

## Project Report – For Research Projects Involving the Use of Ionising Radiation

The University's Radiation Safety Committee is required to monitor projects to which it has given approval. A report should be completed annually, at the completion of the project or when a significant variation is required.

Notwithstanding this, Principal Investigators and Subject Coordinators are responsible for notifying the committee immediately of any matters which might affect continued acceptability of the project. For example: accidental spills or releases of radioactive nuclides or exposures to individuals. Any radiation incidents or hazards must also be reported *immediately* using the SCRIM portal located at the following web address:

<https://csupublicportal.scrimonline.com.au/Main.aspx>

Submit all applications to: [RadiationSafety@csu.edu.au](mailto:RadiationSafety@csu.edu.au)

Electronic files with digital signatures are preferred. If this is not possible, please print, sign and scan.

Remember to attach any additional documents, such as copies of radiation licences, exemption forms or written approvals.

**1****This report is:**

a notification of a decision **NOT TO PROCEED** with the approved project. (complete Parts 2-3)

the **END OF PROJECT REPORT** for a completed research project. (complete Parts 2-4)

an annual **PROGRESS REPORT** as required in letter of approval from the committee. The anticipated completion date of the project is \_\_\_\_\_.  
(complete Parts 2-4)

a **NOTIFICATION OF AN INCIDENT** which could bear on the Committee's continued approval of the project. (Note: Any radiation incidents or hazards must be reported *immediately* using the SCRIM portal located at the following web address: <https://csupublicportal.scrimonline.com.au/Main.aspx>)  
(complete Parts 2-4)

a **VARIATION REQUEST**, where a significant variation to the project is required from the proposal approved by the committee. (complete Parts 2-4)

**2****Project details**

RSC Reference/Approval Number: .....

Project Title: .....

Principal Investigator: .....

School/Faculty: .....

Work Address: .....

Email: ..... Phone: .....

**3****Report**

Provide a brief report on the progress of the research project. Make reference, where appropriate, to the original proposal, any significant variations to that proposal and/or any unexpected events which have occurred in the course of the project. How have these events affected the research project, and what steps have been taken in response?

**Name:** .....

**Signature:** ..... **Date:** .....

**4****Supervisor's Comments**

**Supervisor Name:** .....

**Signature:** ..... **Date:** .....

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**5*****Radiation Safety Committee Use Only***

**Approval No:** ..... **Signature:** ..... **Date:** .....

Radiation Management Licence Holder (or delegate)