

Purpose

1. The purpose of this policy is to guide and assist eviDent members with their reporting obligations.
2. The aim of this policy is to ensure that a consistent approach is taken to the reporting on eviDent projects to all stakeholders.

Scope

3. This policy applies to all eviDent members.

Definitions

For the purposes of this policy, the following definitions are used:

4. **Funders:** any individual or organisation funding an eviDent project.
5. **Stakeholders:** any individual or organisation affected by or with an interest in eviDent projects

Funders

6. eviDent recognises that some funders will stipulate their own reporting obligations, which projects must adhere to.
7. The person listed as the responsible researcher on the ethics application of each eviDent project is responsible for:
 - a. adhering to the obligations of funders;
 - b. preparing and lodging reports to funders.
8. Where a funder has not stipulated reporting requirements, the person listed as the responsible researcher on the ethics application is responsible for completing the eviDent templates, 'Progress Report' and 'Final Report' and submitting them to the funders at the relevant periods.
9. A copy of all reports to funders must be provided to the eviDent Chief Executive Officer at the time of lodgement.

Ethics

10. The person listed as the responsible researcher on the ethics application of each eviDent project is responsible for:
 - a. Preparing and lodging an annual report with the ethics committee;
 - b. Advising the ethics committee of any adverse events, serious adverse events or complaints that happen during the course of the project;
 - c. Obtaining approval of amendments to approved projects.

Stakeholders

11. The eviDent DPBRN Committee will receive informal progress report about all eviDent projects at each Committee meeting, as well as being provided with copies of formal reports when available.
12. A summary of eviDent projects and their progress during each financial year will be included in the eviDent Foundation Annual Report.

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13. Articles about eviDent projects will be circulated to eviDent and ADAVB Members on a regular basis and to other organisations from time to time.
14. A status report about eviDent projects will be reported on at the eviDent Annual Meeting each year.
15. eviDent members should refer to policy EP006, 'Promotion, Presentations & Publications', for more information about the dissemination of eviDent research findings.
16. eviDent members are encouraged to maintain regular contact with stakeholders and to nurture positive relationships.

Review

17. This policy will be reviewed and updated within five (5) years of the issue date, or earlier if any changes indicate a need for a review.