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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.

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| 1) Please indicate the current status of the project: |
| 1a) Yet to start1b) Continuing1c) Data collection completed1d) Abandoned / Withdrawn: | [ ] [ ] [ ] [ ]  |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 DesignRecruitment of SubjectsFinanceFacilities, 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*