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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:**  |                      |
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| **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|[ ]  Number of subjects withdrawn |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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