Human Research Ethics

RIMS User Guide
Creating and submitting a progress report

Purpose

Chief investigators for approved human research ethics projects must submit an annual progress report to the relevant approving body. Timing of annual progress reports usually coincides with the anniversary date of the initial ethics approval.

Not submitting a satisfactory progress report by the due date could affect the status of your ethics approval and therefore your overall research project.

The University's Human Research Ethics team will send a request to researchers named on an approved ethics protocol shortly before progress reports are due.

This guide provides advice on how to create and submit progress reports.
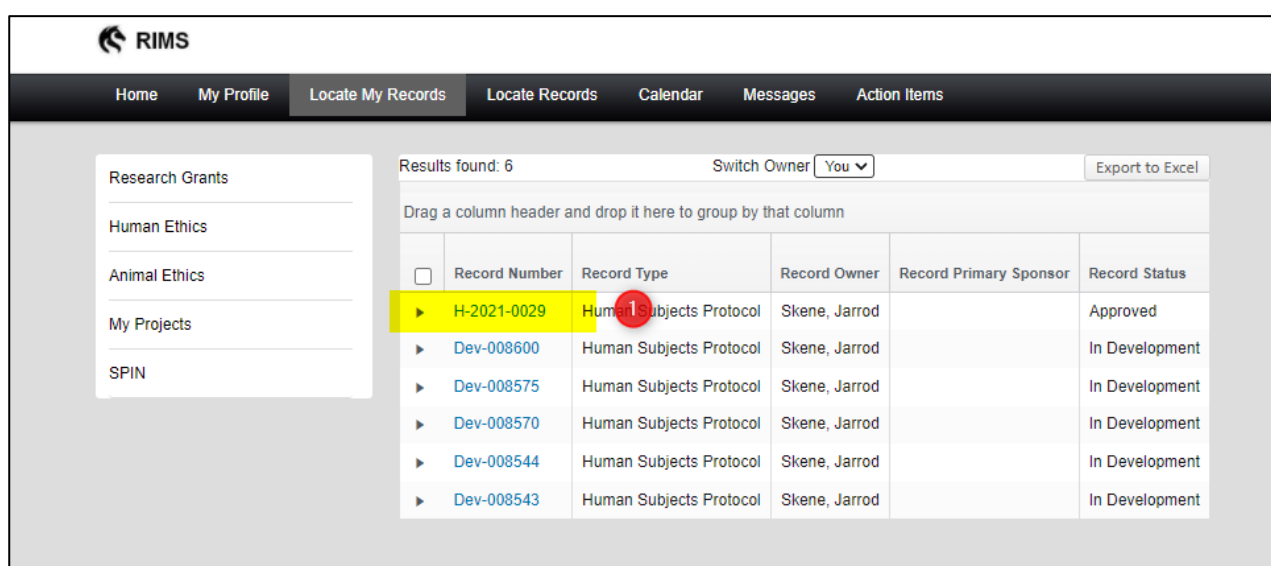
Creating a progress report

The University's Human Ethics Team will email all researchers named on an approved ethics protocol before a project's annual progress report is due.

The email notification will include the protocol ID number, which you will need to use to locate the record in RIMS. Refer to the *RIMS User Guide – Getting Started & Locating Records* for advice on finding records.

Once you have accessed the relevant protocol record, refer to Figure 1 below and follow the steps outlined to create the progress report.

