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| Final Report form |
| This final report form is designed to give researchers the approved mechanism to provide the appropriate notification to the SALHN Office for Research upon the completion of a research project.  Please refer to the National Statement on Ethical Conduct in Human Research, Sections 5.5 (covering all research) and 3.3.19 (for clinical research) for advice on the monitoring and reporting of approved research. |

## Instructions

* This report is required on completion or close out of the study and can either be submitted on this template and emailed to the [Office for Research](mailto:Health.SALHNOfficeforResearch@sa.gov.au), or via GEMS.
* Please provide soft copies of all publications, reports and posters generated by the study, or when they are available
* Completion of the project is defined as the time point where all participants have completed any study related activity and all access to medical records has ceased.
* “N/A” and “No” are not acceptable answers. The Office for Research will return reports with these responses.

**Site details**

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| **Date:** Click here to enter text. |
| **Office for Research application number:** Click here to enter text. |
| **Title:** Click here to enter text. |
| **Coordinating Principal Investigator:** Click here to enter text. |
| **Approval expiry:**  Does your project still have SAC HREC approval?  Yes - when does your SAC HREC approval expire?  No – when did your SAC HREC approval expire? |
| **What was the participant recruitment target stated in the protocol?**  **Did you achieve the recruitment target?**  Yes /  No  **If recruitment was not on target, please explain why not:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Site name** | **Principal investigator** | **Recruitment target** | **Number of participants recruited** | **Completion/ close out date** | **Completed/ closed out** | |  |  |  |  |  | Completed  Closed out | |  |  |  |  |  | Completed  Closed out | |  |  |  |  |  | Completed  Closed out | |

**Research outcomes**

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| **Has the project been conducted according to approved protocol, including the reporting of SAE’s, amendments, safety reports, protocol violations etc?**  Yes  No – please advise why:  **What outcomes were achieved?**  Aims addressed  Further research initiated  Recruitment target:  met /  not met  Student thesis  Study terminated  Other:  **Did this project result in the translation of the research into any of the below areas?**  Illness prevention  Health promotion  Clinical service delivery  Health policy  Health system management  Commercialisation of intellectual property LHN researchers.  Not applicable  **Were there any barriers identified that prevented you from reaching the research outcomes?**  COVID  Funding  Participant retention  Recruitment difficulty  Study terminated  Staffing difficulty  Student left the study  Other:  **What impact / contribution do you think your research has delivered?**  Guided future research  Publication  Presentation (please provide a copy and a list of all publications to date, including any pending publications, conference presentations, posters etc. If not available, please email through when you have a copy.  Implemented into current practice  **How much funding was received for this research?** |

**Data retention and storage**

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| Data should be retained to allow for sufficient time to allow reference to them by other researchers and interested parties.  **Public health institutions** fall under general disposal schedule 28. As per item 6 of general disposal schedule 28, the researchers records of research including results, notes, completed questionnaires, signed consent forms, data, reports, and study findings must be kept for 15 years after the research project has been completed before being destroyed. This includes all types of research.  ☐ The data will be kept for 15 years  **Universities** fall under general disposal schedule 24. As per section 9 of general disposal schedule 24 research data records should be kept for a duration according to the nature of the study. For short term research projects such as study research projects, data should be kept for 1 year after last action. Research data from clinical trials should be kept for 15 years after action completed. All other research data and results should be kept for 5 years after publication, conclusion, or abandonment of the project. Data should be destroyed after the mandatory retention period.  ☐ The data will be kept for 5 years  **Where will the data be stored?**  **How will the data be kept secure?**  **What is the process for the destruction of the data after the mandatory retention period?**  **Who will be responsible for the destruction of the data?** |

**Researcher interview**

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| As part of our extensive monitoring plan, the Office for Research conduct interviews with participants and researchers. The purpose of the interview is to understand and learn what worked well, what didn’t and areas of improvement and successes.  Would you be interested in participating in an interview to discuss your research?  Yes. My contact details are:  No |

**Declaration**

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| I confirm the information provided in this form is true and correct.  **Chief / Principal Investigator:** Click here to enter text.  **Date**:  **Signature**: |

**For more information**

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