

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

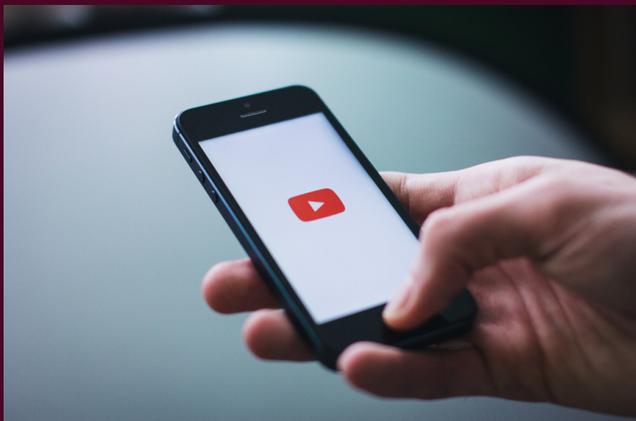
Research Ethics approval for a project is valid for one year only. To renew your ethics approval for another year, you need to submit a progress report. After the initial approval, you can submit up to two progress reports. However, if you want to continue the research project after the second progress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



Need visual guidance?

[Video instructions](#)
[Manual](#)

For technical assistance, please contact:

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