1. Click on the **Record Number** for the affected protocol as shown in Figure 1.

Figure 1

2. A menu will appear as shown in Figure 2. Click the **Create New** option.

3. Then click on the **Progress Report / Renewal** option.

Figure 2
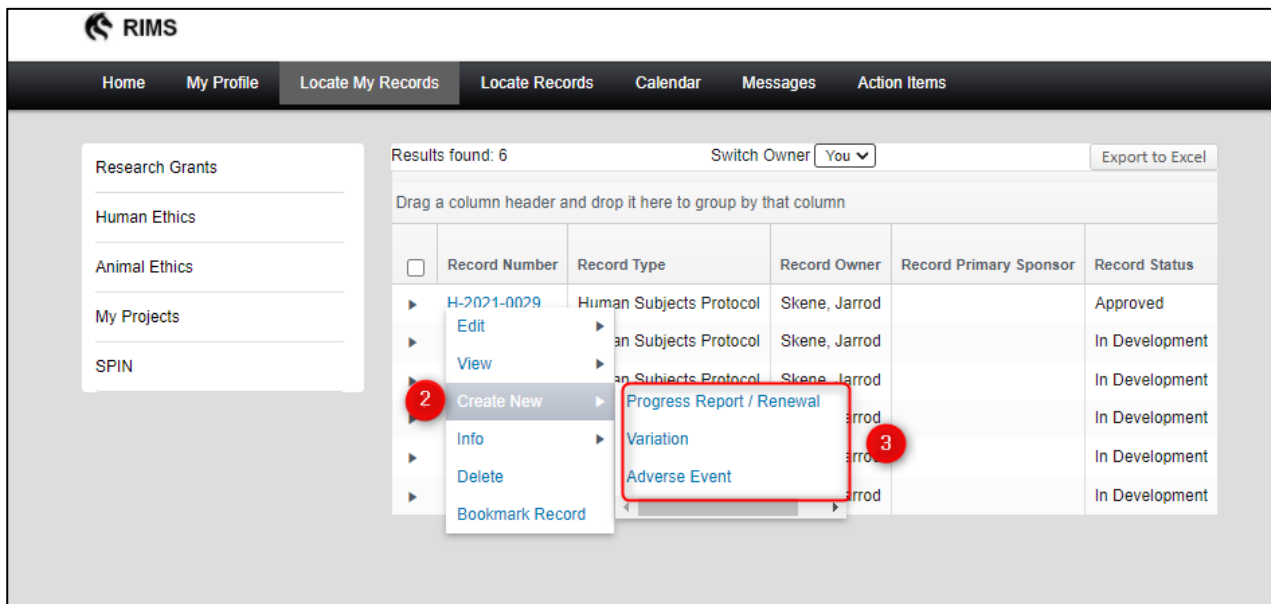
Completing and submitting the progress report

After creating your progress report record, you will move to a new screen, as shown in Figure 3.
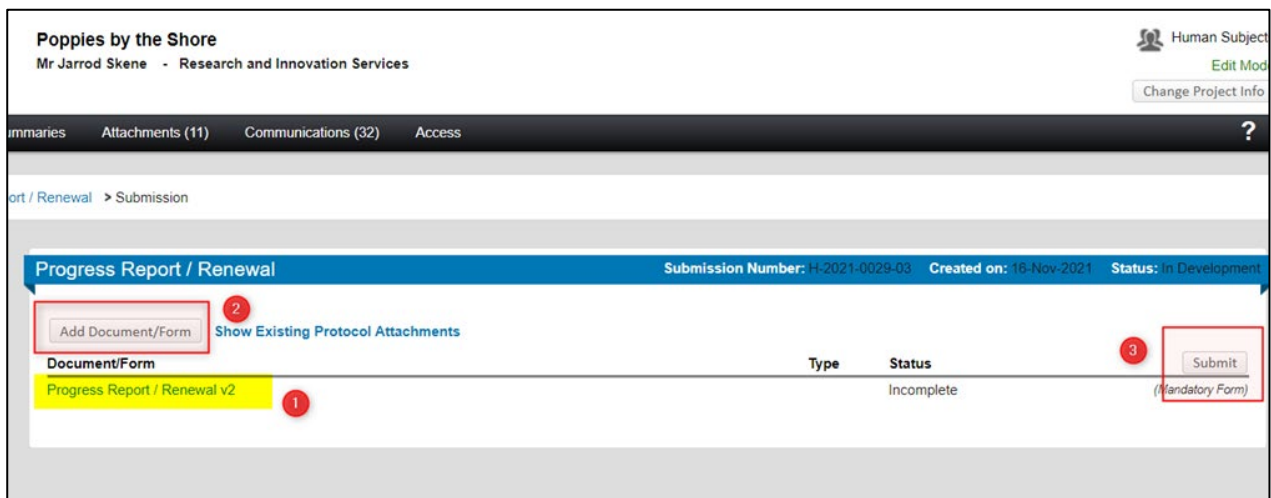
Figure 3

