

Progress reports

Key points:

- From March 2020 onwards moving to a one-year term of approval cycle.
- Studies approved before March 2020 to remain with current terms and conditions.
- A protocol violation report must be submitted for any progress report that is submitted after midnight on the date it is due.
- All sites urged to review their open studies to ensure their progress reporting is up to date.

Studies approved from March 2020

From March 2020, once approved, investigators will have one-year terms of approval for all new study submissions. Investigators will continue to receive one-year terms of approval after the submission and acceptance of a progress report has been made to the HREC. *Investigators can continue to extend their period of approval annually in this manner, until the study concludes.*

Progress reports will be due annually on the anniversary the study was initially approved, irrespective of what date an additional site joined. For example, Site A approved on March 04, 2019. Site B approved on February 08, 2019. The annual approval for all sites is due March 04, 2020.

Studies approved before March 2020

These studies will keep their current reporting due dates, noting many of these do not align with the process outlined above.

For those that currently have terms of approval greater than one year, this has always been dependant on the provision of an annual progress report. Sites are requested to undertake an evaluation of their studies and ensure all reporting is up to date.

Sites that have outstanding progress reports must submit a protocol violation report stating research activities have occurred during this lapse, including but not limited to, participant recruitment, study visits and any publications. A progress report must also be submitted. Current studies with terms of approval greater than one year (e.g. to 2022) will move to a one-year cycle when that period lapses.

Sites with outstanding progress reports will have until April 30 to rectify the reporting requirement. Sites that do not submit a protocol violation report and progress report before this date will be closed and may be asked to re-submit the study.

See related documents:

Monitoring approved research

[MAR G4 Progress and final reports](#)