

# What are the annual reporting requirements and how to submit them?

## Annual Reports are mandatory

The completion and submission of an annual report are mandatory for all projects as a condition of ethical approval and governance authorisation. Failure to submit a satisfactory annual report will result in the withdrawal of HREC approval and/or governance authorisation, leading to **study suspension**. As a result, all study activities must be halted until the approval is reinstated following the submission and approval of a satisfactory annual report.

The annual report is due 1 May annually. Starting in 2025, the annual progress report cannot be submitted before 1 May to ensure continuous reporting with no gaps between reports, maintaining data completeness and accuracy.

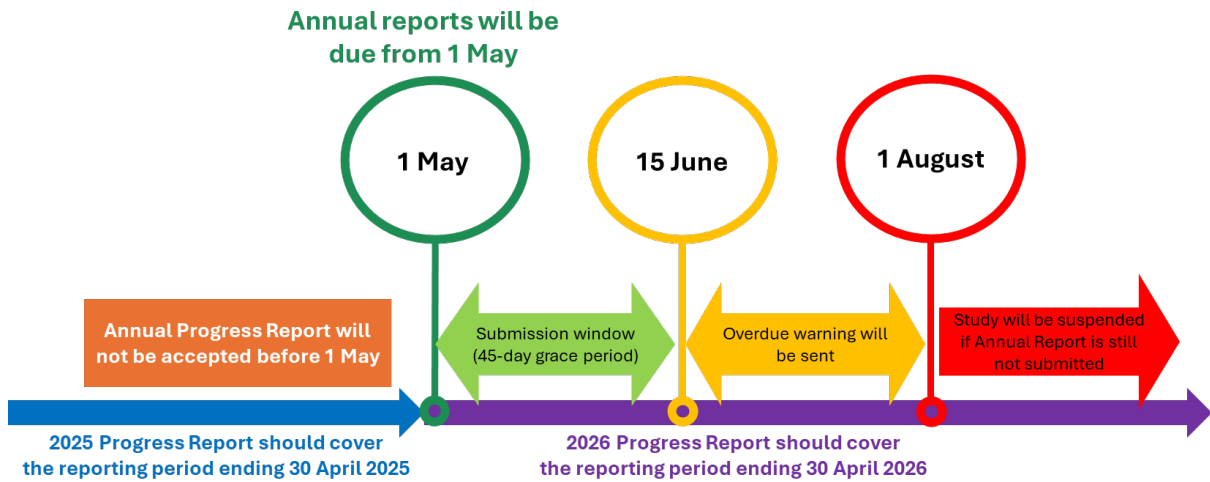
All annual reports must be submitted via [SAGE](#).

**For any questions related to annual reports, please contact Research Integrity and Compliance Team on 03 9231 6972 or email [svhm.ResearchAnnualR@svha.org](mailto:svhm.ResearchAnnualR@svha.org).**

For more information regarding the annual report submission process, please click on each relevant topic below:

- [Submission timeline](#)
- [Reporting level and submission responsibilities](#)
- [Study statuses](#)
  - [Study statuses within the HREC Form](#)
  - [Study statuses within the RGO Form](#)
- [How to locate your annual report form](#)
  - [Locating Annual Project Progress/Final Report \(HREC Form\) or Annual Site Progress/Closure Report \(RGO Form\)](#)
  - [Locating an External Site Closure Report Form](#)
- [Queries and revision to the annual reports](#)
- [How to download previously submitted reports](#)

## Submission timeline



The submission deadline is May 1st annually, starting from the following year of the approval date until the project completion.

Note: Starting in 2025, Annual Progress Reports cannot be submitted before 1 May. The submission button on SAGE will be disabled if you attempt to submit a progress report form before 1 May.

Submission of final reports is required to inform the HREC about the completion or abandonment of a project.

Failure to submit progress reports within 45 days after the 01 May deadline may result in the study suspension.

Acknowledgement of a submitted annual progress report will generally be provided within 2 months of report submission - this timeline may be extended due to the significant volume of reports received.

