

HREC Progress Report - CPI Cover Sheet

The Coordinating Principal Investigator (CPI) is responsible for reporting to the reviewing HREC on an ethically approved research project at all sites annually (at a minimum) or as required by the reviewing HREC. All Principal Investigators (PIs) must send an **HREC Progress Report - Site Report** to the CPI for collation. The CPI must complete this **HREC Progress Report - CPI Cover Sheet**, attach it to the collated **HREC Progress Report - Site Reports** provided by the PIs, and submit to the reviewing HREC.

Each PI is also responsible for submitting the **HREC Progress Report - Site Report** to their site's Research Governance Officer.

Responses must be typed into the form; do not write responses by hand (except signature).

Research Project Details

HREC Reference Number	<input type="text"/>	CPI for Research Project	<input type="text"/>
Local Reference Number	<input type="text"/>	HREC Approval Date	<input type="text"/>
Date of this Report	<input type="text"/>	HREC Approval End Date (if applicable)	<input type="text"/>
Reporting Period	<input type="text"/>		
Project Title	<input type="text"/>		
Mode of HREC Approval	<input type="checkbox"/> Single state only		<input type="checkbox"/> National Mutual Acceptance

Approved Sites

The CPI should forward all site reports to the reviewing HREC. If a site does not provide a report to the CPI, that site's PI must address this compliance issue with the CPI and the reviewing HREC.

Site (Organisation)	State	Report Attached		Site (Organisation)	State	Report Attached	
		Yes	No			Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Attach additional page if required.

Extension of Approval

Is extension of ethical approval required past the current date of approval?

Yes

No

Declaration

I confirm that this project is being conducted in keeping with the conditions of approval of the reviewing HREC (and subject to any changes subsequently approved).

I confirm that the project is being conducted in compliance with the NHMRC *National Statement on Ethical Conduct in Human Research* (NHMRC, 2007) or as amended.

I confirm that I have not received any information in any form from anyone involved in the research project to suggest this report does not accurately reflect the progress of the project at the above site(s).

CPI	
Signature	
Date	
Organisation	
Email	
Telephone	

Project Coordinator	
Signature	
Date	
Organisation	
Email	
Telephone	

HREC Acknowledgement *(Office Use Only)*

Name		Position	
Signature		Date	
Comment			