**ANNUAL PROGRESS REPORT**

**to the**

**QUEEN MARY ETHICS OF RESEARCH COMMITTEE**

*This form should be completed by the lead applicant at the first anniversary of receiving QMERC approval, and every year thereafter until completion; and submitted to:* [*research-ethics@qmul.ac.uk*](mailto:research-ethics@qmul.ac.uk)

On completion of the study, the lead applicant should complete the End of Study Notification Form. Please see website for guidance <http://www.jrmo.org.uk/performing-research/conducting-research-with-human-participants-outside-the-nhs/>

**1. Details of study**

|  |  |
| --- | --- |
| Lead Applicant name: |  |
| Other Investigators (including Educational Supervisors): |  |
| Full title of study: |  |
| QMERC reference number: |  |

#### 2. Commencement

|  |  |
| --- | --- |
| Has the study started (recruiting participants)? |  |
| *If yes, what was the actual start date?* |  |
| *If no, what is the expected start date?* |  |
| *What are the reasons for the study not commencing?* |  |
| *NOTE: If the study has started and completed or terminated early, please stop and complete the End of Study Notification Form instead.* | |

**3. Recruitment of participants**

|  |  |
| --- | --- |
| Number of participants recruited: |  |
| Proposed in original application: |  |
| *Actual number recruited to date:* |  |
| Number of participants completed to date: |  |
| Number of withdrawals from study to date due to: |  |
| 1. *withdrawal of consent:* |  |
| 1. *loss to follow-up:* |  |
| *Total study withdrawals:* |  |
| Have there been any serious difficulties in recruiting participants? |  |
| *If yes, give details:* |  |
| Do you plan to increase the planned recruitment of participants into the study? |  |
| *NOTE: Any increase in planned recruitment will require an Amendment to the QMERC* | |

**4. Ethical Issues**

|  |  |
| --- | --- |
| Have there been any issues during the study that may affect the ethical opinion of the QMERC?  *If yes, have these issues been notified to the QMERC?*  *If no,**please give details:* |  |
| Have any concerns arisen about the safety/wellbeing of participants in this study?  *If yes, give details and say how the concerns have been addressed:* |  |
| Have any concerns arisen about the safety/wellbeing of researchers in this study? |  |
| *If yes, give details and say how the concerns have been addressed:* |  |

**5. Amendments**

|  |  |
| --- | --- |
| Have any amendments been made to the project during the study thus far? |  |
| *If yes, please give the date of each amendment made:* |  |
|  |  |

**6. Non-compliances (unplanned divergences from proposal or QMREC SOP) or issues that may impact upon ethical opinion**

|  |  |
| --- | --- |
| Have any events occurred which may impact upon the ethical opinion of the project?  *If yes,**please provide further details:* |  |

**7. Data storage and destruction**

|  |  |
| --- | --- |
| Has the study data been stored and archived; or appropriately destroyed as per the application? |  |
| *If no, please give reasons:* |  |

**8. Other issues**

|  |  |
| --- | --- |
| Are there any other developments in the study that you wish to report to the Committee? |  |
| Are there any ethical issues on which further advice is required?  *If yes to either,**please provide further details:* |  |

**9. Declaration**

|  |  |
| --- | --- |
| Signature of Lead Applicant: *(electronic signatures are acceptable)* |  |
| Print name: |  |
| Date of submission of report: |  |