

**IHSU-RESEARCH ETHICS COMMITTEE
ANNUAL PROGRESS REPORT GUIDE**

1.	Protocol title
2.	Protocol version and dates
3.	Expiry date of current approval
4.	Period covered by the report (for example; 28 th Jannaury, 2015-28 th November, 2015)
5.	Brief rationale of the study
6.	General objectives
7.	Study design and selection of study participants
8.	Status of participants (initial number of study participants approved, number enrolled, and the number that dropped out or lost to follow up)
9.	Specimens description (where applicable) Give the approved sample size, samples analysed, and withdrawn consent. This may apply to studies of clinical nature
10.	Current literature
11.	Summary of protocol deviation and violation if any
12.	Summary of Adverse Events if any (incase the study had reported Serious Adverse Events (SAE) during the study, a summary of the SAE should be included in this section.
13.	Summary of site activities (this may include information on; when enrollment of study participants begun and stopped and the current stage at which the study has reached)
14.	Challenges experienced during the study
15.	Future Plans (This may be interms of data cleaning and analysis or any other future plans)
16.	Conclusion