

**HEALTH RESEARCH ETHICS COMMITTEE 1 & 2**

**ANNUAL PROGRESS/FINAL REPORT: DATABASE/REGISTRY/REPOSITORY**

*(INFORMATION SHOULD BE TYPED)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION A: REPORT TYPE** *(please check [x] appropriate box)* | | | | | | |
| **Final report** (to be submitted after study/site closure)  **Annual progress report** (request for extension/annual renewal of ethics approval) | | | | | | |
| **Reporting Period: From** dd/mm/yyyy **to** dd/mm/yyyy | | | | | | |
| **SECTION B: DETAILS OF PRINCIPAL INVESTIGATOR** | | | | | | |
| **Title, First name, Surname:** | | | | | | |
| **University DIVISION:** | | | | | | |
| **University DEPARTMENT:** | | | | | | |
| **Present position:** | | | | | | |
| **Telephone number:** | | | **E-mail:** | | | |
| **SECTION C: DATABASE/REGISTRY/REPOSITORY INFORMATION** | | | | | | |
| **Title of study:** | | | | **HREC Ref No:** | | |
| **Approval date:** | | **Start date:** | | **Expected date of completion:** | | |
| **SECTION D: DATABASE/REGISTRY/REPOSITORY STATUS** *(please check [x] appropriate box)* | | | | | | |
|  | Research-related activities are ongoing | | | | | |
|  | Data collection is complete, data analysis only | | | | | |
| Please indicate (in the block below) the titles and HREC reference numbers of any projects currently making use of the Database/registry/repository. | | | | | | |
|  | | | | | | |
| **SECTION E: DATABASE/REGISTRY/REPOSITORY SUMMARY** | | | | | | |
| Total number of records or specimens collected, reviewed or stored since the original approval | | | | | |  |
| Total number of records or specimens collected, reviewed or stored since the last progress report | | | | | |  |
| Have any research-related outputs (e.g. publications, abstracts, conference presentations) resulted from this research? If yes, please list and attach with this report | | | | | Yes | No |
| **SECTION F: SIGNATURE** | | | | | | |
| …………………………………………………….. ……………………………………… ………………………………………..  **Signature of Principal Investigator Print name Date** | | | | | | |

**INSTRUCTIONS: How to submit a progress report**

**CLINCIAL TRIALS, human/HEALTH and student research:**

1. **1 hard copy of full application**
   * + **Submit to Elvira Rohland, room 5007, 5th floor, teaching block, Faculty of Medicine and Health Sciences**

**AND**

1. **1 electronic copy of full application**
   * + **Submit in one email to ethics@sun.ac.za**
     + **Submit any documents created in Microsoft word as either word documents or .pdf files**
     + **Submit a scanned .pdf file of each signed document**

**GUIDELINES FOR COMPLETING PROGRESS REPORTS**

*(NB. Please delete this Page before you print out and submit your progress report.)*

1. **Ethics approval is valid for one year only**. A progress report is an application for renewal of ethics approval and must be submitted annually, well before the ethics approval expiry date, so that the progress report can be reviewed and the project re-approved **prior** to the expiry date. No data/specimen collection may continue without this process and re-approval.
2. The progress report should contain sufficient information to allow the reviewer to conduct a substantive and meaningful review of the progress of the database/registry/repository including any challenges or problems encountered.
3. Copies of published abstracts and/or papers, may be submitted as attachments, but may **NOT** replace text required in the progress report template.