|  |  |
| --- | --- |
|  | **Research and Graduate Studies Committee**  **University Human Ethics Committee**  **College Human Ethics Sub-Committees**  [www.latrobe.edu.au/researchers/ethics/human-ethics](http://www.latrobe.edu.au/researchers/ethics/human-ethics) |
| **Research Office** |  |

**PROGRESS REPORT FORM – HUMAN RESEARCH ETHICS**

|  |  |  |
| --- | --- | --- |
| **1. Approval Number** |  | |
| **2. Project Title** |  | |
| **3. Chief Investigator / Supervisor:**  (academic staff members only) | Name:  Email address: | |
| **4. Student** (if applicable) | Name:  Email address: | |
| **5. Project Duration:**  (subject to annual review) | Project commenced:         /     / | Project concludes:         /     / |

### Status of project

6. Please tick or highlight whichever is applicable:

Continuing

Not yet commenced

7. Provide a brief summary of the status:

8. Indicate whether your project is proceeding as planned or if any variations have occurred:

Project proceeding as approved

Modifications submitted and approved.

Project procedures have varied from those approved. Please provide details:

#### Data Security

#### 9. Are data secure as advised in your initial application and any approved modifications?

Yes

No - please explain:

#### Recruitment of participants

#### 10. Provide your participant numbers in the table below.

|  |  |  |
| --- | --- | --- |
| Target number of participants | Number of participants recruited to date | Number of participant withdrawals to date |
|  |  |  |

11. Provide reason(s) for participant withdrawal if applicable.

12. Is recruitment on target?

Yes

No - please provide an explanation:

# Incidents and Complaints

13. Did any ethically significant incidents arise during your research?

Yes - Please specify whether the incidents were reported to the UHEC:

No

14. Please specify whether any complaints were received from participants and provide details.

# Chief Investigator Declaration

By submitting this report;

**I, the Chief Investigator,** confirm that the information contained in this report is true and accurate.

**I, the Chief Investigator,** confirm that the project is being conducted in compliance with the NHMRC National Statement on Ethical Conduct in Human Research (NHMRC, 2007) or as amended.

*The report must be submitted electronically by the Chief investigator from the La Trobe University staff email account.*

**Low risk project please submit to either:**

**ASSC College Human Ethics Sub-Committee –** [**chesc.assc@latrobe.edu.au**](mailto:chesc.assc@latrobe.edu.au)

**SHE College Human Ethics Sub-Committee –** [**chesc.she@latrobe.edu.au**](mailto:chesc.she@latrobe.edu.au)

**Above low risk project please submit your form to** [**humanethics@latrobe.edu.au**](mailto:humanethics@latrobe.edu.au)