a final report by the anniversary of the original SAC HREC approval.  Failure to submit a progress report or final report by the due date violates the terms and conditions of SAC HREC approval and will result in immediate suspension of the SAC HREC approval until a valid progress report or final report is submitted.  Submission of a valid progress report will continue the SAC HREC approval for the next 12 months, at which point a new progress report will be due. |

## Instructions

Researchers are required to electronically complete and submit this form to the SALHN Office for Research or via GEMS.

* This report is required annually before the anniversary of the ethics approval date.
* Please provide soft copies of all publications, reports and posters generated by the study
* Extension requests should be submitted one month before expiry.
* Please refer to our [Research Integrity](https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/about+us/our+local+health+networks/southern+adelaide+local+health+network/research/research+integrity+at+salhn) page for resources and information on how to manage your research project.
* “N/A” and “No” are not acceptable answers. The Office for Research will return reports with these responses.
* Email completed form to: [Health.SALHNOfficeforResearch@sa.gov.au](mailto:Health.SALHNOfficeforResearch@sa.gov.au)

**Site details**

|  |
| --- |
| **Date:** |
| **Office for Research reference number**: |
| **Title**: |
| **Co-ordinating Principal Investigator:** |
| **Principal investigator/s:** |
| **Site/s research is being conducted:** |

**Project status**

|  |
| --- |
| Continuing – commencement / initiation date:  Anticipated completed date:  Not yet commenced / initiated – please provide explanation why: |

**Ethics approval:**

|  |
| --- |
| **Does your project still have SAC HREC approval?**  Yes - when does your SAC HREC approvals expire?  No – when did your SAC HREC approvals expire?  If the ethics approval has expired, please provide a letter of explanation from the principal investigator explaining why it was allowed to lapse, how many participants were recruited during this time, if medical records were accessed, and what is the plan to prevent this from occurring again. |

**Recruitment**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Is recruitment on target?**  Yes  No – please explain why not: Click or tap here to enter text.  What is the participant recruitment target stated in the protocol? Click or tap here to enter text.  Site details:   |  |  |  | | --- | --- | --- | | Site name | Principal investigator | Number of participants recruited to date | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   How many participants have withdrawn?  Please provide an overview of why the participants withdrew from the study: |

**Project summary**

|  |
| --- |
| **Please provide a summary of the project –** please provide the committee with an overview of how the research has progressed over the past 12 months and at what stage the research project is up to. |
| **Please provide the milestones achieved for the research to date:** |
| **Have any new risks to participants or within the research been identified?**  Yes - please provide details of the new risks and how they will be managed.  A safety monitoring plan can be implemented via a Risk Register. A template can be found on our website > Research Integrity.  No |
| **Provide an update on any conflict-of-interest changes for the research team in the last 12 months. The changes may be actual, perceived, or potential, as per National Statement 5.2.11 or 5.4.**  The Principal Investigator is responsible for conducting a conflict-of-interest review annually. The declaration is inclusive of the Principal Investigator’s interests and members of the study team. The Office for Research recommends that when considering what may be a conflict, the Principal Investigator err on the side of caution (e.g., Anything considered relevant be identified, even if the Principal Investigator does not believe the HREC will assess the interest as a conflict). |
| **Has the project been conducted according to the approved protocol, including the reporting of SAEs, amendments, safety reports, protocol violations etc?**  Yes  No - please provide details: |

**Data management plan**

|  |
| --- |
| Has the HREC approved data management plan changed in the last 12 months? i.e. storage, access, purpose for use  Yes - please provide details:  No |
| **Have there been any publications, posters, presentations etc?**  Yes – please list the documents submitted and provide copies  No |
| **What is the status of the study budget?** ☐ On budget ☐ Over budget ☐ Under budget  Have you received any additional funding for the research?  Yes /  No  If yes, how much? |
| **Is the study insurance still current? If the study is commercially sponsored / collaborative, please provide a copy of the current certificate**.  Yes  No – please provide details: |

**Extension request:**

All approved extension requests are granted a 12-month approval, valid until the next progress report is due.

|  |
| --- |
| **Reason for the extension request:** |
| **Has the original application submitted changed in any way (i.e., staff, methodology, methods, recruitment)?**  Yes - please submit a separate Project Amendment Form, an updated protocol, and any relevant documents outlining all changes.  No |

**Declaration**

|  |
| --- |
| I confirm the information provided in this form is true and correct.  **Chief / Principal Investigator:** Click here to enter text.  **Date**:  **Signature**: |

**For more information**

SALHN Office for Research  
Ward C / Room 6A – 219  
Flinders Medical Centre  
Telephone: (08) 8204 6453  
Email: [Health.SALHNofficeforresearch@sa.gov.au](mailto:Health.SALHNofficeforresearch@sa.gov.au)   
[www. [www.sahealth.sa.gov.au/SALHNresearch](http://www.sahealth.sa.gov.au/SALHNresearch)](http://www.flinders.sa.gov.au)

Office for Research progress report form v1  
Created: 01.12.2016  
Updated 22.03.18 / updated 10.10.18 / updated 02.05.2019 /updated 22.06.2020 / updated 05.05.2021 / updated 17.01.2022 / updated 10.02.2023