





How to Download Previously Submitted Reports

Overview of Annual Progress Report

- The completion and submission of an annual report are mandatory for all projects as a condition of ethical approval and governance authorisation.
- The annual report is due 1 May annually.
- Failure to submit a satisfactory annual report will result in the withdrawal of HREC approval and/or Governance authorisation, which leads to study suspension. Consequently, all study activities must be halted until the approval is granted.

Status Dictionary

Status	Description
Pending  Pending	This annual report has not been submitted; please submit it before the due date.
Received  Received	This annual report has already been submitted; the RGU will process it in due time.
Revision  Revision	This annual report needs to be revised; please refer to the email query sent by the RGU via admin@svha.org.au to respond accordingly.
Achieved  Achieved	This annual report has been acknowledged; no further action is required.

How to locate the Annual Report Forms on SAGE

1. Login to SAGE – Login instructions can be found [here](#).



2. Locate your project on SAGE. Most active studies have been migrated and can be found on the PI/CPI's dashboard. Please contact research.directorate@svha.org.au if you have an issue locating the project.

St Vincent's Application for Governance and Ethics

Decisions ✓ Reviews Meetings **Projects**

Project > Projects

Listed below are all the projects you currently have access to.

By clicking a project, its related applications will also be displayed.

In order to submit an application (ethics and/or site-governance), you must first register the project - you can do that here by selecting the **+New Project** button at the top right.

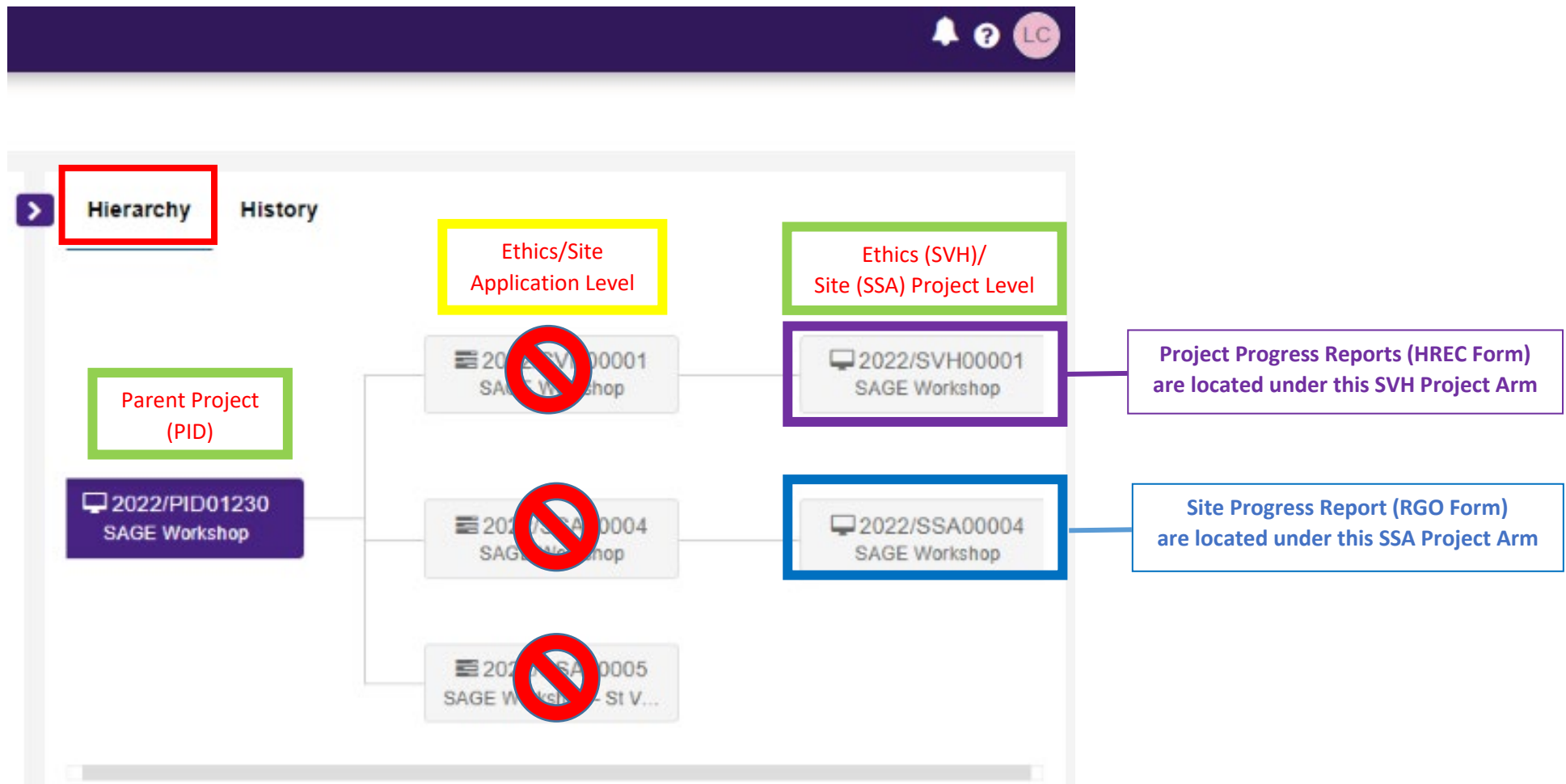
[Export CSV](#)

