****

|  |
| --- |
| Human Research Ethics Committee (HREC) FINAL/ABANDONED/NOT COMMENCED REPORT FORMFor Approved Research Involving Humans |

**What is a Final/Abandoned/Not Commenced** **Report and when do you use it?** A Final/Abandoned/Not Commenced Report is submitted at the end of your project.

A project is deemed complete when either:

* The thesis has been submitted,
* A summary of results can be provided in the final report, or
* Where the project has been abandoned or not commenced

This report informs the HREC that you have completed, abandoned or did not commence your research. You should use it to explain what the outcomes of the research were, if any.

It allows the HREC to determine whether the project has been justified and if the research has been conducted as approved.

**Completing the form:**

* Take care preparing the report and answer every question.
* **Answers to questions must be:**
* Entered into the spaces provided.
* You can expand them if you require more room, but try to keep your answers as concise as possible while at the same time providing the required detail. **Do not** answer questions with “see attached”.
* Questions requiring a Yes/No answer should be answered by selecting the relevant check box.
* Answered in plain English. Where it is necessary to use technical terms or acronyms these must be explained in the first instance.

**Before you submit:**

Incomplete reports will not be accepted; nor will old versions of the report. You are responsible for downloading the correct version and answering all the questions on the form. You can find it at [Applying for human research ethics approval - University of New England (UNE)](https://www.une.edu.au/research/research-ethics-integrity/human-research-ethics/apply-for-human-ethics-approval) Final Reports should be submitted electronically either as a word document or a colour pdf.

**Submit final reports via email to:** [humanethics@une.edu.au](mailto:humanethics@une.edu.au)

**Questions can be directed to:** Research Ethics Officer - 02 6773 3115 OR [humanethics@une.edu.au](mailto:humanethics@une.edu.au)

|  |
| --- |
| **Please DELETE this page. Do not submit this page with your application.** |

****

|  |
| --- |
| Human Research Ethics Committee (HREC) ~ FINAL/ABANDONED/NOT COMMENCED REPORT FORM ~For Approved Research Involving Humans |

Please answer ALL questions. **Do not delete** questions or any part of a question. Use Plain English. In this form you are reporting on both the data collection phase of your research and the write up.

**1. ADMINISTRATION**

|  |  |  |
| --- | --- | --- |
| **1.1** | **Please indicate if this report is a:** | |
|  | | Final Report |
|  | | Abandoned/Not Commenced Report |

|  |  |  |
| --- | --- | --- |
| **1.2** | **Project Details:** | |
| **Approval Number:** | | HE |
| **Project Title:** | |  |
| **Expiry Date of this Project:** | |  |
| **Completion/abandoned date of project:** | |  |

|  |  |  |
| --- | --- | --- |
| **1.3** | **Principal Investigator/Project Supervisor Details:** | |
| **Name** (title, given name & surname) | |  |
| **Phone No (**Work/Mobile**)** | |  |
| **Email Address** | |  |

|  |  |  |
| --- | --- | --- |
| **1.4** | **Student Researcher Details:** | |
| **Name** (title, given name & surname) | |  |
| **Phone No (**Work/Mobile**)** | |  |
| **Email Address** | |  |

|  |  |
| --- | --- |
| **1.5** | **If applicable, please give a brief report below explaining why the project was abandoned or did notcommence. If no data was collected go directly to the Declaration at Section 4 after completing this section** |
|  | |

