

**Creating a progress report**

**eP** > Home > Approved applications > Application ID > Progress report

A pop-up window will open. Within this window select 'progress report' and click OK

If a progress report form does not open when you click OK, then you have pop-up blocking software on in your browser. Even if you believe you have allowed pop-ups, there may be additional toolbars, that are blocking your pop-ups.

Alternatively, if this option is still not available, then an amendment submission may be active. Check the 'Applications (In-preparation/Submitted)' section to see if the study is listed there. Please note that once the submission of an amendment has occurred, you will not be able to start a progress report application until the amendment has been reviewed and approved. If the ethics expiration date is near, please complete a progress report before creating an amendment. Once processed, you will then be able to submit an amendment

Please attach any documents at the bottom of the form.

Once completed click SUBMIT FORM