
HFEA Research Progress Report

Instructions:

- Please read the Notes for Guidance – Progress reports
- It is important that the language used in this application is clear and understandable to non-specialist lay members. All abbreviations should be explained.
- Please either email the complete form and supporting documents to:

regulationofresearch@hfea.gov.uk

or return the form and supporting documents to:

Regulation Department (Research)
Human Fertilisation and Embryology Authority
21 Bloomsbury Street
London, WC1B 3HF

- This document is a form for use with Microsoft Word. Comments may be made in grey fields. If you wish to edit the formatting of this form for ease of use, please right click on the MS Word toolbar and select forms. Then click on the protect form symbol (which looks like a padlock).
- Please note that copies of your application and any other information you submit to the Authority, in whatever form, may be published by the HFEA in accordance with its obligations under the Code of Practice on Access to Government Information and the Freedom of Information Act 2000. If you object to any of this information being published please highlight the relevant parts together with the reason(s) for your objections. Your comments will be taken into consideration by the Authority (but may not be determinative) in deciding whether disclosure of that material is still appropriate.

	For Office Use only
Date Received	
Application Number	
Centre Number	
Project Number	

Revised: 1st April 2005

Section 1 Check List

Please record the documents you are supplying with this application

	Included	N/A
1.1 Signed Report Form	<input type="checkbox"/>	
1.2 CVs of any / new staff directly engaged in the Project <i>Please mark as 'Appendix A'</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Any new / revised clinical and laboratory protocols <i>Please mark as 'Appendix B'</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Any new/revised patient information relating project <i>Please mark as 'Appendix C'</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Any new / revised consent forms regarding the use of gametes/embryos <i>Please mark as 'Appendix D'</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Any publications resulting from this project <i>Please mark as 'Appendix E'</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Copies of the objectives and protocols sections of any funding applications made, excluding financial details if this has changed from the previous application <i>Please mark as 'Appendix F'</i>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Egg and Embryo Supply Data Sheets <i>A separate sheet for each centre supplying the project please mark as 'Appendix G'</i>	<input type="checkbox"/>	<input type="checkbox"/>

Number of Egg and Embryo Supply Data Sheets

Section 2 Project and Centre Contact Details

2.1 Name and HFEA Number of centre/institution
(including department)

HFEA Centre No

Centre Name

2.2 HFEA Project number and title
(please amend the title if necessary)

Project No R

Title

2.3 Person Responsible [PR]

Name

Position

2.4 Nominal Licensee [NL]

Name

Position

2.5 Premises
where licensable activities will take place

Address

Post Code

2.6 Correspondence Address
if different to premises

2.6.1 Address

2.6.2 Post Code

2.7 Centre Telephone

2.7.1 Other Telephone

2.8 Fax

2.9 Centre email

2.10 Website

2.11 PR email

2.12 PR Telephone

2.13 NL email

2.14 NL Telephone

Section 3 Licensable activities and purposes

- 3.1 Please indicate activities for which the project is currently licensed as well as any activities you wish to be added to the current licence.

	Activities	Currently licensed activity	Proposed licence activity
5.1.1	Storage of eggs	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	storage of eggs within ovarian tissue	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	storage of sperm	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	storage of sperm within testicular tissue	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	storage of embryos	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	creation of embryos <i>in vitro</i>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	use of donated embryos for research	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	derivation of human embryonic stem cell lines	<input type="checkbox"/>	<input type="checkbox"/>

- 3.2 Please indicate any activities which you wish to use in the project that have not been included in any licence submission.

- 3.3 Please indicate purpose(s) for which the project is currently licensed as well as any proposed activities you wish to be added to the current licence.

	Purpose or purposes of the research project	Currently licensed purposes	Proposed licence purposes
4.3.1	promoting advances in the treatment of infertility <i>Human Fertilisation and Embryology Act 1990 Sch 2 3(2)(a)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	increasing knowledge about the causes of congenital disease <i>Human Fertilisation and Embryology Act 1990 Sch 2 3(2)(b)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	increasing knowledge about the causes of miscarriages <i>Human Fertilisation and Embryology Act 1990 Sch 2 3(2)(c)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	developing more effective techniques of contraception <i>Human Fertilisation and Embryology Act 1990 Sch 2 3(2)(d)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.5	developing methods for detecting the presence of gene or chromosome abnormalities in embryos before implantation <i>Human Fertilisation and Embryology Act 1990 Sch 2 3(2)(e)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.6	increasing knowledge about the development of embryos <i>Human Fertilisation and Embryology (Research Purposes) Regulations 2001 s2(a)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.7	increasing knowledge about serious disease <i>Human Fertilisation and Embryology (Research Purposes) Regulations 2001 s2(b)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.8	enabling any such knowledge to be applied in developing treatments for serious disease <i>Human Fertilisation and Embryology (Research Purposes) Regulations 2001 s2(c)</i>	<input type="checkbox"/>	<input type="checkbox"/>