**2. PROJECT PROGRESS SUMMARY**

|  |  |
| --- | --- |
| **2.1** | **Please briefly restate the aims of the approved project.** |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.2** | **Have the aims of the project been achieved? Please provide a written response of how the aims have or have not been achieved.** | **YES** | *(give details below)* |
| **NO** | *(give details below)* |
|  | | | |
|  | | | |
| **2.2a** | **Have any publications or presentations of the outcomes of this research been undertaken/carried out.** | **YES** | *(give details below)* |
| **NO** | *(give details below)* |
|  | | | |
|  | | | |
| **2.2b** | **Did you agree to give feedback or findings to participants. Provide details of what has been provided or when this will occur.** | **YES** | *(give details below)* |
| **NO** |  |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.3** | **Have there been any changes to the approved project?**  *If* ***Yes,*** *please provide details including whether a variation will be/has been submitted.* | **YES** | *(give details below)* |
| **NO** |  |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.4** | **Was the data collection phase carried out as specified in the application?**  *If* ***No,*** *please provide reasons. (Max. 300 words)* | **YES** |  |
| **NO** | *(give details below)* |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.5** | **During the course of the project have any ethical concerns or issues arisen.**  *If* ***Yes,*** *describe the ethical concerns or issues and any adverse effects on participants, and steps taken to deal with these. (Max 500 words)* | **YES** | *(give details below)* |
| **NO** |  |
|  | | | |

**3. DATA MANAGEMENT AND STORAGE**

This section is not relevant to external organisations who have engaged the UNE HREC to act as their nominated ethics committee. However, all researchers are encouraged to follow good data management practices. UNE Researchers should:

* Ensure all active research data is stored on [Cloud.UNE](http://www.une.edu.au/research/digital-research-support/research-data-management/cloud.une-classes), UNE’s data storage platform.
* Create a Research Data Management Plan ([RDMP](https://une.au.libguides.com/RDM)) and update it throughout the project. RDMPs should be stored in Cloud.UNE with active research data.
* Archive their research data in UNE’s institutional repository, [Research UNE (RUNE)](https://rune.une.edu.au/web/index.jsp), or an appropriate external repository in accordance with UNE’s [Management and Storage of Research Data and Materials Procedures](https://policies.une.edu.au/view.current.php?id=00375).  Research data can be submitted to RUNE via the completion of the online submission form.  For assistance, please contact the Library via [librarians@une.edu.au](mailto:librarians@une.edu.au).  If research data are stored at another institution, also see UNE’s [Collaborative Research Rule](https://policies.une.edu.au/view.current.php?id=00030)
* Be aware of and adhere to the minimum retention period applicable to their research as imposed by the NSW Government State Archives and Records (see Education: Higher & further education and research records (GA47), section [3.5.0 Research data](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.records.nsw.gov.au%2Frecordkeeping%2Feducation%253A-higher-%2526-further-education-and-research-records-%2528ga47%2529&data=04%7C01%7CSarah.Model%40une.edu.au%7C30881ec3656e45673f6d08d885e36070%7C3e104c4f8ef24d1483d8bd7d3b46b8db%7C0%7C0%7C637406558903922016%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=I2ZgP1u7c5r59%2Bk7oauAPii1dDmDghvdwnPCNKmqFT8%3D&reserved=0)) and UNE’s [Management and Storage of Research Data and Materials Procedures](https://policies.une.edu.au/view.current.php?id=00375).  Disposal of research data must be considered in accordance with UNE’s [Management and Storage of Research Data and Materials Procedures](https://policies.une.edu.au/view.current.php?id=00375).

|  |  |  |
| --- | --- | --- |
| **3.1** | Can the researchers confirm that their data is stored in line with the UNE Research Data Management Plan: <http://www.une.edu.au/research/digital-research-support/research-data-management> | **YES** |
| **NO** *(give details below)* |
|  | | |

**4. PRINCIPAL INVESTIGATOR/SUPERVISOR SIGNATURE**

*By signing this report, I confirm that this project is being conducted in a manner that conforms in all respects with the NHMRC Guidelines, the National Statement on Ethical Conduct in Research Involving Humans and the approved procedures set out in the original protocol.* *I also agree to comply with the UNE Data Management and Storage policy as outlined above.*

|  |  |  |
| --- | --- | --- |
| **Print Name** | **Signature** | **Date** |
|  |  |  |