

What are the Annual Reporting Requirements?

For multi-site studies/single-site studies, it is a condition of approval by the HREC that:

- The Sponsor completes the **Progress/Final Report (HREC)** in consultation with the CPI/PI. This form must include information from all sites approved by the HREC receiving the report.
- The Site Principal Investigator for each individual site completes the **Site Report/Closure Form (RGO)** for submission to their respective Research Governance Unit for acknowledgement

Project types	Report Form Required
Ethics (SVH) only project	Progress/Final Report (HREC)
Governance (SSA) only project	Site Report/Closure Form (RGO)
Both SVH and SSA project (Single-site)	Site Report/Closure Form (RGO)
Both SVH and SSA project (Multi-site)	BOTH forms

*Depending on your project status, the form will generate a Progress Report or a Final Report.

All annual reports are due on 01 May - Annual Reports for projects that have been approved from January to April of any year do not need to be submitted until 01 May of the following year.

Failure to submit progress reports within 45 days following the 01 May submission deadline may lead to a suspension of the ethical approval for the study.

The completion and submission of an annual report is part of the conditions of ethical approval for all projects.

For further information, please contact Research Integrity and Compliance Assistance on 03 9231 6987 or email: svhm.ResearchAnnualR@svha.org.au