

<b>QATAR BIOBANK</b>			 <p>قطر بيوبانك qatarbiobank للبحوث الطبية for medical research عضو في مؤسسة قطر Member of Qatar Foundation</p>
<b>RESEARCH OFFICE</b>			
<b>RESEARCH PROGRESS REPORT</b>			
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**Research Application No.** \_\_\_\_\_

## Purpose

Qatar Biobank for Medical Research requests reports to assess progress of the Research Project against the agreed milestones and to monitor ethical compliance.

## Instructions

Progress reports for QBB Research Projects are required to be submitted to the QBB Research Office via e-mail at qbbresearch@qf.org.qa for further IRB 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 QBB Research Office 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 QBB Research Office.

Research Application No. \_\_\_\_\_

1. PROJECT DETAILS		
Lead PI		
Email Address		
Institution		
Project Title		
Project No		
Report No		
Project Start Date		
Project End Date		
Reporting Period	Start Date	
	End Date	
IRB Approvals	Number	
	Date	
	Expires Date	
	Last Review Date	

Research Application No. \_\_\_\_\_

## 2. PROJECT DESCRIPTION AND OBJECTIVES:

a. PROJECT DESCRIPTION AND OBJECTIVES: *(200-500 words)*

Research Application No. \_\_\_\_\_

**b. Project Milestones and Deliverables** *(As in Section 5, Project Plan in Access Application Form)*

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### 3. PROJECT PROGRESS

Reporting Research Team, Research Plan and Informed Consent Amendments:

**Has anything changed since Initial Approval or Previous Renewal?**

<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.

#### A. Research Team Amendments

- **Has the Research Team been modified during the period under review?**  
 NA     Yes
- If Yes, indicate the modifications in the Research Team below:

Role (LPI, PI, etc.)	Name	Institution	e-mail	Removed/Added

#### B. Research Protocol Amendments

- **Has the Research Protocol been modified during the period under review?**  
 NA     Yes
- If Yes, indicate the modifications in the Research Protocol below :

#### C. Informed Consent Amendments *(if not using Qatar Biobank Informed Consent Form)*

- **Has the Informed Consent Form been modified during the period under review**  
 NA     Yes

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- If Yes, indicate the modifications in the Research Protocol below and provide the document with the tracked changes as an attachment:

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#### D. 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)

#### E. 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  <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 Qatar Biobank been notified of this publicity in advance? <input type="checkbox"/> Yes <input type="checkbox"/> No  Has Qatar Biobank been acknowledged in the publications in	

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<p>accordance with clause 3.6 of the Material Transfer Agreement signed by the PI.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>Next Reporting Period</b></p> <p>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.</p>	
<p><b>Additional comments</b></p>	

## 4. CERTIFICATION

### 4.1 Certification by the Lead PI on behalf of Research co-applicants

I certify on behalf of the Research co-applicants that:

- This Progress Report confirms that:
- a) Qatar Biobank Data and/or biological samples have only been used for the Approves Study Design;
  - b) The Project has been carried out in accordance with the approved project plan in QBB Access Application form , including meeting the Objectives, Milestones and Deliverable's

To the date of this Progress Report, the Qatar Biobank Data and/or biological samples have only been applied for analysis to the for the purpose of Research;

This Progress Report is not incomplete, false or misleading in any respect and that this is an accurate Progress Report for the period covered;

There have been np breached of the Agreement to the date of this Progress Report, and

This Progress Report does not contain any confidential information

### 4.2 Comments or reservations in relation to the Certifications:

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<p><b>Lead PI Name</b></p> <p><b>Signature:</b></p>	<p><b>Date:</b></p>
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1. Attachment 1 - Publication						
Type	Date	Authors	Title	Description	Status	QBB Acknowledgement