## Reporting level and submission responsibilities

All Annual Reports and Final Reports are to be submitted under the relevant projects on SAGE, see how to [locate your annual report forms](#).

1. **Progress/Final Report (HREC Form)** - Can only be submitted by the CPI or Sponsor on SAGE.
2. **Site Report/Closure Form (RGO Form)** - Can only be submitted by the site PI on SAGE.
3. **External Site Closure Form (HREC Form)** - Can only be submitted by the CPI or Sponsor on SAGE.

Different report forms are required depending on the project types. Please refer to the following table for what report types are required for your project, and whose responsibility it is to submit.

Project Types	Report Form Required	Whose Responsibility to submit
<p>Ethics only project</p> <p><i>Study reviewed by SVHM HREC, but no SVHM site is involved in the study</i></p>	<p>Progress/Final Report (HREC Form at the SVH project level)</p>	<ul style="list-style-type: none"> <li>The <b>CPI</b> for an investigator-initiated study;</li> <li>A <b>sponsor representative</b> for commercially-sponsor study</li> </ul>
<p>Governance only project</p> <p><i>Study reviewed by an external HREC, SVHM as participating site</i></p>	<p>Site Report/Closure Form (RGO Form at the SSA project level)</p>	<p>The <b>site Principal Investigator</b> must submit the site report.</p>
<p>Both Ethics and Governance project (Single-Site Study)</p> <p><i>where SVHM is both the HREC and the only participating site</i></p>	<p>Site Report/Closure Form only (RGO Form at the SSA project level)</p>	<p>The <b>site Principal Investigator</b> must submit the site report.</p>
<p>Both Ethics and Governance project (Multisite Study)</p> <p><i>where SVHM is the HREC and one of the participating sites</i></p>	<p>Both HREC and RGO report forms are required (at both SVH and SSA project levels)</p>	<p><b>HREC Report:</b></p> <ul style="list-style-type: none"> <li>The <b>CPI</b> for an investigator-initiated study;</li> <li>A <b>sponsor representative</b> for commercially-sponsor study</li> </ul> <p><b>RGO Report:</b> PI only</p>
<p>Ethics project with a closure of an external site</p> <p><i>Closure of a non-SVHM RGO site approved under SVHM HREC</i></p>	<p>External Site Closure Form (at the SVH project level)</p>	<ul style="list-style-type: none"> <li>The <b>CPI</b> for an investigator-initiated study;</li> <li>A <b>sponsor representative</b> for commercially-sponsor study</li> </ul>

If you believe you should have submission access but are unable to submit the form, please contact [research.directorate@svha.org.au](mailto:research.directorate@svha.org.au).

## Study statuses will determine whether it is a progress or a final report

Depending on the study status, a progress report or a completion report will be generated automatically. This is managed within the report form.

### Study statuses within the HREC Form

Selecting one of these statuses will generate an **HREC Progress Report**, indicating that the study is ongoing at one or more participating sites and that a future report is expected:

- **Not Yet Commenced:** No clinical activities involving participants (including recruitment) have started.
- **In Progress:** Clinical or study activities have commenced.

#### Study Status

[Click here for Progress Report Status definitions](#)

Study Status \*

In progress x ▼

**i** Based on your above response, a Project **Progress Report** will be generated and submitted at the completion of this form.

Selecting one of these statuses will generate an **HREC Final Report**, indicating that the study has been *completed across all participating sites* and that no future reports will be submitted for this project:

- **Closed (post analysis)** – The study has finished normally; participants are no longer being treated or examined. The database is locked, and data analysis is complete.
- **Abandoned** – The application was approved/authorised, but the project will never commence.

**Terminated** – The study started but was discontinued by the investigator or sponsor before study completion. Activity will not resume. Possible reasons include ethical, safety, financial, or other grounds. This study will never progress to "Complete" or "Closed (post analysis)".

#### Study Status

[Click here for Progress Report Status definitions](#)

Study Status \*

Closed (post analysis) x ▼

**i** Based on your above response, a Project **Final Report** will be generated and submitted at the completion of this form.

