**St. George’s Research Ethics Committee**

**Joint Research and Enterprise Services**

**Ground Floor, Jenner Wing**

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| Annual Progress Report form |

\*\*\*\*\*\*DELETE EVERYTHING BETWEEN THE ASTERISKS BEFORE SUBMITTING\*\*\*\*\*\*

Instructions for Completion

This guidance is designed to help you complete an Annual progress Report (APR) for submission to St. George’s Research Ethics Committee (SGREC).

We colour coded the template to provide you with the following:

1. Text in red is for instructions only and needs to be deleted when the information required for that particular section is completed. Therefore please ensure any entry you make on to this form is in black.
2. **Text in black (bold)** should not be deleted as it is integral to the application form and ensures you have included all relevant information about your project. **Any existing black text should not be amended or deleted.**
3. **Text in grey** indicates an interactive field.

If you have any questions about completing the APR, please contact the Research Ethics and Integrity Officer at sgulREC@sgul.ac.uk.

DELETE ALL RED TEXT BEFORE SUBMITTING

IF YOU DO NOT DO SO YOUR APPLICATION WILL BE RETURNED TO YOU AND YOU WILL BE ASKED TO AMEND IT ACCORDINGLY

PLEASE DELETE THE “INSTRUCTIONS FOR COMPLETION” SECTION BEFORE SUBMITTING YOUR FORM

\*\*\*\*\*\*\*DELETE EVERYTHING BETWEEN THE ASTERISKS BEFORE SUBMITTING\*\*\*\*\*\*

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| --- | --- |
| **Full study title:** |  |
| **Reference number:** | xxxx.xxxx |
| **Type:** | Please select |  |
| **Study Design:** | Please select |  |
| **Study Duration** | **Planned start date:** | **Planned end date:** |
| Click here to enter a date |  Click here to enter a date |
| **Actual start date:** |  |
| Click here to enter a date. |  |
| **Annual progress report version number:** |  | **APR Date:** | Click here to enter a date |

This document should be used for all projects approved by St. George’s Research Ethics Committee (SGREC).

This report should be completed by the Principal Investigator and submitted to the SGREC within 30 days of the yearly anniversary of the ethical approval until the completion of the study. Please submit this document to sgulREC@sgul.ac.uk.

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| Section 1: Personnel details |

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| **Chief Investigator/academic supervisor (delete as appropriate)** |
| **Name** |  |
| **Position** |  |
| **Affiliation** | Choose an item. |
| **Address (inc. postcode)** |  |
| **Phone number** |  |
| **Email address** |  |

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| **Student (delete if not applicable)** |
| **Name** |  |
| **Course title** |  |
| **Address (inc. postcode)** |  |
| **Phone number** |  |
| **Email address** |  |

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| **Clinical supervisor (delete if not applicable)** |
| **Name** |  |
| **Position** |  |
| **Address (inc. postcode)** |  |
| **Phone number** |  |
| **Email address** |  |

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| **Other investigators/collaborators (delete if not applicable; add additional rows if necessary)** |
| **Name** |  |
| **Position** |  |
| **Address (inc. postcode)** |  |
| **Phone number** |  |
| **Email address** |  |

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| **Statistician (delete if not applicable)** |
| **Name** |  |
| **Position** |  |
| **Address (inc. postcode)** |  |
| **Phone number** |  |
| **Email address** |  |

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| Section 2: Other study details |

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| **Date of favourable ethical opinion from SGREC:** | Click here to enter a date. |
| **If the study has not yet started, what are the reasons for this?** |  |
| **What is the expected start date?** | Click here to enter a date. |
| **If you do not expect the study to be completed, please state the reasons why:** |  |

If you expect the study to overrun its planned completion date, you need to notify the SGREC by completing and submitting a **“Notice of Amendment” form** to sgulREC@sgul.ac.uk.

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| Section 3: Summary of progress so far |

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| **Please provide a brief summary of the progress made on the project so far (no more than 500 words; please ensure this summary is suitable for lay personnel).** |
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| Section 4: Recruitment of participants |

In the case of international studies, please provide separate figures for UK and non-UK participants.

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|  | **UK** | **Non-UK** | **Total** |
| **Target number of participants** |  |  |  |
| **Number of participants recruited** |  |  |  |
| **Number of participants that have completed study** |  |  |  |

**Total number of withdrawals**

Use the table below to give reasons for participant withdrawal (if known) and number of participants withdrawing for each reason. In the case of international studies, please provide separate figures for UK and non-UK participants.

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| **UK Participants (Please add/delete rows as necessary)** |
| **Reason for withdrawal** | **Number of participants** |
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|  |  |
|  |  |
|  |  |
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| --- |
| **Non-UK Participants (Please add/delete rows as necessary)** |
| **Reason for withdrawal** | **Number of participants** |
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|  |  |
|  |  |

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| --- | --- | --- |
| **Have there been any serious difficulties in recruiting participants?** | Yes [ ] No [ ]  | Please give details |
| **Do you plan to increase the planned recruitment of participants into the study?** |  Yes [ ] No [ ]  | Please give details |

Any increase in planned recruitment should be notified to SGREC as a substantial amendment for ethical review. Please fill in the “**Notice of Amendment**” form and submit to sgulREC@sgul.ac.uk.

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| Section 5: Safety of participants |

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| **Have any concerns arisen about the safety of participants in this study?** | Yes [ ] No [ ]  | Please give details |

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| Section 6: Amendments |

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| **Have any amendments been submitted to the SGREC since the study was approved/last annual progress report?** | Yes [ ] No [ ]  |
| If yes, please give the date and amendment number for each notice of amendment made. Please add/delete rows as necessary |
| **Amendment Number** | **Date** |
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| **Have any substantial amendments been submitted to any other RECs/IRBs since the study was approved/last annual progress report?** | Yes [ ] No [ ]  | Please give details of any amendments, their nature and whether they were approved. |

Any substantial amendment should be notified to SGREC for ethical review. Please fill in the “Notice of amendment” form and submit to sgulREC@sgul.ac.uk. If you are not sure whether your amendment is substantial or non-substantial, please contact the Research Ethics and Integrity Officer at the above email address.

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| Section 7: Other issues |

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| **Are there any other developments in the study that you wish to report to the Committee?** | Yes [ ] No [ ]  | Please give details |
| **Are there any ethical issues on which further advice is required?** | Yes [ ] No [ ]  | Please give details |

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| Section 8: Declaration |

I certify that the information included in this annual progress report is accurate.

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| Chief Investigator/ Academic Supervisor(delete as appropriate) | Insert NameInsert PositionEmployer (e.g. SGUL/SGHT etc) | (CI/supervisor signature – delete before printing and signing. Electronic signatures are accepted) |
|  |  | Date: | Click here to enter a date. |

Please now submit this completed report and any other paperwork you wish to submit with it to sgulREC@sgul.ac.uk.