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| Human Research Ethics Committee (HREC) PROGRESS REPORT FORMFor Approved Research Involving Humans |  |

**What is a Progress Report?** A progress report is submitted to inform the HREC how your research is progressing. This report is submitted if you have, or are requesting, more than a 6 month approval.

**When you should use this form?** A Progress report needs to be submitted for every 6 months your project active.

**Completing the form:**

* Care should be taken in the preparation of the report, ensuring **all questions** **are** **answered**.
* Answers to questions must be:
* Entered into the spaces provided – these can be expanded if you require more room, although answers should be kept as concise as possible while at the same time providing the required detail. **Do not** answer questions with “see attached”.
* In **plain English**. Where it is necessary to use technical terms, these must be explained in the first instance.
* Questions requiring a Yes/No/N/A answer should be answered by **selecting** the relevant check box

**Before you submit:**

* **Incomplete** reports **will not** be accepted; nor will **old** **versions of the report**. It is your responsibility to ensure that your document is on the [latest version](https://www.une.edu.au/research/research-ethics-integrity/human-research-ethics/apply-for-human-ethics-approval) and all questions have been answered.
* Progress Reports should be submitted electronically either as a word document or a colour pdf.

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

**Questions can be directed to:** Research Ethics Officer - 02 6773 1115 OR [humanethics@une.edu.au](mailto:humanethics@une.edu.au)

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

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| Human Research Ethics Committee (HREC)  **PROGRESS REPORT FORM**  For Approved Research Involving Humans |

Please complete all questions. **Please do not delete** questions or any part of a question. Use plain English. This form relates to the data collection phase of your research only and not the write up.

**1. ADMINISTRATION**

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| **1.1** | **Project Details:** | |
| **Approval Number:** | | HE |
| **Project Title:** | |  |
| **Expiry Date of this Project:** | |  |
| **Completion/abandoned date of project:** | |  |

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| **1.2** | **Principal Investigator/Project Supervisor Details:** | |
| **Name** (title, given name & surname) | |  |
| **Phone No (**Work/Mobile**)** | |  |
| **Email Address** | |  |

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| **1.3** | **Student Research Details:** | |
| **Name** (title, given name & surname) | |  |
| **Phone No (**Work/Mobile**)** | |  |
| **Email Address** | |  |

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| **1.4** | **Please indicate how many progress reports have been submitted for this project to date (including this one):** | |
| 1st Progress Report | |  |
| 2nd Progress Report | |  |
| 3rd Progress Report | |  |

**2. PROGRESS REPORT SUMMARY**

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| **2.1** | **Please give a summary of work done (in lay terms) and progress achieved during this reporting period (max 300 words).** |
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| **2.2** | **Please briefly restate the aims of the approved project and describe how these have been achieved (or are being achieved). If the aims have not been achieved, please explain why (max 300 words).** |
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| **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** |  |
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| **2.4** | **Is the data collection phase being carried out as specified in the application?** | **YES** |  |
| **NO** | *(give details below)* |
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| **2.5** | **During the course of the project have any ethical concerns or difficulties arisen? If yes, please describe the concerns or difficulties, adverse effects on participants, and the steps taken to deal with these (max. 500 words).** | **YES** | *(give details below)* |
| **NO** |  |
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| **2.6** | Is the  **Is the data currently stored as outlined in the approved application? Please note, data must now be stored on the cloud.une.edu.au. If this is not to be the case for this research please clearly, state why.** | **YES** |  |
| **NO** | *(give details below)* |
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| **2.7** | **Have any publications or presentations of the outcomes of this research been undertaken/carried out.** | **YES** | *(give details below)* |
| **NO** | *(give details below)* |
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**3. 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.*

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