Office of Research Administration
REB PROJECT CLOSURE FORM

Complete and submit an electronic copy of this form via email to the ORA at ora@cmcc.ca. This form may be used when human participants are no longer involved in a study and the links between participants and their data have been severed (i.e., the data are 'locked').

Date of Report

REB #

Project Title:

PERSONNEL	NAME	PHONE/EXT	E - MAIL
Contact Investigator			

Number of subjects enrolled in the study:

Number of subjects completed the study:

Number of subjects dropped out or withdrawn from the study:

Were any adverse events reported in the conduct of your study? ☐ Yes ☐ No

Was this project funded? ☐ Yes ☐ No
If 'Yes', the ORA will need to ensure that all funder requirements have been met prior to closure of this project

Attachments

1. Final report: Provide a summary report of the project including an overview of the conduct of the study, its conclusions and any publications or presentations that have arisen from the study. If work (e.g. analysis) will continue, provide a summary of the work to date and a timeline to the conclusion of the study. If your project is funded, provide a timeline to the completion of activity covered under your grant.
2. Adverse event report. If adverse events occurred during the study, provide a report including a description of the event, event management, the outcome, and any resulting changes to the protocol.

Attestation of completion:

Human participation in the project described above is completed. No further participants will be enrolled and all means of linking the participants to specific data have been removed (e.g., by destroying a code book) so that the data are "locked". I understand that with this notification, the certificate of approval from the CMCC Research Ethics Board (REB) is expired. Any further involvement of human participants or access to records of human activity requires application for approval to the CMCC REB.

_____   _____
Principal Investigator's Signature: Date

Created on July 3, 2025