Final Report Checklist

# WHAT? The Principal Investigator (PI) is responsible for submitting a Final Report for any study approved by SRC and/or IRB that has been finalized. Write a comprehensive report communicating information on the findings and dissemination, changes, and also issues, if applicable.

# WHEN? It must be submitted when the research project has been completed.

# Report Information

Complete All Required Fields

[ ]  Project Tracking Number

[ ]  Project Title

[ ]  Project Period

[ ]  Report Submission Date

[ ]  Principal Investigator Name

[ ]  Co-Investigator Name(s)

[ ]  Grant Information

[ ]  Summary

[ ]  References

[ ]  Project Changes

[ ]  Investigators Changes

[ ]  Study Issues

[ ]  Dissemination(s)

[ ]  Future Dissemination(s)

[ ]  Attachments

☐ If Human Subject Research approved by the IRB, complete the HRP 202 Form – Continuing Review Application

 