

Annual Reports for all *approved Ethics Applications are due by the 30 April each year

Request Letter (Attach approved form) for Annual Report by 30th April
Research Ethics & Governance Office will email the letter to the Principal Investigator
2 months prior to the due date – 28 February



For all studies, please submit the “**HREC Progress Report**” form.
 For **completed studies** please also submit your “**Final Report**” - **30 April**



Email completed Annual Report/Final Report to:
ResearchEthics@bhs.org.au



If the Annual Report is **not** Received by **30 April each year** the following actions will be
 in acted by the Research Ethics & Governance Office



1. **May 1 of each year - Annual Report Overdue Letter** – Action required within 7 days by Research Ethics & Governance Office. “This is a courtesy reminder that the Annual Progress Report for the above study **is now overdue and must be submitted by 31 May of each year**. Please note that submission of a Progress Report is a condition of the HREC Ethics approval. Suspension will result in the investigators no longer being able to recruit or present on the project. Any items submitted for publication will not be effected.”
2. **May 31 of each year – Non-compliant projects suspended for 60 days or until a progress report is received.** The projects can re-commence from the date of suspension when the progress report is received.
3. **July 31 Non-compliant projects will have their ongoing ethical approval withdrawn and the study will be closed and archived.**

Special Consideration

Any correspondence requesting extension or notifying of leave, etc will be taken into account and discretion will be used with the above processes.

*Annual Reports for projects that have been **approved** in **January – April in any year**
 do **not need to be submitted** until **30 April the following year**

Completed Annual Reports must have either an electronic signature attached or be signed and scanned prior to emailing to **ResearchEthics@bhs.org.au**