UCL Research Ethics Committee

# Annual Continuing Review Approval Form

It is a requirement of the UCL Research Ethics Committee that research projects which have received ethical approval by the Committee are monitored annually. Therefore, this form must be completed and returned **PRIOR** to the date that the current approval expires. If your project has ceased or was never initiated, it is still important that you complete this form so that we can ensure that our records are updated accordingly.

|  |  |  |
| --- | --- | --- |
| **1** | **ID Number:** | **Principal Investigator:** |
|  |  |  |
| **2** | **Project Title:** | |
|  |  | |
| **3** | **Current Approval Expires:** | |
|  |  | |
| **4** | **Project Status:** (please tick relevant box) | Active  Terminated |
|  |  |
| **5** | **Current Status of Human Participant Use:** |  |
|  |  |  |
|  | Beginning date: | Date completed (if applicable): |
|  | Total Number enrolled to date: |  |
|  |  |  |
| **6** | **Human participants will no longer be used. Please explain:** | |
|  |  | |
| **7** | **If funded study, please indicate:** | Agency: |
|  |  | Project Period: |
|  | Agency Award Number: |
| **8** | **Number of participants who withdrew from the project:** | |
|  | **Please provide reasons for withdrawal:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | **Have you modified your research since your last review?**  Yes  No | | |
|  | If so, you are required to submit a revised application form to the Committee for review. | | |
| **10** | **Please provide with this form a brief report describing the progress of your study thus far.** | | |
|  | Include a description of any **adverse or unforeseen circumstances** arising out of the research project (e.g. a complaint by a participant, an incident endangering a research worker taking a questionnaire out to a population study, etc) together with a summary of any recent literature, findings, or other relevant information associated with your study. | | |
|  | **Print Name:** | **Signature:** | **Date:** |
|  | FOR OFFICE USE ONLY:  **Approval**  The continuing monitoring of this protocol has been reviewed and approved by the Committee. The re-approval date is ………………………………… and is valid for 1 year from this date.  Signature of REC Chair: ………………..  Date: ……………………… | | |

Please email a signed electronic copy of this document to the REC Administrator: [ethics@ucl.ac.uk](mailto:ethics@ucl.ac.uk)

Requests are generally considered within 5-7 days of submission.