



QATAR PRECISION HEALTH INSTITUTE			 
RESEARCH ACCESS DIRECTORATE			
RESEARCH PROGRESS REPORT / FINAL REPORT			
Document ID Code: QPHI-RES-FO-009	Rev 01	Page 1 of 7	

Research Application No. **QF-QBB-RES-ACC-00000**

## Purpose

Qatar Precision Health Institute, Research Access Directorate requests reports to assess progress of the Research Project against the agreed milestones and to monitor ethical compliance.

## Instructions

Progress reports for QPHI Research Projects are required to be submitted to the QPHI Research Access Directorate via e-mail at [qphi-ro@qf.org.qa](mailto:qphi-ro@qf.org.qa) or upload it on the Research Portal for further IRB continuing review and renewal of the project as per QBB IRB approval letter and annual reporting.

### The Project Lead PI must note:

- Please, expand tables as appropriate.
- There is no limit to the amount of text that can be provided, as long as it is relevant to the full and proper reporting of progress. The QPHI Research Access Directorate is seeking a complete, accurate and not misleading account of project progress.
- Once complete, the Project Lead PI should submit electronically a pdf copy of the signed progress report and a word version (unsigned) of the final progress report to the QPHI Research Access Directorate.

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<b>1. PROJECT DETAILS</b>		
Lead PI		
Email Address		
Institution		
Project Title		
Project Reference Number		
Report Number		
Project Start Date		
Project End Date		
Reporting Period	Start Date	
	End Date	
IRB Approvals	Number	
	Date	
	Expires Date	
	Last Review Date	

<b>2. PROJECT DESCRIPTION AND OBJECTIVES:</b>	
<b>a. Project Description and Objectives: (200-500 words)</b>	
<b>b. Project Milestones and Deliverables (As in Section 5, Project Plan in Access Application Form)</b>	

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**3. PROJECT PROGRESS**

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Reporting Research Team, Research Plan and Informed Consent Amendments:				
<b>Has anything changed since Initial Approval or Previous Renewal?</b>				
<input type="checkbox"/> No	If No, Applicant may tick NA for relevant sections below. Please, note that by ticking NO the Lead PI is declaring that there have been no changes to the approved research protocol during the period under review & there are no documents or materials requiring approval or acknowledgment.			
<input type="checkbox"/> Yes	If Yes, Applicant MUST COMPLETE ALL Below.			
<b>A. Research Team Amendments</b>				
- <b>Has the Research Team been modified during the period under review?</b>				
<input type="checkbox"/> NA <input type="checkbox"/> Yes				
- If Yes, indicate the modifications in the Research Team below:				
<b>Role (LPI, PI, etc.)</b>	<b>Name</b>	<b>Institution</b>	<b>e-mail</b>	<b>Removed/Added</b>
<b>B. Research Protocol Amendments</b>				
- <b>Has the Research Protocol been modified during the period under review?</b>				
<input type="checkbox"/> NA <input type="checkbox"/> Yes				
- If Yes, indicate the modifications in the Research Protocol below :				
<b>C. Informed Consent Amendments (if not using Qatar Biobank Informed Consent Form)</b>				
- <b>Has the Informed Consent Form been modified during the period under review?</b>				
<input type="checkbox"/> NA <input type="checkbox"/> Yes				
- If Yes, indicate the modifications in the Research Protocol below and provide the document with the tracked changes as an attachment:				
<b>D. Unanticipated Events/ Serious Adverse Events: The Researcher confirms that there is no serious, unanticipated /adverse events during the afore mentioned reporting period</b>				
<input type="checkbox"/> NA <input type="checkbox"/> Yes				

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- If Yes, please attach a copy of the Unanticipated Event / Serious Adverse event form QPHI-RES-FO-051 QPHI Unanticipated Event Form as communicated to IRB Office.

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**E. Reporting Period Milestones**

Milestone (number, description) <i>As in Section 5, Project Plan in Access Application Form</i>	Work Program Undertaken and Deliverables produced. <i>Please provide sufficient detail to clearly describe how each milestone has been met</i>	Has the Milestone been met? (Yes/No/Partially)
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially

**F. Overall Progress**

<b>Overall assessment of progress</b> with respect to Project Description and Objectives as described in in Access Application Form respectively	
<b>Significant outcomes</b>	
<b>Significant difficulties</b> (deliverables, funding) & how issues were resolved.	

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<i>Please identify any discrepancies between scheduled and delivered milestones and the proposed new path to achievement.</i>	
<b>Publications</b> <i>Detail of any publications that have been submitted</i>	
<b>Publicity</b> Details of any publicity in connection with the Project Has <b>QPHI/</b> Qatar Biobank been notified of this publicity in advance? <input type="checkbox"/> Yes <input type="checkbox"/> No Has <b>QPHI/</b> Qatar Biobank been acknowledged in the publications in accordance with clause 3.6 of the Material Transfer Agreement signed by the PI. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Next Reporting Period</b> Please indicate and explain if any of the progress reported in this report will affect the Milestones that are due for completion in the next report.	
<b>Additional comments</b>	
<input type="checkbox"/> PI confirms this as the final report to proceed with closing of the project (If applicable)	

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<b>4. CERTIFICATION</b>	
<b>4.1 Certification by the Lead PI on behalf of Research co-applicants</b>	
I certify on behalf of the Research co-applicants that:	
<input type="checkbox"/> This Progress Report confirms that: <ul style="list-style-type: none"> <li>a) Qatar Biobank Data and/or biological samples have only been used for the Approved Study Design;</li> <li>b) The Project has been carried out in accordance with the approved project plan as per QBB Access Application form , including meeting the Objectives, Milestones and Deliverable's</li> </ul>	
<input type="checkbox"/> To the date of this Progress Report, the Qatar Biobank Data and/or biological samples have only been applied for analysis for the purpose of Research;	
<input type="checkbox"/> This Progress Report is not incomplete, false or misleading in any respect and the PI confirms that this is an accurate Progress Report for the period covered;	
<input type="checkbox"/> There have been no breach of the Agreement signed by PI to the date of this Progress Report, and	
<input type="checkbox"/> This Progress Report does not contain any confidential information	
<b>4.2 Comments or reservations in relation to the Certifications:</b>	
<b>Lead PI Name</b>	
<b>Signature:</b>	<b>Date:</b>

1. Attachment 1 – Publication						
(Mandatory for the Final report as confirmed by PI in ( section F above) requesting the closing of the project)						
Type	Date	Authors	Title	Description	Status	QBB Acknowledgement