TITLE	IDENTIFIER	STATUS	ETHICS APPROVED	EXPIRY DATE	ORGANISATION
061504 - Project Registr...		In Progress			
061503 - Project Registr...		In Progress			
061500 - Project Registr...		In Progress			
061499 - Project Registr...		In Progress			
061497 - Project Registr...		In Progress			
061432 - Project Registr...		In Progress			
061423 - Project Registr...		In Progress			
061422 - Project Registr...		In Progress			
061421 - Project Registr...		In Progress			
061379 - Project Registr...		In Progress			

< Previous **1** 2 3 4 Next >

3. Under 'Hierarchy' please select the SVH Project.

- **Progress/Final Report (HREC Form)** - can be found under the Milestones Tab of the SVH Project (see below)
- **Site Report/Closure Form (RGO Form)** - can be found under the Milestones Tab of the SSA Project (See below)



4. Click 'Milestones' to see the list of previous year's report/s.

Project > 2022/PID06400 - Approved Ethics and Governance Project > 2022/SVH00201 - Approved Ethics and Governance Project

Applications Details Forms **Milestones**

All pending Annual Reports for this project will be displayed here. Please complete and submit the form before the due date to prevent any implications to your Ethical /Governance Approval.

Admin delegates may assist in completing the form, but the submission can only be done by the authorized person. Upon completion of the form, we kindly request that the authorized person logs in to SAGE and submits the form. Thank you.

Report Form	Authorised Person to submit the form
Annual Progress/Final Report (HREC Form)	CPI or Sponsor delegate/CRA
Site Progress/Closure Report (RGO Form)	PI only

Please contact research.directorate@svha.org.au to set up the delegate

Contact:

- svhm.ResearchAnnualR@svha.org.au or
- call 03 92316972.

Additional Resources here:

- [What are the Annual Reporting Requirements?](#)
- [How to submit an Annual Report](#)

