GEORGIAN COLLEGE

RESEARCH ETHICS BOARD

FINAL REPORT

INSTRUCTIONS

The *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* requires the Georgian College Research Ethics Board (GCREB) to retain end-of-study reports from completed studies.

Who should complete a different form?

If your GCREB approval has not expired and you wish to extend your project, submit a RENEWAL REQUEST.

If your GCREB approval has expired and you wish to extend your project, submit a new APPLICATION FOR RESEARCH ETHICS APPROVAL.

If you obtained your current ethics approval using the ONTARIO COMMUNITY COLLEGE MULTI-SITE APPLICATION TO INVOLVE HUMAN PARTICIPANTS IN RESEARCH, you may submit the ONTARIO COMMUNITY COLLEGE MULTI-SITE RENEWAL/COMPLETED STATUS REPORT form.

Who should complete this form?

Please submit this FINAL REPORT when your study is completed or before the expiry date of your GCREB approval, whichever occurs sooner.

How do I complete the form?

First save a copy to your computer. You may also need to click something to enable editing.

Rename the file as follows: PILastName\_GCREB File Number\_Final Report.docx

This is a fillable form for Microsoft Word 2013-2019. Click the first response field to begin each section. You may use the Tab key to move forward one field, and Shift+Tab to move back one field within sections. To select (or to deselect) a box, either click it with your mouse or navigate to it with the Tab key and use the spacebar to click the box.

Type in the text boxes provided. They will grow as you type. To insert a tab stop within your response, use Ctrl+Tab. (Using Tab only will move you forward one field.)

In some questions, you can add sections for additional responses by clicking the blue plus sign (**+**) in the lower right corner of the line.

You can apply Rich Text Formatting such as bold or italics to your written responses.

Please print Section C, read it, and sign where indicated. Submit your scanned (preferably PDF) signature page with your FINAL REPORT form to reb@georgiancollege.ca. (Students submit to their instructor if they hold current authority to conduct course-based research ethics review.)

Whom may I contact if I have any questions?

Please contact your instructor or the Georgian College Research Ethics Board at 705.728.1968, Ext. 5395 or [reb@georgiancollege.ca](mailto:reb@georgiancollege.ca) .

# FINAL REPORT

*The personal information collected on this form will become part of the records held by the Georgian College Research Ethics Board and will be used to assist in the review of your application and provision of services for your study. A copy of this form may be reviewed by external parties in order to meet legislative, audit and/or regulatory requirements. The information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. If you have any questions or concerns about the information collected, please contact the Research Ethics Board at* [*reb@georgiancollege.ca*](mailto:reb@georgiancollege.ca) *or 705.728.1968, Ext. 5395. For more information about FIPPA, please contact the Access and Privacy Office at 705.728.1968, Ext. 5770 or* [*accessprivacy@georgiancollege.ca*](mailto:accessprivacy@georgiancollege.ca)*.*

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| SECTION A – GENERAL INFORMATION | |
| 1. **Title of the Research Project:** | **[Title]** | |
| 1. **Investigator Information** *(Click* ***+*** *to add rows)* | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Courtesy**  **Title** | **First Name** | **Last Name** | **Organization**  **/Department** | **Mailing**  **Address** | **Phone** | **Email** |
| **Principal Investigator (PI) or**  **Faculty Supervisor**  **for student research** | Choose/type title. | Click or tap here to enter first name. | Click or tap here to enter last name. | Click or tap here to enter org/dept. | Click or tap here to enter address. | Click or tap here to enter phone. | Click or tap here to enter email. |
| **LEAD PI**  **(For multi-site research only)** | Choose/type title. | Click or tap here to enter first name. | Click or tap here to enter last name. | Click or tap here to enter org/dept. | Click or tap here to enter address. | Click or tap here to enter phone. | Click or tap here to enter email. |
| **Co-Investigator** | Choose/type title. | Click or tap here to enter first name. | Click or tap here to enter last name. | Click or tap here to enter org/dept. | Click or tap here to enter address. | Click or tap here to enter phone. | Click or tap here to enter email. |
| **Student Investigator** | Choose/type title. | Click or tap here to enter first name. | Click or tap here to enter last name. | Click or tap here to enter org/dept. | Click or tap here to enter address. | Click or tap here to enter phone. | Click or tap here to enter email. |
| **Other Investigator** | Choose/type title. | Click or tap here to enter first name. | Click or tap here to enter last name. | Click or tap here to enter org/dept. | Click or tap here to enter address. | Click or tap here to enter phone. | Click or tap here to enter email. |

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| 1. Has any of the investigator information changed since you received GCREB approval? | | Choose Yes or No. | |
| 1. GCREB File #: | Click or tap here to enter text. | | |
| 1. Date of GCREB ethics approval: | Click or tap to enter a date. | | |
| 1. Today’s date: | Click or tap to enter a date. | | |
| 1. Study abstract: | | | |
| Click or tap here to enter text. | | | |
| SECTION B – FINAL REPORT | | |
| 1. Brief summary of the key findings: | | | |
| Click or tap here to enter text. | | | |
| 1. Were any changes made to the study’s protocol since it was last approved by the Georgian College Research Ethics Board? | | Choose Yes or No. | |
| **If yes, please describe:** | | | |
| Click or tap here to enter text. | | | |
| 1. Were there any problems with the study that may have negatively affected the participants, Georgian College or the success of the project? | | Choose Yes or No. | |
| **If yes, please describe:** | | | |
| Click or tap here to enter text. | | | |

SECTION C – GCREB FINAL REPORT SIGNATURES

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| --- | --- |
| *Please* ***print*** *this page, sign and scan it.*  *Submit the scanned signature page with your* FINAL REPORT *form*. | |
| **Title of the Research Project:** | |
| [Title] | |
| My signature certifies that the information in the GEORGIAN COLLEGE RESEARCH ETHICS BOARD FINAL REPORT submitted for this project is correct to the best of my knowledge, and that no additional procedures will be conducted without first obtaining ethics approval.  In accordance with the Ontario Freedom of Information and Protection of Privacy Act and any other privacy legislation or institutional procedures relevant to this project, proper safeguards will be taken to protect confidentiality and security of data until all data are destroyed. | |
|  |  |
| Signature of Principal Investigator (PI) or Faculty Supervisor for student research | Date |
| GCREB Office Use Only:  I have reviewed the study's final report. | |
|  |  |
| Signature of GCREB Chair or Member | Date |