- 3.4 Explain briefly how research addresses any proposed changes to licensing purposes.
ticked in 4.3 above

Section 4 Duration of Project

- 4.1 Please indicate the date which the project commenced.
- 4.2 Please indicate the expiry date for the current research licence.

Section 5 Funding

- 5.1 Please indicate how the project is currently funded.
- 5.2 Please indicate any expected changes of funding during the period of the current licence.

Section 6 Usage of Material

6.1 Please give the names of the centres that have been supplying materials for this project over the last 12 month period, together with an indication of the number of embryos and/or eggs they each will be providing.
An Egg/Embryo Supply Data Sheet should be attached to this report for each one (appendix G)

6.2 Are the numbers recorded on the attached data sheets substantially different from those estimated in the original proposal? Yes No

6.2.1 If numbers recorded on the attached data sheets are substantially different from those estimated in the original proposal please explain why.

6.3 Please indicate in the box below the estimated number of eggs and embryos you expect to use during the next 12 month period.

	Material	Expected usage
7.3.1	Fresh Eggs*	
7.3.2	Frozen Eggs	
7.3.3	Failed to Fertilise Eggs	
7.3.4	Fresh Embryos	
7.3.5	Frozen Embryos	

* If immature eggs will be used please indicate

Section 7 Progress on work undertaken

7.1 Please give a report below in Scientific terms clarifying clearly how the actual outcome of the research relates to its stated objectives.
Please comment under each heading

7.1.1 How the work undertaken relates to the objectives.

7.1.2 Research undertaken to date.

7.1.3 Results

7.1.4 If progress was slower than anticipated, the reasons for this.

7.1.5 If work originally proposed was not carried out, the reason for this.

7.1.6 Please list references to any publications which have arisen from work under the licence.

Section 8 Future work

- 8.1 Please indicate any work that you propose to carry out which has not been included as part of any other licence submission

Please indicate how any newly proposed work relates to the results from work since the research licence was granted or since the centres previously submitted progress report.
Please comment under each heading

- 8.1.1 Renewed objectives

- 8.1.2 Methods

- 8.1.3 Discussion (with particular reference to how the proposed studies relate to the objectives stated for this project).

Section 9 Lay summaries

9.1 Lay summary of project

9.1.1 Does the lay summary as published on the HFEA website still accurately reflect the project of research? Yes No

9.1.2 If 'the current lay summary does not reflect the project of research please provide a short paragraph as summary of the project in lay terms.

The lay summary of the project should include the aims of the project, the activities involved e.g. creation of embryos and how these activities will address the aims of the project.

The Lay Summary will be updated on the HFEA website

9.2 Lay summary of research undertaken

Please provide a summary in lay terms of the work you have undertaken so far and any further work yet to be carried out.

This summary will be published via the HFEA public website.

Maximum 500 words

Section 10 Staff

10.1 Please list any staff changes that have taken place

10.1.1 Staff who have joined

Name	Profession/Positions	Qualification/ Experience NMC/GMC PIN No
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10.1.2 Please list any staff changes that have taken place

Staff who have left

Name	Profession/Positions	Qualification/ Experience NMC/GMC PIN No
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Section 11 Declarations

11.1 Person Responsible

The information provided in this report is to the best of my knowledge true and accurate.

Signed

Date

11.2 Nominal Licensee

The information provided in this report is to the best of my knowledge true and accurate.

Signed

Date

RESEARCH DATA SHEET: Egg and Embryo Supply

Research Project Number

Research carried out at Centre Number

Eggs/Embryo supplied from Centre Number

or

Eggs/Embryo supplied from Research Project Number

Most recent data for a 12 month period: From / / to / /

A separate form must be completed for each centre and research licence supplying eggs or embryos to the project

Eggs	Fresh	Failed to fertilise	Frozen
Total number received			
Total number used			

Embryos	Fresh	Frozen
Total number received		
Total number used		

Embryos	Created	Used
Total number created		