## Study statuses within the RGO Form

Selecting one of these statuses will generate a Site Progress Report, indicating that the study is ongoing at the site and that a future report is expected:

- **Not Yet Commenced** - No clinical activities involving participants (including recruitment) have started.
- **Continuing** – Clinical or study activities have commenced.

[Click here for Progress Report Status definitions](#)

### Study status

Continuing

**i** Based on your above response, a **Site Progress Report (RGO)** will be generated and submitted at the completion of this form.

Selecting one of these statuses will create a **Site Closure Report** - study has completed no future reports will be submitted:

- **Completed**: Completion of a study or data analysis at this site.
- **Abandoned**: The application has been approved/authorised, but it has been determined that the project will never commence.

### Site Progress

[Click here for Progress Report Status definitions](#)

### Study status

Completed

**i** Based on your above response, a **Site Closure Report Form (RGO)** will be generated and submitted at the completion of this form.

Reporting Level	Study Status	Type of report generated
<b>Project Report (HREC Form)</b> – overall project across all sites managed under the SVH project	<ul style="list-style-type: none"> <li>• Not Yet Commenced</li> <li>• In Progress</li> <li>• Closed (post-analysis)</li> <li>• Abandoned</li> <li>• Terminated</li> </ul>	<p>An <b>Annual Progress Report</b> will be generated under the Project Milestone. Submit report on 1 May each year until project completion.</p> <p>A <b>Project Final Report</b> will be generated under the Project Milestone. Submit anytime.</p>
<b>Site Report (RGO Form)</b> – governance level at any SVHM site managed under the SSA project	<ul style="list-style-type: none"> <li>• Not Yet Commenced</li> <li>• Continuing</li> <li>• Completed</li> <li>• Abandoned</li> </ul>	<p>An <b>Annual Progress Report</b> will be generated under the Project Milestone. Submit report on 1 May each year until project completion.</p> <p>A <b>Site Closure Report</b> will be generated under the Project Milestone. Submit anytime.</p>
<b>External Site Closure Form</b> – closure of one of the sites for a multisite study	<p>Use this form if only any non-SVHM site is closed, abandoned or terminated. Overall study is still in progress across all other sites.</p>	<p>An External Site Closure Form can be submitted anytime.</p>

## Locating your annual report forms

### Locating Annual Project Progress/Final Report (HREC Form) or Annual Site Progress/Closure Form (RGO Form)

Step 1. [Login to SAGE](#)

Step 2. [Identify your project](#)

Step 3. [Navigate to the Milestone menu](#)

#### Step 1. Login to SAGE - <https://research.svhm.org.au/>

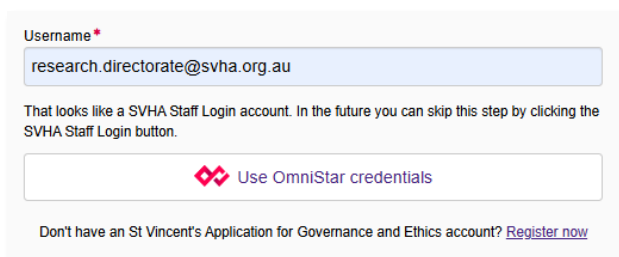
##### For individual St Vincent's staff:

Please use the SVHA Staff Login Option to login using St Vincent's credentials.

