Health Research Ethics Committee (HREC)

SUB-FORM APPLICATION: Progress/Final Report
Guidance and instructions for researchers

The Health Research Ethics Committee (HREC) uses an electronic ethics review management system, *Infonetica©*, to manage the application and review process.

⇒ To access the electronic submission platform for your HREC e-form application, please click to our HREC website: **Electronic Application Process**

⇒ **To login**, type in your SU username followed by @sun.ac.za

⇒ Should log in be unsuccessful please verify your Sun ID account with your home department and try again at a later stage.

⇒ **Locate your specific project**

⇒ **NB! Before creating the sub-form, please check the top of your screen for any updates. if you see a note on the top of the screen indicating "There is a newer version of the project. Update" click on update to get the latest version of your project. If there is no note please proceed to create the required sub-form. Please do not create a REC Annual Progress/Final Report form.**

⇒ **Click on the Create Sub-form tile**

⇒ **Select the appropriate Sub-form to be uploaded, and once selected click on create**
- o HREC Documentation Form
- o HREC Protocol Amendment Form
- o *HREC Annual Progress /Final Report for Clinical Trial/Health/Student Research*
- o HREC Serious Adverse Events(SAE)

⇒ Under the Progress/Final Report, close to Section 1, select page 1and enter information as required

⇒ Once completed successfully click on submit.

What needs to be submitted for a Progress/Final Report

Clinical trials, Health and Student Research		Biobank, Case Report and Case Series
Cover Letter		Cover Letter
Documents related to the progress/final report		Documents related to the progress/final report

GUIDELINES FOR COMPLETING PROGRESS/ FINAL REPORTS

1. **Ethics approval is valid for one year only**. A progress report is an application for renewal of ethics approval and must be submitted annually, well before the ethics approval expiry date, so that the progress report can be reviewed and the project re-approved **prior** to the expiry date. No data/specimen collection may continue without this process and re-approval.

2. Progress Reports submitted after 3 months after expiration date requires a letter explaining the reason why it was submitted late.

3. The progress report should contain sufficient information to allow the reviewer to conduct a substantive and meaningful review of the progress of the database/registry/repository including any challenges or problems encountered.

4. Copies of published abstracts and/or papers, may be submitted as attachments, but may **NOT** replace text required in the progress report template.