



Instructions

1. At least one month before the anniversary date of the HSRB's approval of the project, prepare the annual report for the research project, ensuring that the report contains the information described.
2. After obtaining any internal approvals required by the applicable Office/Bureau/Division, submit an original and six copies of the annual report to:

Human Subjects Review Board
Office of Administrative Counsel and Rules 150 N. 18th Ave., Suite 200
Phoenix, AZ 85007-3238

Email to: HSRB_Protocols@AZDHS.GOV
3. An HSRB staff member will inform you of the date on which the annual report will be reviewed by the HSRB.

5. If applicable, a description of any incidents encountered that could affect the safety, welfare, or privacy of research subjects or their data and how they were addressed.

No incident has occurred

6. If applicable, whether subjects were informed of any important new information.

Not applicable

7. What is still to be done to complete the project and why the project should be continued.

8. If applicable, a description of the changes made since the protocol was approved and date the HSRB approved the changes:

No changes were made.

Any changes in research personnel or modification of the protocol for the projects should have been submitted for approval as a separate action.

9. A statement that the investigator and any other research personnel recognize the confidentiality of the data obtained and used for the research and continue to protect the rights of research subjects and/or their confidential data.

10. **If the research project is not complete, a request that the protocol for the research project be approved for another year.**

11. **If the research project is complete and this is the final (annual) report, a statement that any confidential Department maintained data has been destroyed (accompanied by a completed certificate of destruction).**

Date: _____

Signature of the principal investigator

Contact Phone Number: _____

Email Address: _____