|  |
| --- |
|  **Annual Progress / Final Report** |
| **IMPORTANT NOTES:*** Submission of Annual Reports is a condition of ongoing approval
* Annual Reports shall be submitted by **1 July** each year.
* Final reports must be submitted within 4 weeks of project completion, termination or abandonment.

**INSTRUCTIONS FOR SUBMISSION:*** This form must be completed and submitted electronically. Handwritten forms will not be accepted.
* Always download the most current version of the application form directly from the NSLHD Research Website.
* Only complete reports (e.g. all signatures) can be accepted for review by the IBC.

 * Submission of incomplete reports will result in applications being returned to the Chief Investigator and may not be reviewed until the next application date.

Email the complete application to NSLHD-Research@health.nsw.gov.au |

|  |
| --- |
| **REPORT DETAILS** |
| Annual Progress Report ☐ | Final Report ☐ |
| **PROJECT DETAILS** |
| NSLHD Reference  |  |
| Protocol Title |  |
| Principal Investigator  |  |
| Department  |  |
| IBC Approval Date |  |
| IBC Expiry Date  |  |

|  |
| --- |
|  **Has the location of where the work is being conducted or storage of materials changed from the location in the initial approval?**☐ No☐ Yes (Provide details below) |
|  |
| **Have the aims, procedures or organisms used in the project changed compared to those described in the initial application?**☐ No☐ Yes (Provide details below) |
|  |
| **If the Project has terminated, please choose one of the following:** |
| ☐ The GMOs used and/or generated during this project have been disposed according to OGTR guidelines. There is no storage of these GMOs.☐ The GMOs used and/or generated during this project have NOT been disposed. They are listed in another current IBC approved project, IBC Ref No.(XXXX) |
| **Signature of Principal Investigator submitting this Annual/Final Report**  Date / / |