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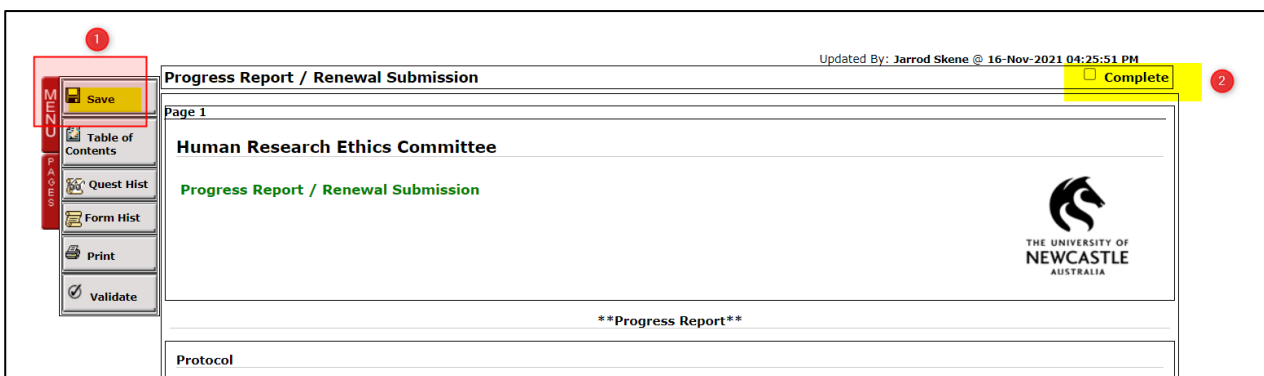
From this screen, you will need to:

1. access the **Progress Report eForm**

2. upload any relevant supporting documentation

3. select the **Submit** button to move to the next stage.

Next, you need to complete the required fields in the Progress Report eForm.

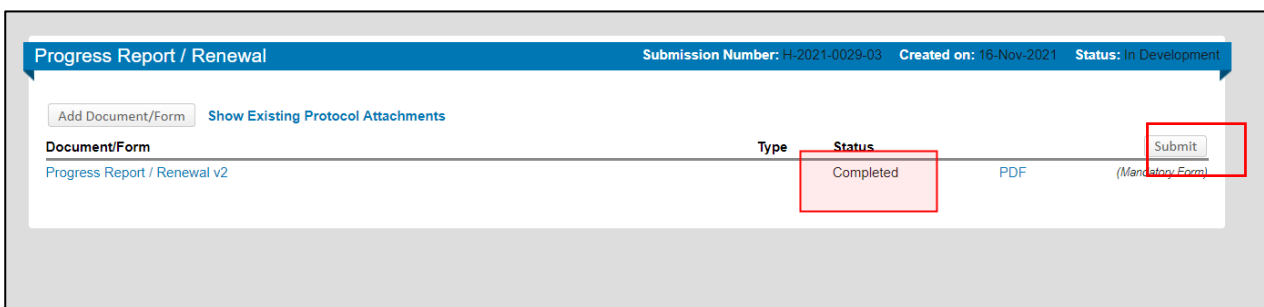Save your work often to avoid losing important data.

One you have completed all the mandatory fields, tick the **Complete** box at the top right of the screen, as shown in Figure 4. You will not be able to submit the report if this box is not ticked.

Figure 4

Once you have completed the details in the eForm as per Figure 4, your submission summary will change to indicate the eForm has been completed, as shown in Figure 5.

Figure 5

Next, hit the **Submit** button.

This will see the status of your Progress Report eForm change from 'In Development' (Figure 5) to 'Ethics Office Review' (Figure 6).

Figure 6

Progress Report / Renewal		Submission Number: H-2021-0029-03	Created on: 16-Nov-2021	Status: Ethics Office Review
Document/Form	**Type**	**Status**		**Show Route (Route History)**
Progress Report / Renewal v2		Completed	PDF	*(Mandatory Form)*

Your progress report has been submitted.

For questions or support

If you have questions about this guide or need additional support, please contact the Human Research Ethics team on human-ethics@newcastle.edu.au.

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