# Annual Progress Report to a Research Ethics Committee

## Research Database

### Research databases with approval from a Research Ethics Committee are required to provide the REC with an annual report on their activities. This form sets out the minimum content of the report and a template format, which may be adapted appropriately.

### 1. Details of the research database manager (“Data Controller”)

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| E-mail: |  |

### 2. Details of the Database

|  |  |
| --- | --- |
| Title: |  |
| Establishment responsible for management of the database: |  |
| Data CustodianThis should be a senior individual, not part of the research database team, who is responsible for oversight of the database within the establishment. |  |
| Name of REC: |  |
| IRAS ID: |  |
| REC reference number: |  |

### 3. Summary of activity [Period covered by the report]

|  |
| --- |
| Please provide an overall summary of the database’s activities during the year, including:* Data collection
* Use /release of data
* Collaborations with other databases /programmes
* Engagement with patients/service users and publicity
* Any significant developments in the database’s scope, operation or governance*.*
 |

### 4. Applications for access to data

Please append a listing of applications made to the database for release of, or access to, data during the reporting period, together with a lay summary of the purpose of each approved project. Include any releases authorised following a further project-specific application to a REC, as well as those authorised under generic approval.

### 5. Declaration

|  |  |
| --- | --- |
| \*Signature or electronic authorisation of database manager:\*Please print name below and insert electronic signature, if possible |  |
| Print name: |  |
| Date of submission: |  |

**Applications for release of data**

Please also provide a lay summary (maximum 200 words) for each project for which release of data was approved. Include both projects conducted within the research database team and by external researchers. Please also provide reasons for any project that was denied access to data. Where further project-specific approval was given by a REC, please include the REC Reference Number or IRAS Project ID in the additional comments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reference (optional)** | **Title of project** | **Name of Chief Investigator** | **Institution****(name/address)** | **Dataset requested** | **Outcome****(e.g. approved, rejected, pending)** | **Additional comments****(optional)** |
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