Export CSV

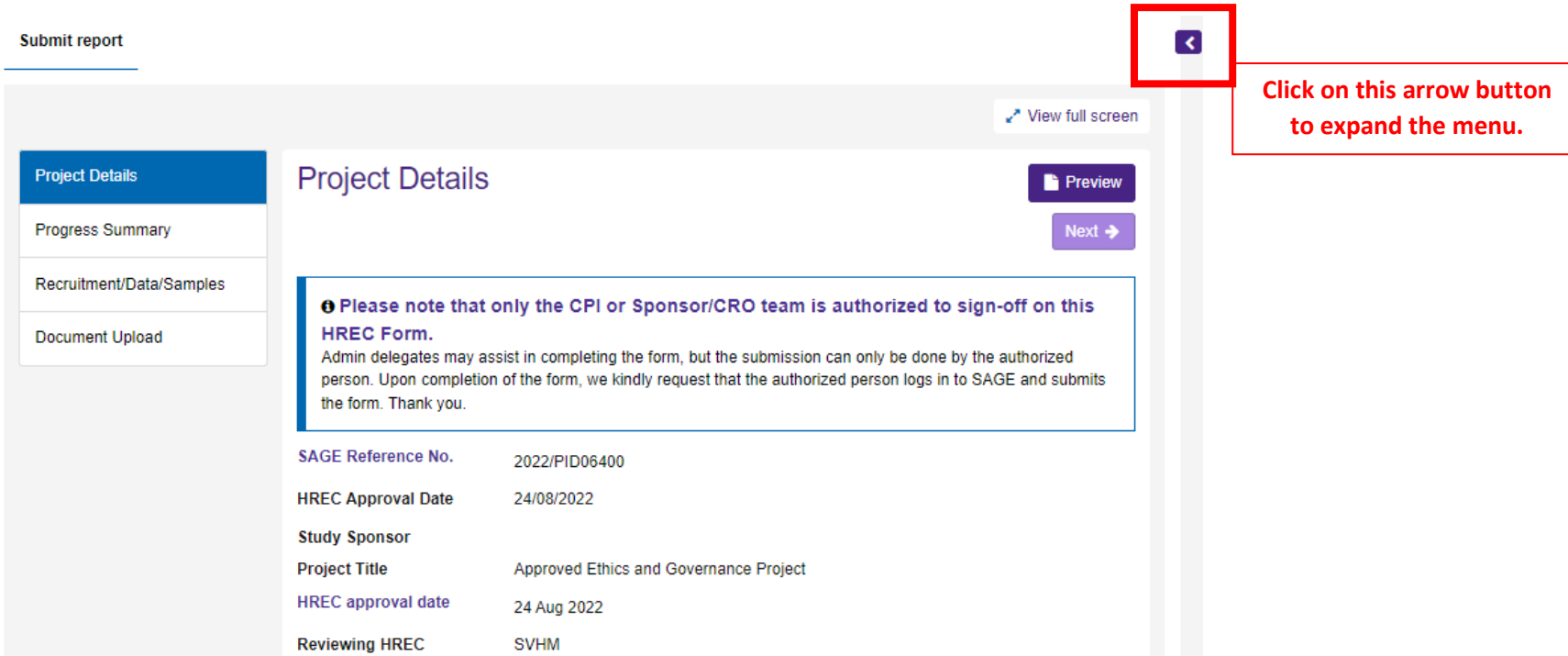
IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION	STATUS	DAYS REMAINING	DUE DATE
2022/SVH00201	Progress/Final Report (HREC)	Progress Report	SVHM	Achieved	N/A	30/05/2023
2022/SVH00201	Progress/Final Report (HREC)		SVHM	Pending	12 days	22/04/2024

