

**From:** donotreply@infonetica.net [mailto:donotreply@infonetica.net]

**Sent:** Wednesday, 23 March 2022 11:39 PM

**To:** john.turnidge@health.sa.gov.au; naomi.runnegar@health.gov.au; benjamin.howden@austin.org.au; Robinson, James; d.spelman@alfred.org.au; rob.baird@nt.gov.au; thomas.gottlieb@sswahs.nsw.gov.au; chris\_coulter@health.qld.gov.au; McGechie, David; david.mitchell@swahs.health.nsw.gov.au; enzo\_binooto@health.qld.gov.au; Coombs, Geoffrey; gkotsiou@nscchahs.health.nsw.gov.au; james.branley@swahs.health.nsw.gov.au; jrobson@snp.com.au; kelly.papanaoum@health.sa.gov.au; louise.colley@dhhs.tas.gov.au; mary.waters@svhm.org.au; morgyn.warner@health.sa.gov.au; petra\_derrington@health.qld.gov.au; Rodney.Givney@hnehealth.nsw.gov.au; Murray, Ronan; sebastian.vanhal@sswahs.nsw.gov.au; Pottumarthy-Buddu, Sudha (External); tony.korman@monash.edu; kathy.wilcox@dhhs.tas.gov.au; graeme\_nimmo@health.qld.gov.au; i.gosbell@uws.edu.au; peter.collignon@act.gov.au; Neil.Underwood@health.qld.gov.au

**Subject:** Reminder - Ethics Annual progress report due for Project Id 19291

**Project ID:** 19291

**Project Title:** AGAR-NRS

**Review reference:** HREC/13/QPAH/86

Dear Investigator/Contact Person,

This email is to notify you that the annual progress report (which is a condition of your HREC approval) for your application (detailed above) is due by **30<sup>th</sup> of Apr 2022**. This HREC has moved to a single due date for reporting after accepting a recommendation from a recent consultation to streamline research processes.

To create the report, please follow these instructions:

1. Login and open your application in [ERM Applicant Site](#)
2. Click on the Create Sub Form Tile in the Action Tiles (top left area of the screen)
3. Select **Project Progress Report QLD**, complete the ERM Form and upload a completed Annual Report template into the Project Progress Report QLD Form\*

\*Please contact your relevant HREC office to obtain a copy of the current Progress Report template

4. Don't forget to Submit the Form for HREC review

You must also submit a copy of the project progress report to the Research Governance Office (RGO) after it has been Approved or Noted by the reviewing HREC (unless the HREC and RGO office is shared, and they have advised you not to submit a copy to the RGO).

If the project has been completed and you have not notified the Reviewing HREC, please follow the steps above, and complete the **Project Final Report QLD**, for submission to both the Reviewing HREC and RGO at your Institution (unless the HREC and RGO office is shared, and they have advised you not to submit a copy to the RGO). Please upload a completed Annual/Final Report template into the ERM Project Final Report QLD Form and then press 'Submit'.

**Note:** Please *ignore* this email if:

- You have submitted the annual report after the **1 Jan 2022**
- The Ethics Application was approved after **31 Jan 2022**
- You are no longer an Investigator for this project.

**Note:** If you are no longer an Investigator for this project, please update your ERM Application using the HREC Amendment Form. Please see the following link for detailed instructions - [HIIRO ERM Quick Guides](#)

Yours sincerely,

Metro South Hospital and Health Service

User signature authenticated by ERM

*This is an automatic generated email. Please do not reply.*