

Report On Research Involving Human Participants Cleared Ethically By:

Annual Report for Period: Click or tap to enter a date. **to** Click or tap to enter a date.

Investigator/s:

Department:

Project Title:

Clearance No:

Please respond to all questions. Where marked “*”, please submit relevant form or documentation.

1. Have any changes to the approved protocol been made? Yes* No
(See note A on reverse)

2. If YES to Q1, have these changes been approved by the UQ Ethics Committee? Yes No*
(See note A on reverse)

3. Is the project being conducted in accordance with the original approval and/or approved variations? Yes No*
(See note A on reverse)

4. Has this project received clearance from an external ethics committee? Yes* No

5. Have all relevant ethics clearances been obtained? Yes No*
If “No”, then please explain.

6. Is consent obtained from human subjects in accordance with the approved protocol? Yes No*
(See note A on reverse)

7. Are records maintained and secured in accordance with requirements? Yes No*
(See note A on reverse)

8. Have there been any harmful outcomes arising from the research? Yes* No
(See note B on reverse)

9. Have all adverse effects or incidents been properly reported? Yes No*
(See note B on reverse)

10. Has the project been completed? Yes No
If "Yes", please specify date of completion: _____

11. If not completed, will the project: (Please circle)

- a) Be terminated, not requiring access to human subjects.
- b) Be continuing.
- c) Commence by Click or tap to enter a date.

(See note C on reverse)

12. Is there any other matter that may be of assistance to the committee or other researchers arising from your study? (eg. difficulties in recruiting of subjects from particular groups in the community; benefits of research; problems in the consent process). Yes* No

13. Have there been any publications released as a result of this study? (*Bibliographic details required only) Yes* No

Please sign and date below as the Chief Investigator and return form to the Ethics Coordinator, UQ Research & Innovation. Enquiries to 3365 3924 or humanethics@research.uq.edu.au.

Signature

Date

To:

Annual Progress Reports

The NHMRC requires registered HRECs to monitor all approved projects including by the submission of a completed *Annual Progress Report*. The University takes its responsibilities in this regard very seriously. To help ensure compliance, and given the very large number of research projects requiring ethical clearance, the University has implemented a number of *automatic* checks and procedures. All investigators are expected to familiarise themselves with these procedures.

The annual report form requires Researchers to answer questions in relation to the human participants involved with their project.

In 2017, the University progressed to anniversary reporting for human ethics approvals. The return date for the completed form to the Office of Research Ethics is by the last day of the month of the anniversary of the approval date of your project and can be found on the bottom of the project's approval form. A final report is also required at the completion of a project. **If you did not submit an annual report in 2017 or if your ethical approval expired at the end of 2017, please do so in order to be in compliance with the requirements of the National Statement.**

Random Audits

As part of the ethical monitoring process at the University of Queensland, Researchers should anticipate at any time the possibility of a random audit by the approving Committee.

All current projects have the possibility of being selected for a random audit.

Audits are selected by member's consensus at a meeting, from a randomly selected set of current projects.

The audit confirms that the project is being conducted in accordance to its approval by asking questions of the research team, inspecting all consent documents and records, and being guided through any physical experiments associated with the project.

Notes

Note A: Any change to the protocol must be approved by the Committee before taking place – please submit an Amendment Form downloadable from our website below.

Note B: Please advise the Ethics Office, in writing, of any adverse events immediately after the incident.

Note C: If an extension to the approval period is required, please submit an Amendment Form downloadable from our website below.

Website

<http://uq.edu.au/research/integrity-compliance/human-ethics>