

## Study Completion Form Research Ethics Board (REB)

All Research Projects require a Study Completion Form on or before the expiry date noted on the Approval Letter. Once this form has been processed, your file will be closed and no additional procedures or data collection may take place.

If you require an alternate set-up of this form or have questions contact [reb@durhamcollege.ca](mailto:reb@durhamcollege.ca)

### Section 1: Principal Investigator Information

REB File #:

Name:

Project Title:

Email:

### Section 2a: Research Project Dates

Original Approval Date:

Completion Date of Research:

### Section 2b: Research Project Information

1. How many Research Participants were proposed for the study?
2. How many Research Participants completed the study?
3. How many Research Participants withdrew from the study?

Referring to Question 3, if participants withdrew, explain circumstances in 250 words or less.

### **Section 3: Unanticipated Issues**

1. Have any Research Participants experienced any unanticipated issues (psychological/social/physical harm)?  
Yes      No
2. Have any ethical concerns arisen while conducting this research?  
Yes      No
3. Since the original approval was granted, have there been any unidentified risks or benefits to participants?  
Yes      No

**If you answered YES to any of the above questions, provide details in 250 words or less.**

### **Section 4: Measures to Safeguard Research Information**

Please provide specific details in 250 words or less as to the disposal of data collection in this project (records, video, audio, data, etc.) and/or the specific time frame for record retention. Also describe how the data will be destroyed (shredded, deleted, etc.)

## Section 5: Signatures

I certify that the information provided in this Study Completion Form is complete and accurate.

I understand that after completion of this form, no additional procedures or data collection will be conducted.

I have complied with the Tri-Council Policy Statement and Durham College's policies and procedures governing the protection of human participants in research.

Signature of Principal Investigator

Date:

Signature of Faculty Supervisor (if applicable)

Date:

### Instructions for researcher:

Please submit **ONE Signed softcopy** of this form along with all attachments to [reb@durhamcollege.ca](mailto:reb@durhamcollege.ca).