


Outcomes of Annual Report Submission on SAGE

1. [Report Query \(Milestone Revision\)](#)
 - [How to resubmit the report](#)
2. [Report Noted/Accepted \(Milestone Achieved\)](#)
 - Final Report/Site Closure Noted
 - Progress Report Noted; Study is continuing

Report Query (Milestone Revision Required)

- If there are further queries to your Annual Report Form from the RGU, you will receive an email notification requesting revision.
- The email would be sent to all contacts on record, and the email would include
 - Queries to address
 - Direct Link to the Project on SAGE
 - Due date for the revised report
- The link will direct you to the Project
- To locate the report, please go to the Milestone Tab
- The Report status is now listed as “Revision”

IDENTIFIER	MILESTONE TITLE	↓ DETAIL	ORGANISATION	STATUS	DAYS REMAINING	DUE DATE
2022/SVH00201	 test final report		SVHM	● Revision	● 22 days	7/05/2023

Revising a report

- To revise a report or submit comment, you do not need to re-enter the details on the form.

1. Select "yes" to this question on the first page (Project Details)

Is this a revision of the annual report form as part of a query?

Yes
 No

Please revise the form or provide your comment on the final page.

2. You may edit the form

View full screen

Project Details ✓

Progress Summary ✓

Recruitment/Data/Samples ✓

Document Upload ✓

Revision to Annual Report Form

Revision to Annual Report Form

Preview Validate Save

← Previous Next →

Please provide your comment to the query below.


I have included all the participating sites, as requested.
Hospital X has been removed from the study, and a site closure report was submitted in August 2022.

By submitting this revision, I confirm the following:

3. Provide additional comments on the final page before submitting the form

Note: Resubmission of the report does not require the authorised person's sign-off

Report Noted (Milestone Achieved)

- If there are no further queries from the Research Office (RGU), you will receive an email indicating whether a Final Report or a Progress Report has been received and noted.
- If you go to the Milestone tab of this project, the report status will appear as  [Achieved](#)

Project Status after Report is Accepted

- If Final Report, the study will be archived, and no further report will be required. The Project Status will now appear as “Completed”

IDENTIFIER	STATUS
2022/PID05226	Completed

- If Progress Report, the study is continuing, and another report will be “Pending”, due for the 1st May in the following year. You can submit this report anytime before the due date.

2022/SVH00201	 Progress/Final Report (HREC)	Progress Report	SVHM	● Achieved	● N/A	30/05/2023
2022/SVH00201	 Progress/Final Report (HREC)		SVHM	● Pending	● 382 days	1/05/2024