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| --- | --- |
|  | **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**

**SHE College Human Ethics Sub-Committee –** **chesc.she@latrobe.edu.au**

**Above low risk project please submit your form to** **humanethics@latrobe.edu.au**