Western Health QA and LNR Progress Reports Submission

Progress Reports:
Submission due on 1st May each year

Reminder will be sent on 1st April

A request for Progress Reports will be sent via email/Ethical Review Manager (ERM) to the Principal Investigator (PI) and Contact person on 1st April.

Submit the Progress Reports via ERM by 1st May each year

- **Annual Progress Reports**
  - **Quality Assurance (QA)/Negligible Risk/Clinical Audits:** Submission of Annual progress report is not required.
  - **Low & Negligible Risk (LNR):** PI to submit the **Project Progress Report** via ERM by 01st May each year. Ensure that Project Progress Report is electronically signed and submitted along with **WH Self-Audit form** (via ERM).
- **Final Reports:** For QA, LNR projects**,** PI to submit an electronically signed **Project Final Report** via ERM along with the **WH Self-Audit form**.
- After submission send an email notification to progressreports@wh.org.au for our review.

Further instructions available at:

https://www.westernhealth.org.au/EducationandResearch/Research/Auditing/Pages/Progress-Report-Submissions.aspx

If the Annual Progress Report is not received by 1st May

- **One week** after submission deadline – An ERM automated reminder will be sent (please ignore if already submitted).
- **Two weeks** after submission deadline – A warning notification will be sent for projects with an outstanding Progress report that the project WILL be suspended if the project report is not received by the final cut-off date (31 May). Projects where Annual Progress Reports have not been received by 31 May will be shortlisted for Audit consideration. Submission of the report will lift the suspension.
- **Two months** after submission deadline - Non-compliant (e.g. suspended project with an outstanding report or no available progress report) projects will have their ongoing ethical approval withdrawn and the study will be closed and archived.

Acknowledgement

- The Office for Research will acknowledge the report via Email and the ERM.
- Research teams should file the acknowledgement email/s in the Investigator site file as evidence that the project has been approved for a further 12 months.

Note: Annual Progress Reports for projects that have been approved in January – April in any year do not need to be submitted until 1st May the following year.