**REB TEMPLATE FOR Study Closure Form**

**PLEASE DO NOT SUBMIT THIS FORM TO THE REB.**

**This form is intended for application development purposes only. For information on how to apply for ethical review, please see the UNBC REB website.**

**This form must be submitted to close your REB approved study once it has concluded. If the date of expiry listed on your initial approval letter is approaching and your study is not yet complete, please submit an "Annual Renewal and Study Progress" form.**

\*ASTERISK INDICATES A MANDATORY QUESTION

**QUICK LINKS TO TAB SECTIONS:**

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**TAB 1. Study Completion**

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| **#** | **Question** | **Guidance Notes** |
| 1.1\* | Date of Study Completion |  |
| Click or tap to enter a date. | | |
| 1.2\* | Please provide the reason for the completion of this study. | Please give a brief statement regarding the reason for closure (e.g., research completed and there will be no further meaningful engagement with the participants). If the study ended early, provide an explanation as to why (e.g., insufficient enrollment, withdrawn by investigator or sponsor). |
|  | | |
| 1.3\* | Has all participant data collection been completed? |  |
| Yes  No | | |
| 1.4\* | Are there any further contacts expected to occur with research participants that would alter research outcomes (e.g., transcript review, withdrawal of data from study, consultation regarding interpretation of study results)? |  |
| Yes  No | | |
| 1.5 | If you answered "Yes" to the question above, please describe the reasoning to close the research ethics review at this time. | If renewal is preferred, please complete the renewal form when study is within a month of approved period, and discard this closure event. |
|  | | |
| 1.6 | If your research involves Indigenous peoples in Canada (First Nations, Inuit, Metis), how has community engagement and consultation been maintained during the course of the research? |  |
|  | | |
| 1.7\* | Was data collected with broad consent for future secondary use? | Rarely do researchers request broad consent from participants due to extensive data management requirements.  If this study has sought broad consent:  (a) answer "yes" here;  (b) complete the next question; and  (c) upload, in the Attachments tab, a copy of the broad consent questions shared with research participants for the restricted future use of data collected. |
| Yes  No | | |
| 1.8 | If you answered "yes" to the question above, please outline the specific restrictions on the data's future secondary use, as requested for consent by individual participants. | Specific restrictions, as consented to by each participant, for their data's future research use must be retained in the Meta data for the dataset, as outlined in approved application and in compliance with TCPS2 Article 3.13. (e.g., consent may be restricted to a particular field of study, to a specific disease, or may prevent use by private industry). |
|  | | |
| 1.9\* | Total number of participants that were enrolled in the study. |  |
|  | | |
| 1.10\* | Have there been any participant withdrawals? |  |
| Yes  No | | |
| 1.11 | If you answered "yes" to the question above, please explain to the extent possible. |  |
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**TAB 2. Study Changes and Unanticipated Problems**

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| **#** | **Question** | **Guidance Notes** |
| 2.1\* | Summarize any minor changes made to the study since the most recent approval, in keeping with TCPS2 Article 6.16. Attach any changed participant facing documents. |  |
|  | | |
| 2.2\* | Have there been any unanticipated problems associated with this research? | An unanticipated problem is defined as an incident, experience or outcome that meets all of the following three criteria:  a) Unexpected (in terms of nature, severity, or frequency);  b) Related or possibly related to the participation in the research;  c) Suggests that the research places the research participants, or others, at a greater risk of harm than was previously known or recognized. |
| Yes  Possibly  No | | |
| 2.3 | If you answered "Yes" or "Possibly" to the question above, did you submit an Unanticipated Problem Report? |  |
| Yes  No | | |
| 2.4 | If you have not submitted an Unanticipated Problem Report, please explain why. |  |
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**TAB 3. Dissemination of Results**

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| **#** | **Question** | **Guidance Notes** |
| 3.1\* | Is data analysis complete (i.e., there is no further requirement for access to personally identifiable information)? | For community-based studies, meaningful and reciprocal engagement can result in re-analysis, once the sharing of results in community is given. If this is a possibility, please consider waiting until all data access needs are completed and ongoing ethics approval is no longer required.  Yes |
| Yes  No  N/A | | |
| 3.2\* | Please describe the final disposition/storage of each research related data formats (i.e., recordings, transcripts, field notes, surveys, consent forms, linkage keys, etc.). |  |
|  | | |
| 3.3\* | Have the plans to distribute results back to the participants been completed (i.e., as described in 5.8 of the approved application)? |  |
| Yes  No  N/A | | |
| 3.4\* | Please describe any variations made to the planned distribution of results reported back to participants, and explain why the variation was necessary. |  |
|  | | |
| 3.5\* | Please indicate if you have any further dissemination activities, stating any new dissemination avenues (e.g., to targeted specific knowledge users). |  |
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**TAB 4. IN-PERSON RESEARCH ACTIVITIES WITH INCREASED RISK OF COMMUNICABLE DISEASES**

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| **#** | **Question** | **Guidance Notes** |
| 4.1\* | Since the most recent ethics approval, has there been any new information or changes in the Public Health Officer's ongoing updates and recommendations that impact this study? |  |
| Yes  No | | |
| 4.2 | If you answered "Yes", please explain the mitigation for your study, and confirm whether an Amendment was submitted and approved to accommodate necessary changes made. |  |
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