



FAMILY PLANNING VICTORIA

FAMILY PLANNING VICTORIA HUMAN RESEARCH ETHICS COMMITTEE

PROGRESS REPORT (bi-annual)

(Please include report cover sheet with this report)

Date:	FPV HREC Project No:
1. Has the project commenced?	
<input type="checkbox"/> Yes Date commenced:..... <input type="checkbox"/> No	
2. Has ethical approval been granted/refused by any other HREC subsequent to FPV HREC's approval?	
<input type="checkbox"/> Yes <i>(please provide details of HREC and date of approval/refusal)</i> <input type="checkbox"/> Pending <input type="checkbox"/> Not applicable	
3. RECRUITMENT	
<input type="checkbox"/> Not yet commenced <input type="checkbox"/> Proceeding <input type="checkbox"/> Completed	
4. DATA COLLECTION	
<input type="checkbox"/> Not yet commenced <input type="checkbox"/> Proceeding <input type="checkbox"/> Completed	
5. DATA ANALYSIS	
<input type="checkbox"/> Not yet commenced <input type="checkbox"/> Proceeding <input type="checkbox"/> Completed	
6. COMPLETION DATE	
<i>Please submit a Request for Extension of Time form if you are unable to meet the approved completion date</i>	
Approved Completion Date:	Estimated Completion Date (if different to Approved Date):
7. SUMMARY Provide a brief summary of progress in the project to date <i>(attach separate page if required)</i>	
8. PARTICIPANTS	
8.1 What was the approved number of participants:	
8.2 How many participants	
a) are currently involved in the research b) have completed c) have withdrawn.....	
Please give details of reasons if participants have withdrawn	

9. PROBLEMS Please ✓ if you have encountered any problems in the following areas:

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Study design | <input type="checkbox"/> Recruitment of participants | <input type="checkbox"/> Facilities, equipment |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Finance | <input type="checkbox"/> Other relevant problem |

Please summarise details of any problem/s indicated above:

10. In the past 6 months:

a) Have all conditions of approval required by FPV HREC been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (attach details)
b) Have there been any significant changes to the approved protocol? (including source, number & manner of recruiting participants) <i>Note: these MUST receive prior approval from FPV HREC</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Are signed consent forms available for inspection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Has the project been monitored as detailed in the approved protocol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) Have there been any adverse events? <i>Note: these MUST be reported to FPV HREC Chair at the earliest opportunity</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f) Has data been stored securely, as detailed in the approved protocol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g) Has data been presented in print or formal oral presentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h) Have any complaints been made about the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

11. In the next 6 months:

a) Do you propose to make any amendments to the project that will need approval for use in the next 6 months?	<input type="checkbox"/> Yes (attach Approval of Amendments form)	<input type="checkbox"/> No
b) Have you reviewed (and updated where necessary) all current advertisements, Participant Information & Consent forms, etc. to be used in the next 6 months (eg. phone numbers, dates, names of researchers, etc)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Have all people involved in recruitment of participants at FPV been instructed in the approved informed consent procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) If the study has commercial sponsorship, will the insurance certificate be current and what is the amount of coverage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DECLARATION

I confirm that this project is being conducted as approved by FPV HREC (as per approved application and any subsequent approved changes) and in accordance with the *National Statement on Ethical Conduct in Research Involving Humans*, and any other relevant State or Commonwealth legislation/regulations.

Signature of Principal Researcher

Date:

Signature of Associate/Student Researcher

Date: