# **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 Principal 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** |  |
| **Principal 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 activities related to the project have been completed: • no further participant involvement• all data collection and analysis are complete• research findings or results have been disseminated to participants (if part of the project description) • the study does not require continuing ethics approval) | **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 (2018, 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** (add additional rows for multiple locations) |  |  |  |  |  |
| **[ ]  Digital** (add additional rows for multiple locations) |  |  |  |  |  |
| **[ ]  Audio/Visual/Photographs**(add additional rows for multiple locations) |  |  |  |  |  |
| **[ ]  Biospecimens** **(e.g. blood/tissue/saliva), other physical specimens, artefacts or archival material)**(add additional rows for multiple locations) |  |  |  |  |  |

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| **5. Principal Investigator Declaration *(double click to ‘check’ box)*** |
| By submitting this **annual/final report**, I, the **Principal 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** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to lodge an annual/final report:1. To find your ethics project click on “My Ethics Approvals” tile and select the Ethics Approval Number you wish to submit an annual or final report for
2. At the top of the screen click the “down” blue arrow dropdown menu and click “Create Annual Report” or “Create Final Report”
3. Click the 'Post Approval Documents' tab and upload the completed annual/final report form
4. At the top of the screen click on “Submit to Research Office”
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