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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESEARCH PROJECT FINAL REPORT** | | | | | | | | | |
| The ‘National Statement on Ethical Conduct in Human Research’ (the National Statement) paragraph 5.4.8 requires researchers to provide a report to the relevant ethical review body/ies and institution/s at the completion of the project.  This report must be submitted for:   * **Completion or abandonment** of the researchproject.   **OR**   * **Closure of a specific site(s)** – Principal Investigator (PI) must complete the report for relevant sites only. The Site Closure report is to be submitted to Departments of Defence and Veterans’ Affairs Human Research Ethics Committee and the relevant Commanding Officer(s) (where appropriate) at the closing site(s).   Reports are to be signed by the 1st listed Principal Investigator. Completed reports are to be emailed to [ddva.hrec@defence.gov.au](mailto:ddva.hrec@defence.gov.au).  Failure to complete all relevant fields will result in the report being returned and the additional information being requested.  **Indicate the purpose of this Final Report**  Completion of research project  Closure of specific site(s)  Abandonment of research | | | | | | | | | |
|  | | | | | | | | | |
| **SECTION 1: PROJECT DETAILS** | | | | | | | | | |
| **Project Number:** | | |  | | | | | | |
| **Project Title:** | | |  | | | | | | |
| **Is this student research?** | | | Yes  No | | | | | | |
|  | | | | | | | | | |
| **SECTION 2: INVESTIGATOR DETAILS** | | | | | | | | | |
| **Principal Investigator** | | | | | | | | | |
| **Name:** | | |  | | | | | | |
| **Organisation (command/division):** | | |  | | | | | | |
| **Phone:** | | |  | | | | | | |
| **Email:** | | |  | | | | | | |
| **Student (where applicable)** | | | | | | | | | |
| **Name:** | | |  | | | | | | |
| **Organisation (command/division):** | | |  | | | | | | |
| **Phone:** | | |  | | | | | | |
| **Email:** | | |  | | | | | | |
|  | | | | | | | | | |
| **SECTION 3: PARTICIPATING SITES** *Insert additional rows if required.* | | | | | | | | | |
| **Site Name *(Organisation)*** | | **CO Name** | | | **Closure Date** | | **Completed** | | **Abandoned** |
|  | |  | | |  | |  | |  |
|  | |  | | |  | |  | |  |
| Provide reasons(s) why the research project was discontinued at any given site: | | | | | | | | | |
| If the research project was discontinued at any given site, were that site’s participants informed? Yes  No | | | | | | | | | |
| If no, please provide an explanation: | | | | | | | | | |
|  | | | | | | | | | |
| **SECTION 4: PARTICIPANT SUMMARY** | | | | | | | | | |
| How many participants were recruited? | | | | | |  | | | |
| How many participants withdrew from the project? | | | | | |  | | | |
| Have any participants expressed any complaints about the project? | | | | | | Yes  No N/A | | | |
| If yes, please summarise: | | | | | | | | | |
| Have any participants claimed to have suffered harm or injury? | | | | | | Yes  No N/A | | | |
| If yes, please summarise: | | | | | | | | | |
| Have there been any adverse or serious adverse events reported? | | | | | | Yes  No N/A | | | |
| If yes, please summarise: | | | | | | | | | |
|  | | | | | | | | | |
| **SECTION 5: COMPLIANCE** | | | | | | | | | |
| Was the research conducted in accordance with the approved protocol? | | | | | | | | Yes  No | |
| If no, please provide detail: | | | | | | | | | |
| Were all conditions of ethical approval met? | | | | | | | | Yes  No | |
| If no, please provide detail: | | | | | | | | | |
|  | | | | | | | | | |
| **SECTION 6: DATA RETENTION** *Note that if the research is abandoned, data should be retained for the minimum specified period from the date of abandonment.* | | | | | | | | | |
| Are there identifiable records of the participants in this study? | | | | | | | | Yes  No | |
| If yes, where is the record kept and is it secure? | | | | | | | | | |
| When will they be destroyed? | | | | | | | | | |
| Are signed Consent Forms on file? | | | | | | | | Yes  No N/A | |
| If yes, where are the records kept and are they secure? | | | | | | | | | |
| When will they be destroyed? | | | | | | | | | |
| Are there any other records relating to this study? | | | | | | | | Yes  No | |
| If yes, please specify what the records are: | | | | | | | | | |
| When will they be destroyed? | | | | | | | | | |
|  | | | | | | | | | |
| **SECTION 7: RESEARCH PROJECT SUMMARY – COMPLETION REPORT**  *Provide the following* ***only*** *if the research has been complete****d****.* | | | | | | | | | |
| Briefly summarise the research findings: | | | | | | | | | |
| List all publications to date, and those submitted for publication, which contain findings from the research project: | | | | | | | | | |
| List all conferences, seminars, etc. at which findings from the research project have been presented: | | | | | | | | | |
| If publication of findings is not planned, provide a brief explanation: | | | | | | | | | |
|  | | | | | | | | | |
| **SECTION 8: PRINCIPAL INVESTIGATOR DECLARATION** | | | | | | | | | |
| I confirm that this project was conducted in keeping with the conditions of ethical approval. I confirm that the project was conducted in compliance with the *National Statement on Ethical Conduct in Human Research*.  I confirm that I have not received any information in any form from anyone involved in the project to suggest this report does not accurately reflect the completion or closure of the project at the above site(s). | | | | | | | | | |
|  | | | |  | | | | | |
| **Name** | | | | **Signature** | | | | | |
| **Date:** |  | | | | | | | | |