

Human Research Ethics Committee

Annual Progress Report

v220225



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University

The University's Human Research Ethics Committee is required to monitor research projects to which it has given approval.

Please use this form to provide annual reports on your research project. Please note that if any significant variations are required, you will need to lodge a Variation Request separately – this includes a variation to the approved end date of the project (extension).

The **Primary Contact** as per the Human Research Ethics Application (HREA) form (usually the Chief Investigator) is responsible for notifying the committee by completing and submitting this form to ethics@csu.edu.au.

All fields with a red border are required.

1. Research Project

Title

Protocol Number

Approved End Date

2. Primary Contact (main applicant on approved HREA form for this research project usually the Chief Investigator)

Name

Staff/Student ID No. (if appl.)

Phone or Mobile

Email

School/Faculty

Work Address

3. Research Project Team

Name

Role

Staff/Student ID No. (if appl.)

Attach an additional page if there are more team members to list.

4. Briefly describe the progress made to date

Provide a brief report on the progress of the research project to date. Make reference, where appropriate, to the original approved project, any previously approved variations to that project and/or any unexpected events which have occurred in the course of the project, (e.g. a significantly smaller number of recruits than anticipated; change in the principal researcher/s, co-investigator/s or supervisor/s; complaints from participants; problems associated with security and storage of data; problems with negotiating access to participants; etc.). How have these events affected the research project, and what steps have been taken in response?

Attach an additional page if the response does not fit in this field.

Based on the information provided above,
do you require an extension?

Yes

No

If Yes, what is the new anticipated end date
for the research project?

5. Signatures

I confirm that all research team members have had the opportunity to review the information above prior to submission of this form.

Name of Primary Contact

Signature

Date

Name of Supervisor (for student researcher/s)

Supervisor Signature

Date

Submit all applications to:

ethics@csu.edu.au

Note: The submit button above will not work until **all required fields** (marked with **red borders**) are complete.
Electronic files with digital signatures are preferred.

Before sending, remember to attach any additional documents relevant to this form, such as additional pages of information or copies of relevant approvals.