2 Click on the milestone line

1 Identify the previously submitted and acknowledged report based on the status and the due date of the report.

5. You should now be able to view the data entered in this report form.

Submit report



View full screen

Project Details

Progress Summary

Recruitment/Data/Samples

Document Upload

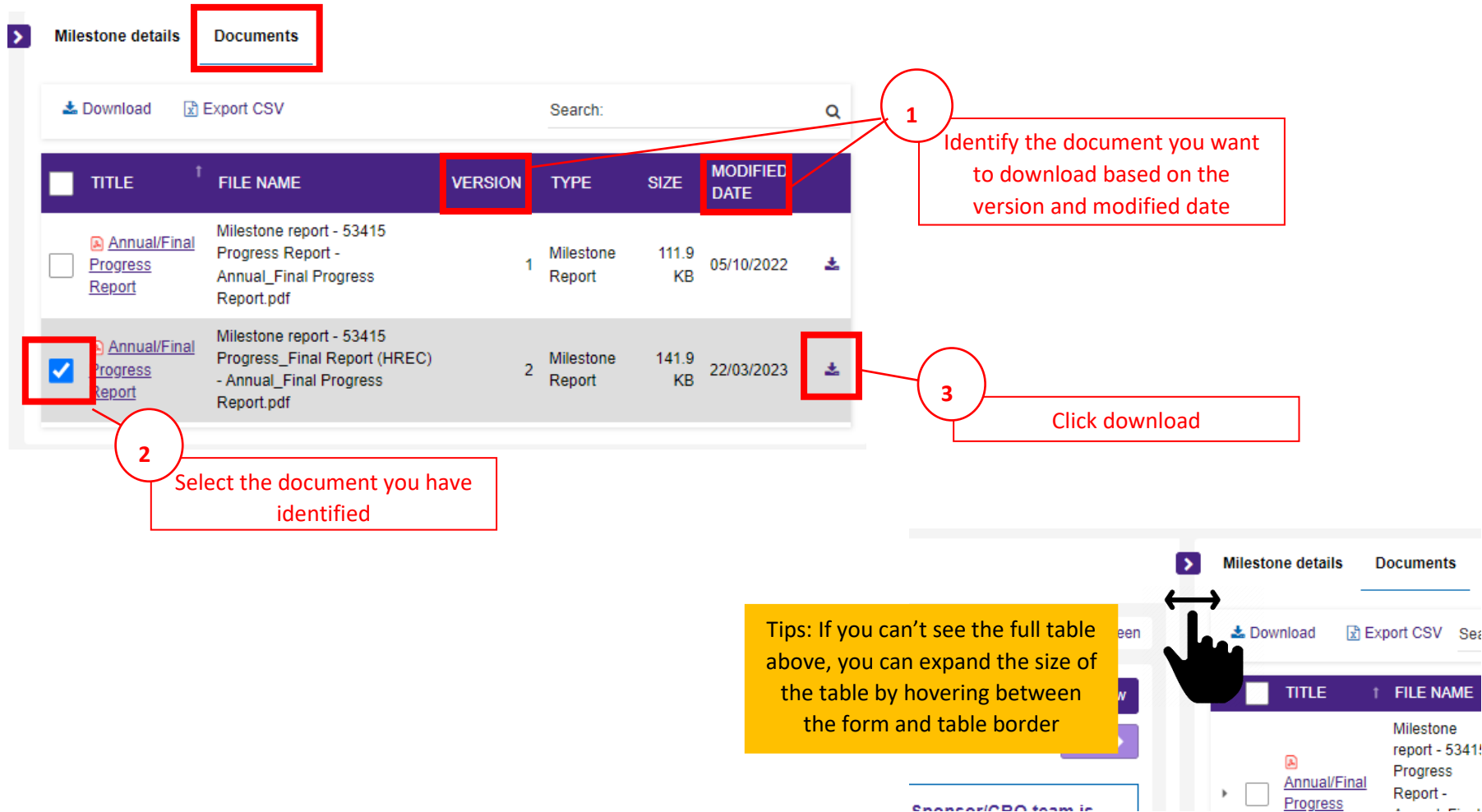
Preview

Next →

ⓘ Please note that only the CPI or Sponsor/CRO team is authorized to sign-off on this HREC Form.
Admin delegates may assist in completing the form, but the submission can only be done by the authorized person. Upon completion of the form, we kindly request that the authorized person logs in to SAGE and submits the form. Thank you.

SAGE Reference No.	2022/PID06400
HREC Approval Date	24/08/2022
Study Sponsor	
Project Title	Approved Ethics and Governance Project
HREC approval date	24 Aug 2022
Reviewing HREC	SVHM

6. Under the **Documents** tab, you can see a list of submitted report.



Documents

Download Export CSV Search: []

TITLE	FILE NAME	VERSION	TYPE	SIZE	MODIFIED DATE
Annual/Final Progress Report	Milestone report - 53415 Progress Report - Annual_Final Progress Report.pdf	1	Milestone Report	111.9 KB	05/10/2022
<input checked="" type="checkbox"/> Annual/Final Progress Report	Milestone report - 53415 Progress_Final Report (HREC) - Annual_Final Progress Report.pdf	2	Milestone Report	141.9 KB	22/03/2023

1 Identify the document you want to download based on the version and modified date

2 Select the document you have identified

3 Click download

Tips: If you can't see the full table above, you can expand the size of the table by hovering between the form and table border

7. The document will be downloaded to your Computer Downloads folder.