

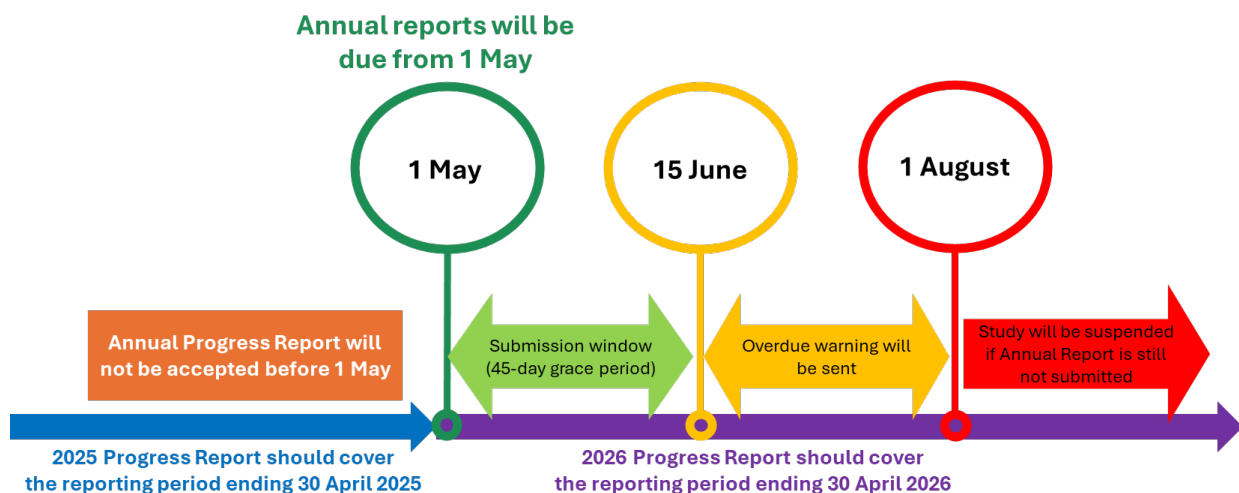
Changes to annual progress report forms on SAGE

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.

While the official due date of the annual progress report remains 1 May each year, a 45-day grace period will be provided for submission. All reports must be submitted via [SAGE](#). Please refer to this [document for detailed requirements and submission guide](#).

Please note that the annual progress reports are required as part of ongoing ethical approval and compliance. Failure to submit an acceptable annual report after the 45-day grace period will result in study suspension.

Annual Progress Report and Submission Timeline



Why the change

This is to ensure that the reports will not be submitted before the end of the reporting period. The reporting period should extend from the end of previous reporting period until the 30 April each year.

This is to ensure continuous reporting with no gaps between reports, while maintaining data completeness and accuracy.

Scope of change

- This form restriction only applies to annual progress reports (i.e., the HREC Progress Report Form and RGO Site Progress Report Form).
- This restriction does not apply to Final Reports (HREC Form) or Site Closure Reports (RGO). These reports can be submitted at any time upon project completion.

Examples:

- *If a progress report was submitted in 2024, the next report will be due on 1 May 2025. This report should cover the reporting period from 1 May 2024 to 30 April 2025. The progress report should be submitted between 1 May 2025 and 15 June 2025.*
- *If ethical approval or governance approval was granted in 2025, the first report will be due on 1 May 2026. This first report should cover the reporting period from the approval date to 30 April 2026. The progress report should be submitted between 1 May 2026 and 15 June 2026.*
- *If the study project has been concluded, a Project Final Report (HREC Form) can be submitted AFTER the data analyses for ALL participating sites have been completed.*
- *If data collection has completed and there is no more patient follow-up at an SVHM Site, a Site Closure Report can be submitted anytime.*

Report types according to study statuses

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

Who is responsible for submission?

Reporting level	Person responsible
Project Progress Report or Final Report (HREC Form)	<ul style="list-style-type: none"> The CPI for an investigator-initiated study; A sponsor representative for commercially-sponsored study <p>Only the CPI or Sponsor contact can submit the form on SAGE.</p>
Site Progress Report or Closure Report (RGO Form)	<p>The site Principal Investigator must submit the site report.</p> <p>Only the approved site PI can submit the form on SAGE.</p>

Reference documents:

- [SVHM Annual Report Submission Requirement and Guide \(2025\)](#)
- [National Statement on Ethical Conduct in Human Research \(2023\)](#)
- [Australian Code for the Responsible Conduct of Research \(2018\)](#)

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Change to annual progress report 1 May submission

Final Audit Report

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