

# HOW TO SUBMIT A PROGRESS REPORT FOR RENEWAL OF REC-APPROVAL

Research Ethics approval for a project is valid for one year only. To renew your ethics approval for another year, you need to submit a progress report. After the initial approval, you can submit up to two progress reports. However, if you want to continue the research project after the second progress report, a new application will be required.

For more information about progress reports, please consult the REC: SBE Standard Operating Procedures (2020), section 4.7.1 (pages 42-43).



## How to submit a progress report

1. Log in to <https://applyethics.sun.ac.za> and open your project

2. Click on Create Sub-form and select the REC: SBE Annual Progress/Final Report form

3. Complete as progress report for renewal of ethics clearance and submit.

For technical assistance contact  
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