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

