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| Progress Report – Site Form (RGO) |
| The site Principal Investigator (PI) should report to the site Research Governance Officer (RGO) according to site policy. |
| Research Project |
| HREC reference number | e.g. HREC/17/Abc/123 |  | HREC approval date | Select date |
|  |
| Local reference number | Enter text |  | Date of this report | Select date |
|  |
| Project title | Enter text |
|  |
| Sponsor | Enter text |  | Sponsor telephone | Enter text |
|  |
| Sponsor contact (Aus) | Enter text |  | Sponsor email | Enter text |
|  |
| Coordinating Principal Investigator (CPI) for project | Enter text |
|  |
| Study coordinator name | Enter text |  | Study coordinator email | Enter text |
| Site Report |
| Report period start date | Select date |  | Report period end date | Select date |
|  |
| Site name (organisation) | Enter text |  | Principal Investigator (PI) | Enter text |
|  |
| Associate Investigators | Enter text |
|  |
| Number of investigators that joined the site research team in the past 12 months or since the previous report | Enter number |
|  |
| Name new investigators | Enter text |
|  |
| Summary of progress | Enter text |
|  |
| Is a current certificate of insurance attached? | Select one |
|  |
| Are participants being recruited for the project? | Select one |
|  |
| Is the project a clinical trial? | Select one |
| A. Clinical Trial |
| *For questions below regarding numbers of participants, provide the* ***cumulative total*** *since project commencement at this site.* |
| Date project commenced at this site (site initiation visit) | Select date |
|  |
| Date first participant recruited/randomised at this site | Select date |
|  |
| Targeted participant enrolment number at this site | Enter number |
|  |
| Actual number of participants enrolled at this site | Enter number |
|  |
| Actual number of participants treated at this site | Enter number |
|  |
| Number of participants withdrawn at this site | Enter number |
|  |
| Reason(s) for participant withdrawal(s) at this site | Enter text |
|  |
| Is site recruitment on target? | Select one |
|  |
| If site recruitment is *not* on target, provide key reason(s) | Enter text |
| B. Health/Medical Research Project (e.g. clinical, health or social science research) |
| Date project commenced at this site | Select date |
|  |
| Date first participant was consented (if applicable) | Select date |
|  |
| *For numbers of participants/records/samples, provide the* ***cumulative total*** *since project commencement at this site.* |
|  | Targeted number at this site | Actual number at this site | Number withdrawn at this site |
| Participants | Enter number | Enter number | Enter number |
| Records | Enter number | Enter number |  |
| Samples | Enter number | Enter number |  |
|  |
| Reason(s) for withdrawal(s) at this site | Enter text |
|  |
| Is site recruitment on target? | Select one |
|  |
| If site recruitment is *not* on target, provide key reason(s) | Enter text |
| Site Audit |
| Has project been subject to site audit in the past 12 months or since previous report? | Select one |
|  |  |
| Date of audit | Select date |  | Auditing organisation | Enter text |
| Site Budget |
| Total proposed budget | **AUD $** Enter number |  | Status of budget | Select one |
| Site Progress |
| Current status of the project at this site | Select one |
|  |
| Date (or expected date) of site closure/completion | Select date |
| Declaration |
| The information provided in this report is complete and correct. All researchers involved with this project have current valid good clinical practice (GCP) training (if applicable to the research project). The project is being conducted in keeping with the conditions of approval of the reviewing HREC (and subject to any changes subsequently approved. The project is being conducted in accordance with the protocol. Any significant protocol deviation or violation has been reported to the reviewing HREC. The project is being conducted in compliance with the *National Statement on Ethical Conduct in Human Research* (NHMRC, 2007) and *Safety Monitoring and Reporting in Clinical Trials Involving Therapeutic Goods* (NHMRC, 2016), or as amended. |
|  |
| PI name | Enter text |  | Email | Enter text |
|  |
| Organisation | Enter text |  | Telephone | Enter text |

**PI signature**

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**Date** Select date

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| *Office use only* |
| Research office acknowledgement – RGO |
| Name | Enter text |  | Position | Enter text |
|  |
| Comment | Enter text |
|  |

 **Signature**

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 **Date** Select date

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