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| Please indicate the type of report | Annual Report (Omit 3b & 5b)  Final Report |
| HREC Approval No: |  |
| Project Title: |  |
| Chief Investigator: |  |
| Other Researchers: |  |
| Date of Original Approval: |  |
| School / Section: |  |
| Phone: |  |
| Email: |  |

Please note: For HDR candidates, this Ethics annual report is a separate requirement, in addition to your HDR Candidature annual report, which is submitted mid-year to [research.degrees@federation.edu.au](mailto:research.degrees@federation.edu.au).

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| 1) Please indicate the current status of the project: | | | | |
| 1a) Yet to start  1b) Continuing  1c) Data collection completed  1d) Abandoned / Withdrawn: | | | |  |
| 1e) If the approval was subject to certain conditions, have these conditions been met? (If not, please give details in the comments box below ) | | | Yes | No |
| **Comments:** | | | | |
| 1f) Data Analysis | Not yet commenced | Proceeding | Complete | None |
| 1g) Have ethical problems been encountered in any of the following areas:  Study Design  Recruitment of Subjects  Finance  Facilities, Equipment  (If yes, please give details in the comments box below) | | | Yes  Yes  Yes  Yes | No  No  No  No |
| Comments: | | | | |

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| **2a) Have amendments been made to the originally approved project?** | |
| No | Yes |
| 2b) If yes, was HREC approval granted for these changes? | |
| Yes | Provide detail:  Yes Application for Amendment to an Existing Project  Yes Change of Personnel  Yes Extension Request |
| No | If you have made changes, but not had HREC approval, provide detail as to why this has not yet occurred: |
| 2c) Do you need to submit any amendments now? | |
| No | Yes Application for Amendment to an Existing Project  Yes Change of Personnel  Yes Extension Request  \* NB: If ‘Yes’, [download & submit the appropriate request](https://federation.edu.au/research/support-for-students-and-staff/ethics/human-ethics/human-ethics3) to the HREC for approval:  Please note: Extensions will not be granted retrospectively. Apply well prior to the project end date, to ensure continuity of HRE approval. |

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| 3a) Please indicate where you are storing the data collected during the course of this project: (Australian code for the Responsible conduct of Research Ch 2.2.2, 2.5 – 2.7) |
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| 3b) Final Reports: Advise when & how stored data will be destroyed  (Australian code for the Responsible conduct of Research Ch 2.1.1) |
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| 4) Have there been any events that might have had an adverse effect on the research participants OR unforeseen events that might affect continued ethical acceptability of the project? | |
| No | Yes \* NB: If ‘yes’, please provide details in the comments box below: |
| **Comments:** | |

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| 5a) Please provide a short summary of results of the project so far (no attachments please): |
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| 5b) Final Reports: Provide details about how the aims of the project, as stated in the application for approval, were achieved (or not achieved).  (Australian code for the Responsible conduct of Research 4.4.1) |
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| 6) Publications: Provide details of research dissemination outcomes for the previous year resulting from this project: eg: Community seminars; Conference attendance; Government reports and/or research publications |
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| 7) The HREC welcomes any feedback on:   * Difficulties experienced with carrying out the research project; or * Appropriate suggestions which might lead to improvements in ethical clearance and monitoring of research. |
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| 8) Signatures | | | |
| Chief Investigator: | …………………………………..  Print name: | Date: |  |
| Other/Student Researchers: | …………………………………..  Print name: | Date: |  |
| …………………………………..  Print name: | Date: |  |

*Submit to the Ethics Office, Mt Helen campus, by the due date:*

[*research.ethics@federation.edu.au*](mailto:research.ethics@federation.edu.au)