

Submitting Annual/Final Progress Reports

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Overview

An Annual Project Progress Report (that covers all sites listed on approval) is required for projects with active ethics approval. This report aims to capture an overall summary of the entire project carried out throughout the reporting year. It is due on the anniversary of HREC approval. Continuation of ethics approval is contingent on submission of a satisfactory Project progress report, due within one month of the approval anniversary. Failure to comply with this requirement may result in suspension of the project by the HREC

Only one Project Progress Report is required every reporting year, regardless of single site or multi-site research.

- **For projects approved by Austin HREC:** Please provide only one Project Progress Report via the ERM **without** submitting an additional Austin Site-Specific Progress Report, this applies to both Single-Site and Multi-Site projects
- **For project approved by an External HREC:** Please provide the Project Progress Report submitted and approved by the approving HREC via the ERM.

A Final Project Report is to be provided when a study is complete.

An Austin Site Closure Report is to be provided via the ERM when the Austin study site is closed.

Part A: Progress/Final Project Report for projects approved by Austin HREC

Action	Description
Submit via the ERM	<ol style="list-style-type: none"> 1. Log into ERM Application. 2. Under HREA form, click “Sub-form”. Choose the “Progress & Final Reports” from the form type. 3. Click create and complete the form. 4. Obtain electronic signatures from Austin Health Principal Investigator. 5. Submit the form.

Part B: Progress/Final Project Report for projects approved by an external HREC

Action	Description
Submit via email	<ol style="list-style-type: none"> 1. Submit Progress/Final Project Report to the lead HREC for review and approval. 2. Log into ERM Application. 3. Under HREA form, click "Sub-form". Choose "Site Notification" from the form type. 4. Attach a copy of the Progress/Final Project Report and approval from the lead HREC. 5. Click create and complete the form. 6. Obtain electronic signatures from Austin Health Principal Investigator.

Part C: Site Closure Report for projects approved by Austin or external HREC

Action	Description
Submit via the ERM	<p>When an Austin Health Study site is closed:</p> <p>If Austin Health HREC is the lead HREC:</p> <ol style="list-style-type: none"> 1. Log into ERM Application. 2. Under HREA form, click "Sub-form". Choose "Site Notification" from the form type. 3. Click create and complete the form. 4. Obtain electronic signatures from Austin Health Principal Investigator. 5. Submit the form. <p>If the lead HREC is external:</p> <ol style="list-style-type: none"> 1. Submit Site Closure Report to the lead HREC and obtain approval. 2. Log into ERM Application. 3. Under HREA form, click "Sub-form". Choose "Site Notification" from the form type. 4. Attach a copy of the Site Closure Report and approval from the lead HREC. 5. Click create and complete the form. 6. Obtain electronic signatures from Austin Health Principal Investigator. 7. Submit the form.

Part D: Version Control

Document History	
Version	Summary of Changes