**Australian Institute of Health and Welfare**

**Ethics Committee: *Final* *Monitoring report***

***Purpose of this form***

This form is used to confirm that data supplied by AIHW for research approved by the Australian Institute of Health and Welfare Ethics Committee (the Committee) has been securely destroyed in accordance with the terms and conditions of Committee approval (see approval letter for details).

Internal AIHW **data collections** are rarely closed. If they are, the requirements for final monitoring reports differ: please contact [ethicssec@aihw.gov.au](mailto:ethicssec@aihw.gov.au) or (02) 6244 5004 for advice.

***Guidance for completion of the report***

The Committee approves secure means of data destruction (and storage) consistent with the legislative and ethical requirements set out in [*Australian Institute of Health and Welfare Act 1987*](http://www.aihw.gov.au/aihw-annual-report-2011-12/app1/)*,* [*Australian Institute of Health and Welfare Ethics Committee Regulations 1989*](http://www.aihw.gov.au/aihw-annual-report-2013-14/app1/), the [*Australian Privacy Principles*](http://www.oaic.gov.au/privacy/privacy-act/australian-privacy-principles) (APPs), and the[*National statement on ethical conduct in human research*](https://www.nhmrc.gov.au/guidelines-publications/e72). The Principal Investigator is responsible for ensuring that AIHW supplied data destruction is carried out in accordance with the requirements imposed by the Committee (either standard or specific).

The due date for data destruction is determined by the Committee and is specified in the approval letter. AIHW will send the Principal Investigator( PI) an email requesting submission of a final monitoring report approximately 2 months prior to that due date. The PI confirms that the data has been destroyed in accordance with Committee requirements by submitting this form and signing Section 6. Penalties apply for non-submission.

For assistance please contact the Ethics Manager at [ethicssec@aihw.gov.au](mailto:ethicssec@aihw.gov.au%20) or (02) 6244 5004.

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| 1. **CURRENT PROJECT DETAILS: refer to** [**EthOS**](https://ethos.aihw.gov.au/Pages/Welcome.aspx) **or the project approval letter** | |
| 1. EC or EO reference number Project title (as approved by the Committee) |  |
| 1. Principal Investigator (PI) at the time the research was first approved | Name and title:  Organisation and Centre/Section:  Position in the organisation:  Physical location (not postal address): |
| 1. Change of PI   *Complete only if the current PI is different to the PI at the time of the original approval.*  *If there has been no change to the PI please mark this section N/A* | Date the Committee approved the new PI (please attach approval letter):  Name and title:  Organisation and Centre/Section:  Position in the organisation:  Physical location (not postal address) |
| 1. **PROJECT COMPLETION AND PROGRESSION: mark N/A to any that do not apply** | |
| 1. Existing Committee approvals   *Refer to original letter of approval and/or approval of any amendments for details* | Date the research was first approved:  Date the research using AIHW supplied data was completed:  Date the whole of the research project was completed (if different):  Date the project’s most recent *Annual monitoring report* was submitted: |
| 1. Dissemination of results   *Refer to the project’s annual monitoring reports for details* | Have the results of the research been disseminated in accordance with the Committee’s terms of approval?  **YES**  Please provide citation details (and web links) as relevant  **NO**  Please outline the reasons for non-dissemination of results and attach any supporting documentation, e.g Committee approved amendments |
| 1. Amendment requests | Has the Committee approved any changes to data storage requirements?  YES NO    **If YES**, what was the date that amendment was approved and the nature of the change (please attach approval letter and any other supporting documentation):  Has the Committee approved a change to the data destruction date?  YES NO    **If YES,** what was the date that amendment was approved and the reason for the change (please attach approval letter and any other supporting documentation): |

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| 1. **DATA STORAGE DETAILS: paper and electronic data** | |
| 1. Data storage details: | What data storage requirements were approved by the Committee?  *(A brief description is sufficient: refer to approval letters for details)*  Where there any changes (amendments) to those requirements (e.g a new physical location?)  YES NO  **If YES**, please attach Committee correspondence approving that amendment |
| 1. Electronic data: storage | Briefly state how the electronic data were stored following project completion including dates: see 2 (a) above  *(A brief description is sufficient: refer to approval letters for details)* |
| 1. Paper data: storage   *If the same as for electronic data storage, please mark this section “as above in 3 (b)”.* | Briefly state how the paper data were stored following project completion including dates: see 2 (a) above  *(A brief description is sufficient: refer to approval letters for details)* |

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| 1. **DATA DESTRUCTION DETAILS: paper and electronic data** | |
| 1. Data destruction details: electronic data | What data destruction measures were approved by the Committee for data stored electronically?  *(A brief description is sufficient: refer to approval letters for details)* |
| 1. Data destruction details: paper data   *If the same as for electronic data destruction, please mark this section “as above in 4 (a)”.* | What data destruction measures were approved by the Committee for data stored in paper form?  *(A brief description is sufficient: refer to approval letters for details)* |
| 1. **FEEDBACK** | |
| AIHW welcomes your feedback on any matters which you found helpful or problematic in the course of your research and its ethical approvals. Please use this section of the form to record any feedback you would like to give, in particular any suggestions for improvements.  Comments are confidential and remain within the Ethics Secretariat Unit. They are aggregated where possible, and used only for the purposes of improving the ethical approvals and monitoring processes. | |

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| 1. **DECLARATION: Principal Investigator to sign** |
| I confirm that the data (electronic and paper) for the project detailed above, has been securely destroyed in accordance with the requirements approved by the AIHW Ethics Committee.    Printed name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: ………./………/……… |

*Thankyou*