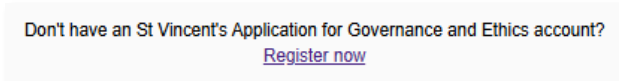


##### For any other users (including shared account users):

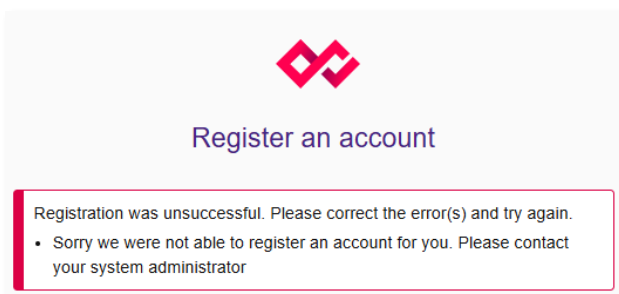
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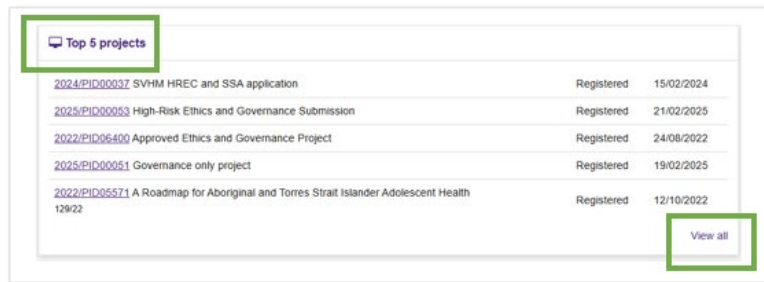


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## Step 2. Identify your project

- I. **On your Homepage, check the Top 5 Projects tile. If your project is not listed, click the "View All" button.**



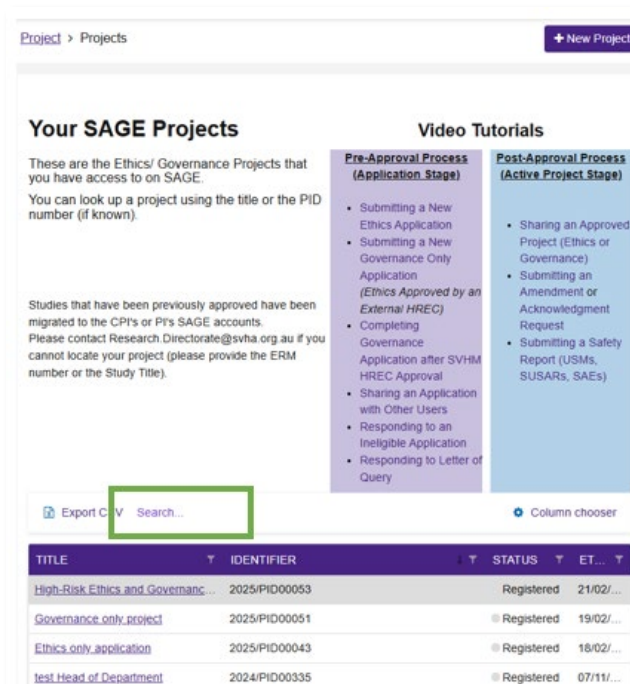
Top 5 projects			
2024/PID00037	SVHM HREC and SSA application	Registered	15/02/2024
2025/PID00053	High-Risk Ethics and Governance Submission	Registered	21/02/2025
2022/PID06400	Approved Ethics and Governance Project	Registered	24/08/2022
2025/PID00051	Governance only project	Registered	19/02/2025
2022/PID05571	A Roadmap for Aboriginal and Torres Strait Islander Adolescent Health	Registered	12/10/2022

[View all](#)

- II. All your **registered projects** will be listed here.

Use the Search bar to find your project by **title** or **PID number**.

Select the relevant study.



**Your SAGE Projects**

These are the Ethics/ Governance Projects that you have access to on SAGE.  
You can look up a project using the title or the PID number (if known).

Studies that have been previously approved have been migrated to the CPI's or PI's SAGE accounts. Please contact [Research.Director@svha.org.au](mailto:Research.Director@svha.org.au) if you cannot locate your project (please provide the ERM number or the Study Title).

