# **Human Ethics Annual/Final Report**

**Instructions:** As part of the requirements of the National Statement on Ethical Conduct in Human Research (Section 5.5.5), the Chief Investigator must complete an annual / final report for projects approved by the La Trobe University Human Research Ethics Committee or subcommittee.

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| **1. Project Details** | |
| **HEC approval number** |  |
| **Project title** |  |
| **Chief Investigator** |  |
| **HEC approval date** |  |
| **HEC expiry date** |  |
| **Date of this report** | [INSERT date the report was completed] |

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| **2. Status of Project (only check boxes that apply) *(double click to ‘check’ each box)*** | | | |
| **Abandoned/discontinued** | **[If abandoned, please explain why the project was abandoned or discontinued]** | | |
| **Completed** (a project is considered complete when all data is collected (participant recruitment and follow-up is finished); in the case of sponsored studies when the database has been locked) | **Please provide a brief project summary outlining researcher engagement with participant (e.g. recruitment and activities of data collection) as well as project outcomes.** | | |
| **Not yet commenced** | **\*Please proceed to 2.1** | | |
| **In progress/continuing** | **\*Please proceed to 2.1** | | |
| * 1. **Were there any complaints, safety issues or non-compliances with the approved project during this calendar year?** | | Yes\* | No |
| *\* If yes, please include a brief summary of the issues*  [INSERT summary] | | | |

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| **3. Compliance** | | |
| * 1. **For this calendar year, has the project been conducted in accordance with the NHMRC *National Statement on Ethical Conduct in Human Research (2007, or as amended)?*** | Yes | No\* |
| *\* If NO, please explain*  [INSERT explanation] | | |
| * 1. **For this calendar year, has the project been conducted in accordance with the approved project description/protocol and approval conditions?** | Yes | No\* |
| *\* If NO, please explain*  [INSERT explanation] | | |

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| **4. Confidentiality and Storage of Data (only check boxes that apply) *(double click to ‘check’ each box)*** | | | | | |
| **4.1 Has the storage of your data changed?** | | | | Yes\*  Please complete the following | No (go to section 5) |
| **Data Type** | **Campus/Location** | **Building/Server Name** | **How is data stored securely** | **How is access restricted** | **Estimated date of data destruction** |
| **Physical Copies**  (add additional rows for multiple locations) |  |  |  |  |  |
| **Electronic Copies**  (add additional rows for multiple locations) |  |  |  |  |  |
| **Audio/Visual/Photographs**  (add additional rows for multiple locations) |  |  |  |  |  |
| **Human Biospecimens**  **(e.g. blood/tissue/saliva/urine)**  (add additional rows for multiple locations) |  |  |  |  |  |

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| **5. Chief Investigator Declaration *(double click to ‘check’ box)*** |
| By submitting this **annual/final report**, I, the **Chief Investigator/Centre/Organisation**, declare that: |
| The information contained in this report is true and accurate. |

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| **6. How to submit this form** |
| * The annual/final report must be submitted electronically (no scanned copies) from the Chief Investigator’s institutional email address. * Submit to [humanethics@latrobe.edu.au](mailto:humanethics@latrobe.edu.au). |