|  |  |  |
| --- | --- | --- |
| Instructions | | **Internal Reference Code** |
| Click to add code. |
| * Refer to the AEDC Data Guidelines when completing this form * Email completed form to [support@aedc.gov.au](mailto:support@aedc.gov.au) as a Word document. The ‘Signature’ page (section 5) can be scanned and provided separately. | For any queries, contact:  **AEDC Data Management**  E**:** [support@aedc.gov.au](mailto:support@aedc.gov.au)  Ph: (03) 9114 1555 | |

## Project and contact details

### 1.1 Project title

Use the same information as that shown on the project’s original application form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | Click to enter text. | | |
| **Start date** | Click to enter a date. | **End date** | Click to enter a date. |

### 1.2 Contact Details

The person shown here should be the Authorised Data User or nominated contact for the project.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | Click to enter text. | | **Surname** | Click to enter text. | | **First Name** | Click to enter text. |
| **Job Title** | | Click to enter text. | | | | | |
| **Email** | | Click to enter text. | | | | | |
| **Phone** | | Click to enter text. | | | | | |
| **Organisation** | | Click to enter text. | | | | | |
| **Postal Address** | | | | | **Street Address** (If required) | | |
| Click here to enter text. | | | | | Click here to enter text. | | |

## Project Progress Summary

### 2.1 Progress to date

|  |  |
| --- | --- |
| **Project status** | Choose an item.  If the project requires an extension, please contact the Data Management Agency (DMA). Please note that extensions of more than three months can only be granted if the project has valid Human Research Ethics Committee (HREC) approval to cover the new completion period. To apply for an extension, submit a Project Amendment Form along with proof of valid HREC approval. |
| **Details on progress and findings** | If the project is *ongoing*, provide a summary of project progress and findings to date.  If the project is *complete*, provide a summary of project finalisation and all key findings of the project.  If the project has been *terminated or abandoned*, provide a summary of key findings to date and details of why the project has been discontinued.  (Maximum 600 words or attach a one page executive summary). |

## Publications or presentations

Refer to section 7 of the AEDC Data Guidelines for more information on the requirements for publishing and using AEDC data, in particular the requirements on the provision of publications to the DMA prior to release.

|  |  |
| --- | --- |
| **Provide details of any publications:**   * **Accepted** * **In preparation** * **In press** | Click to enter text.  Provide citations and URLS where possible |

### 3.3 Conduct

Provide details on the project’s compliance during the reporting period

|  |  |  |
| --- | --- | --- |
| In the reporting period | | Details (where necessary) |
| 1. Has the project been conducted in compliance with the conditions of its HREC ethical approval? | Choose | Click to enter text. |
| 1. Has the project been conducted in compliance with the AEDC Data Guidelines? | Choose | Click to enter text. |

### 3.4 Amendments

Provide details on any project amendments during this reporting period.

|  |  |  |
| --- | --- | --- |
| In this reporting period | | Details (where necessary) |
| 1. Have the project’s research aims changed? | Choose | Click to enter text. |
| * 1. If yes, was the DMA notified? (provide details if no) | Choose | Click to enter text. |
| 1. Have the project’s analytic approaches changed? | Choose | Click to enter text. |
| * 1. If yes, was the DMA notified? (provide details if no) | Choose | Click to enter text. |

### 3.5 Adverse and Unforeseen Events

Provide details on any adverse events during this reporting period.

|  |  |  |
| --- | --- | --- |
| In this reporting period: | | Details (where necessary) |
| 1. Did the project experience any adverse events? | Choose | Click to enter text. |
| * 1. If yes, was the DMA notified? (provide details if no) | Choose | Click to enter text. |
| 1. Did the project experience any unforeseen events? | Choose | Click to enter text. |
| * 1. If yes, was the DMA notified? (provide details if no) | Choose | Click to enter text. |

## Final Report

Only complete section 4 if the project’s status is ‘Completed’, ‘Terminated’ or ‘Abandoned’.

|  |  |  |
| --- | --- | --- |
| Final Report Details | | Details (where necessary) |
| Final research paper, report or publication is included with this final report form (if no, provide details) | Choose | Click to enter text. |
| Secure Data Destruction Form has been completed and is included with this form (if no, provide details) | Choose | Click to enter text. |
| Copy of the final data file, data processing syntax or code is to be archived (if no, provide details) | Choose | Click to enter text. |
| If copy to be archived is ‘yes’, is this to be archived by the Data Management Agency (DMA) (if no, provide details) | Choose | Click to enter text. |
| Are there any practice and policy implications resulting from this research? (if yes, provide details) | Choose | Click to enter text. |

## Signature

I certify that the information given is true and correct and understand that in making a false or misleading statement, I or my Organisation could be penalised through the immediate cessation of access to and use of AEDC Data and that I have read and understood the AEDC Data Guidelines and agree to comply with its requirements.

|  |  |
| --- | --- |
| **Contact to complete** | |
| **Name** | Click to enter text. |
| **Organisation** | Click to enter text. |
| **Signature** |  |
| **Date** | Click to enter a date. |