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| The purpose of this checklist is to provide support for PIs and study personnel when writing a final report and request to close their study. This checklist must be used for all final reports (by the convened IRB, and review using the expedited procedure). | |
| **IRB Number:**  **Study Name:**  **Primary Investigator:**  **Entity:** |  |
|  | |
| **Each study closure/final report must include the following elements:** | |
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|  | Number of subjects enrolled |
|  | Number of subjects screened |
|  | Number of subjects withdrawn |
|  | Number of subjects lost to follow-up |
|  | Number of serious adverse events (SAEs) |
|  | Number of unanticipated problems |
|  | Attestation that all identifiable/applicable data has been destroyed according to the study protocol |
|  | Results of the study - publications, articles, presentations, etc. |
|  | Reason for and request to close the study |
|  | |
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| Final Report: | |
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