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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** |  |

**FINAL 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:** | Project commenced:     /     /      | Project concluded:     /     /      |

### Status of project

6. Please tick or highlight whichever is applicable:

[ ]  Data collection completed

[ ]  Project discontinued – please explain:

7. Indicate whether your project occurred as planned or if any variations were required:

[ ]  Project proceeded as approved

[ ]  Modifications were submitted and approved

[ ]  Project procedures varied from those approved. Please provide details:

### Project summary

8. Provide a brief summary of your project findings and whether your project met the original aims (maximum one page):

9. Provide the details of all publications to date which contain findings from this research project.

10. Provide the details of all conferences at which findings from the research project have been presented.

#### Data Security

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

[ ]  Yes

[ ]  No - Please explain:

#### Recruitment of participants

#### 12. Specify your participant numbers in the table below.

|  |  |  |
| --- | --- | --- |
| Target number of participants | Number of participants recruited in total | Number of participant withdrawals |
|  |  |  |

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

14. If the project was discontinued, please explain how participants were informed.

# Incidents and Complaints

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

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

[ ]  No

16. 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**