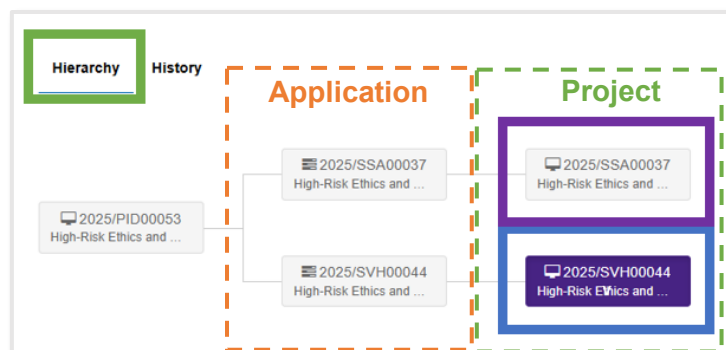
**Video Tutorials**

- Pre-Approval Process (Application Stage)**
  - Submitting a New Ethics Application
  - Submitting a New Governance Only Application (Ethics Approved by an External HREC)
  - Completing Governance Application after SVHM HREC Approval
  - Sharing an Application with Other Users
  - Responding to an Ineligible Application
  - Responding to Letter of Query
- Post-Approval Process (Active Project Stage)**
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Export CSV Search... Column chooser

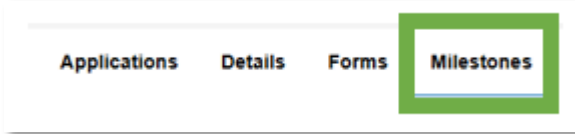
TITLE	IDENTIFIER	STATUS	ET...
<a href="#">High-Risk Ethics and Governanc...</a>	2025/PID00053	Registered	21/02/...
<a href="#">Governance only project</a>	2025/PID00051	Registered	19/02/...
<a href="#">Ethics only application</a>	2025/PID00043	Registered	18/02/...
<a href="#">test Head of Department</a>	2024/PID00335	Registered	07/11/...

- III. Navigate to the **Hierarchy** tab and select the **relevant project** (not the **application**).



Project with an **SVH ID** = St Vincent's HREC (Ethics level)  
Project with an **SSA ID** = Site-Specific Assessment (RGO level)

### Step 3. Navigate to the Milestones menu



Here, you will find a list of pending, submitted, or achieved annual progress/final reports.

IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION	STATUS	DAYS REMAINING	DUE DATE
2022/SVH00201	 <a href="#">Progress/Final Report (HREC)</a>	<a href="#">Progress Report</a>	SVHM	<span style="color: green;">●</span> Achieved	<span style="color: green;">●</span> N/A	30/05/2023
2022/SVH00201	 <a href="#">Progress/Final Report (HREC)</a>		SVHM	<span style="color: green;">●</span> Achieved	<span style="color: green;">●</span> N/A	1/05/2024
2022/SVH00201	 <a href="#">Progress/Final Report (HREC)</a>		SVHM	<span style="color: grey;">●</span> Pending	<span style="color: grey;">●</span> 57 days	1/05/2025

If you cannot locate the report form, it is likely associated with the corresponding project (SSA or SVH project). Refer the [reporting level required](#) for your project. If you cannot find any report forms, please contact [research.directorate@svha.org.au](mailto:research.directorate@svha.org.au) for assistance.



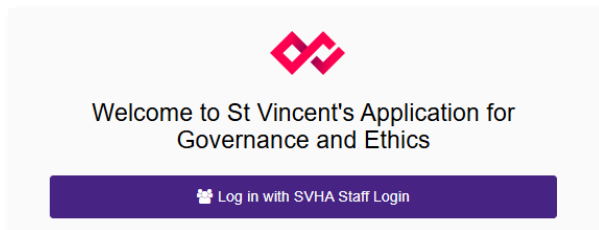
## Locating the External Site Closure Report Form

- Step 1. [Login to SAGE](#)
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- Step 3. [Navigate to the Forms menu](#)

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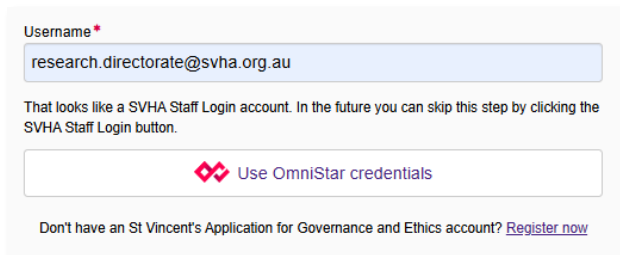
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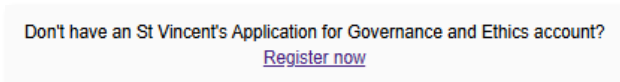


