**Research Governance  
Annual report form**

This form is used to provide the School Curriculum and Standards Authority (the Authority) with updates on the progress of an applicant’s research projects, detailing how they have used the information received by the Authority. Please complete all fields and submit the Annual Report to [research@scsa.wa.edu.au](mailto:research@scsa.wa.edu.au) before the due date. All relevant supplementary documentation must be provided to the Authority in electronic form.

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| 1. **Project Information** | |
| Project title: | |
| Short title: | |
| Principal Investigator: | |
| Contact person: | Position: |
| Email: | Phone: |
| HREC number and expiry date (if applicable): | |
| Commencement date (dd/mm/yy): | Annual report due date (a year after the indicated commencement date): |
| Proposed completion date: | Date of last annual report submission: |

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| 1. **Project Progress** |
| 2.1 How have the information sets obtained from the Authority been used in your research project? |
| 2.2 What are some of the project’s outcomes (if any) that have been met to date? |
| 2.3 Have there been any difficulties encountered in the conduct of research (e.g. complaints, safety or confidentiality issues)? |
| 2.4 Have there been any issues arising from the confidentiality, security or integrity of the information sets obtained from the Authority? |
| 2.5 Have there been any changes to the scope, parameters or conduct of the research project (e.g. personnel changes, changes in research direction, aims or methodology, additional requests for information fields, funding changes)? |
| 2.6 Are there any issues raised in previous reports that are outstanding, or have not been resolved? |
| 2.7 How have the privacy protection and security protocols detailed in the project parameters been maintained? |

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| 1. **Declarations** | |
| **I declare that:**   * the information provided in this document is true and accurate * individuals working on the research project are aware of and will comply with the Authority’s policies, procedures and processes with regards to the use, retention and disposal of personal information * information obtained from the Authority for the purposes of this project will not be used for projects other than its specified use in the original application * the Authority will be notified of any changes to the project’s scope, protocols, or other parameters * I am aware that the Authority has the right to review the progress of projects as necessary, including the right to intensive monitoring and other relevant checks * I am aware that this report will be provided to the Board of the Authority and may also be released to others in accordance with the original terms of approval for this project * I am aware that the Authority may make a request for additional information if the contents of this report are found to not meet minimum reporting standards. | |
| **Principal Investigator:** | |
| Signature: | Date (dd/mm/yy): |
| **Researcher:** | |
| Signature: | Date (dd/mm/yy): |
| **Researcher:** | |
| Signature: | Date (dd/mm/yy): |

Copy and paste more rows as necessary for other research personnel.