University of Victoria

Human Research Ethics
Notice of Project Completion

The Notice of Project Completion form is an institutional protocol based on the Tri-Council Policy Statement on the Ethical Conduct for Research Involving Humans

Instructions:

Submit this only when you have fully completed your data collection with human participants.

1. Download this Notice of Project Completion and complete it on your computer. Hand written applications will not be accepted.
2. Email this form to ethics@uvic.ca or submit one (1) original and one (1) copy of this completed application with all attachments to: Human Research Ethics, Michael Williams Building (MWB), Room B202, University of Victoria, PO Box 1700 STN CSC, Victoria BC V8W 2Y2 Canada.
3. If you need assistance, contact the Human Research Ethics Office at (250) 472-4545 or ethics@uvic.ca

A. Principal Investigator

If there is more than one Principal Investigator, provide their name(s) and contact information below in Section B, Other Investigator(s) & Research Team.

Last Name: First Name:

Has there been a change in the Principal Investigator? If yes, provide the name of the previous PI:

Department/Faculty: Email:

Phone: Fax:

Mailing Address including postal code:

Title/Position:

☐ Faculty ☐ Undergraduate ☐ Ph.D. Student

☐ Staff ☐ Master's Student ☐ Post-Doctoral

Students: Provide your Supervisor's:

Name: Email:

Department/Faculty: Phone:

B. Project Information

Most recent Protocol Number:

Project Title:

Date Recruitment and/ort Data Collection began: End Date of Data Collection:

FOR THE HUMAN RESEARCH ETHICS OFFICE USE ONLY		
Board Chair Approval Signature:		Date:
Original Start Date:	Annual Review Due Date:	Approval Expiry Date:

C. Synopsis of Study

1. Participant Description

1a. Total number of participants required for study:

1b. Number of participants completed:

1c. Have there been any previously unidentified risks or benefits to participants?

1d. Additional pertinent information:

2. Adverse Events

Have there been any adverse events experienced with this research? An adverse event is any adverse change in well-being or "side-effect" that occurred in a person or community group who participated in the research project.

☐ Yes ☐ Possibly ☐ No

If Yes or Possibly, identify and explain how it was addressed:

Did you complete and submit an Adverse Event Report to the Human Research Ethics office?

☐ Yes ☐ No

Explain: