



Project Report

About this form

- ✓ The University's Radiation Safety Committee is required to monitor projects to which it has given approval. A report should be completed **annually**, if a project is **not proceeding**, and at the **completion** of the project.

Completing the form

DO NOT COMPLETE THIS FORM IN A WEB BROWSER. You will not be able to save your data or sign the form in a browser. First SAVE this form, then OPEN the file in Adobe Acrobat Reader or Adobe Acrobat Pro.

- This checklist can be completed electronically.
- Digital forms and electronic signatures are preferred.
- If you have any questions, please contact radiationsafety@csu.edu.au

Submitting the report

1. Before submitting, please check that you have attached any additional documents, such as such as copies of radiation licences, exemption forms, written approvals or additional pages of information relating to this form.
 - Submit the complete application to radiationsafety@csu.edu.au
2. For RSC agenda closing dates, see the RSC Meeting Schedule on the [RSC website](#).

Notification of outcome

Please do not assume a request has been granted until you are formally advised by the Radiation Safety Committee in writing.

1. This report is:

- a notification of a decision **NOT TO PROCEED** with the approved project
- the **END OF PROJECT REPORT** for a completed research project
- an annual **PROGRESS REPORT** as required in letter of approval from the committee
The anticipated completion date of the project is _____

2. Research project

Project title	
Protocol Number	
Project End Date	

3. Primary contact

Note: The Primary contact is **Team member #1**

Full name (<i>incl. title</i>) <i>Usually the Chief Investigator</i>	
Staff/Student ID	
Email	
Work phone	
Mobile phone	
School / Faculty / Organisation / Unit	
Campus / Location	

4. Research project team

Enter the details of all people directly involved in the research project.

Team member #2

Full name (<i>incl. title</i>)	
Role in project team	
Staff/Student ID	

Team member #3

Full name (<i>incl. title</i>)	
Role in project team	
Staff/Student ID	

Team member #4

Full name (<i>incl. title</i>)	
Role in project team	
Staff/Student ID	

If there are more team members to list, please attach an additional page to your application.

5. Research Report

Provide a brief report on the progress of the research project

- For a project that is **not proceeding** provide reasoning for closing the research, if any data has been collected, how this data will be stored and managed, and what information has been provided to any participants (if any).



- For **Annual reporting** provide a brief report on the progress of the research project, including a summary of the main results of your research 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. How have these events affected the research project, and what steps have been taken in response?
- For **completed projects** provide a brief report on the research project and how the project was finalised, including a summary of the main results of your research. 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. How have these events affected the research project, and what steps have been taken in response?

Is there any additional information about the event/s that you think should be brought to the attention of the RSC?

6. Signatures

Primary Contact

Declaration

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

Primary Contact's Full Name	
Date	
Signature	



Supervisor

Supervisor's Full Name <i>(if applicable)</i>	
Date	
Signature	



Submit form and attachments to radiationsafety@csu.edu.au

Approval - RSC Use Only		
Protocol Number	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
RSC Presiding Officer		