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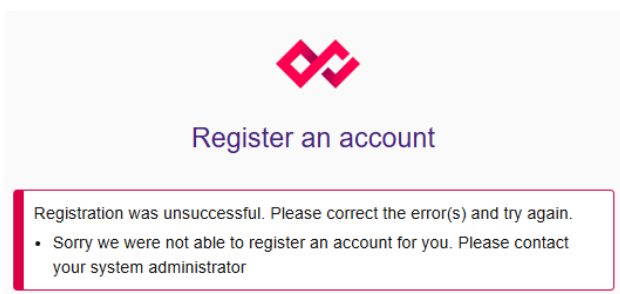
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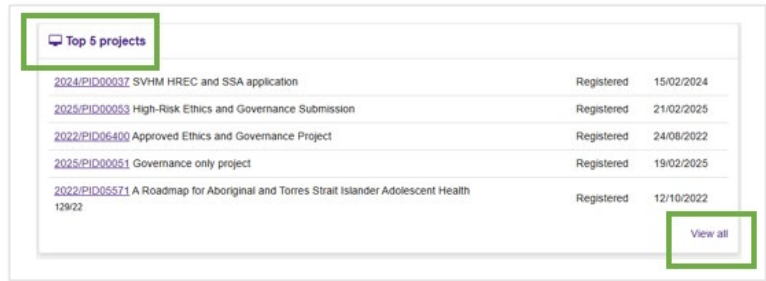


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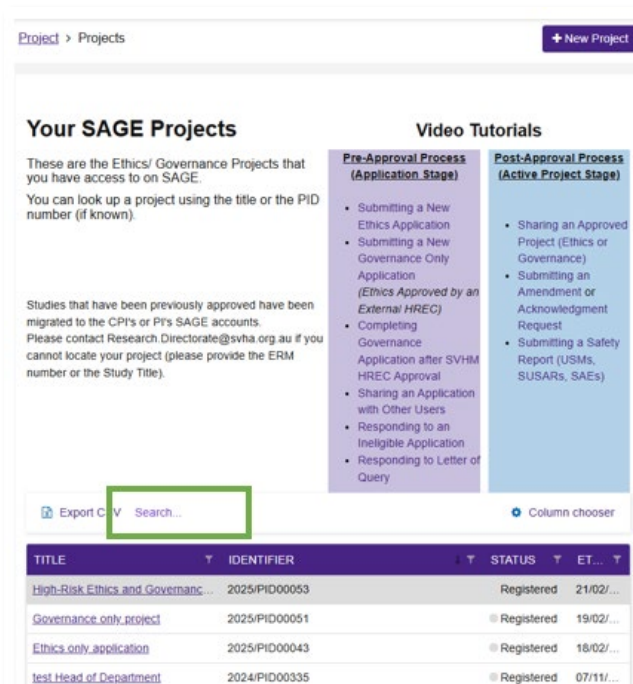


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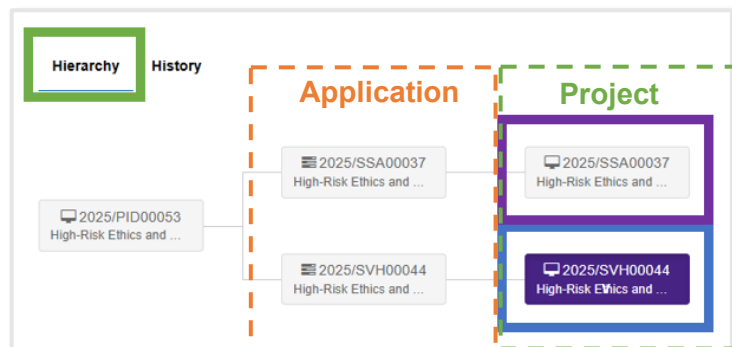
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Export CSV Search...

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### Step 3. Navigate to the Forms menu

1. Navigate to the **Forms Menu**



2. Click the “+New form” button



3. Select the External Site Closure Report form.

