

# ANNUAL/FINAL REPORT

Annual report to the Research Ethics Board for the continuing ethical review of research involving humans and final report to conclude REB Approval

## ADMINISTRATIVE INFORMATION

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| --- | --- | --- |
| A1. Lead researcher contact | | |
|  | Name: |  |
|  | Email address: |  |
| For student research: | | |
|  | Supervisor at Dal: |  |
|  | Supervisor email: |  |
|  | | |
| A2. Lead Researcher Status | | |
| Please indicate your current status with Dalhousie University:  Employee/Academic Appointment  Current student  Other (please explain): | | |
|  | | |
| A3. Project Information | | |
| REB file #: | |  |
| Project title: | |  |
| Sample size  (or number of cases)  approved by REB: | |  |

## STUDY STATUS

|  |  |  |  |
| --- | --- | --- | --- |
| B1. Study progress (check all that apply) | | | |
| Participant recruitment not yet begun  Reason (please explain): | |  | |
|  | | During past year | Total since study start |
| Secondary data use (no recruitment) | |  |  |
|  | Number of records used: |
| Participant recruitment on-going | Number of participants recruited (by group): |  |  |
| Participant recruitment complete | Total number of participants/records: |  |  |
| Data collection on-going | | | |
| Study complete. Data collection complete. No further involvement of participants. Approved data analysis and writing may be ongoing. This report is the final report to close the REB file for this project. | | | |
| Other (describe): | | | |

|  |
| --- |
| B2. Study Changes |
| Have you made any changes to the approved research project (that have not been documented with an amendment request)? This includes changes to the research methods, recruitment material, consent documents and/or study instruments or research team.  Yes  No  If yes, please explain: |

## PROJECT HISTORY

|  |  |
| --- | --- |
| Since your initial REB submission or last annual report: | |
| C1. Have you experienced any challenges or delays recruiting or retaining participants or accessing records or biological materials? | Yes  No |
| If yes, please describe: | |
| C2. Have you experienced any problems in carrying out this project? | Yes  No |
| If yes, please describe: | |
| C3. Have participants experienced any harm as a result of their participation in the study? | Yes  No |
| If yes, please describe: | |

|  |  |
| --- | --- |
| C4. Has any study participant expressed complaints, or experienced any difficulties in relation to their participation in the study? | Yes  No |
| If yes, please describe: | |
| C5. Since the original approval, have there been any new reports in the literature that would suggest a change in the nature or likelihood of risks or benefits resulting from participation in this study? | Yes  No |
| If yes, please describe: | |

## ATTESTATION (this box *must be checked* for the report to be accepted by the REB)

I agree that the information provided in this report accurately portrays the status of this project and describes to the Research Ethics Board any new developments related to the study since initial approval or the latest report.

## SUBMISSION INSTRUCTIONS

1. Submit this completed form to Research Ethics, Dalhousie University, by email at [ethics@dal.ca](mailto:ethics@dal.ca) at least 21 days prior to the expiry date of your current Research Ethics Board approval.
2. Enter subject line: REB# (8-digit number), Last name, Annual (or Final) Report.
3. Student researchers must copy their supervisor(s) in the cc. line of the Annual / Final Report email.

## RESPONSE FROM THE REB

Your report will be reviewed and any follow-up inquiries will be directed to you. You must respond to inquiries as part of the continuing review process.

Annual reports will be reviewed and may be approved for up to an additional 12 months; you will receive an annual renewal letter of approval from the Board that will include your new expiry date.

Final reports will be reviewed and acknowledged in writing.

## CONTACT RESEARCH ETHICS

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* In person: Hicks Academic Administration Building, 6299 South Street, Suite 231
* By mail: PO Box 15000, Halifax, NS B3H 4R2