



RESEARCH ETHICS BOARD  
 1000 KLO Road, Room B120  
 Kelowna, BC V1Y 4X8  
[reb@okanagan.bc.ca](mailto:reb@okanagan.bc.ca)

Protocol #

**FORM 8**  
**FINAL REPORT, TERMINATION or COMPLETION FORM**

A final report should be submitted when contact with subjects for the purpose of data collection or research (e.g. for follow-up or verification) is complete. This form should be completed submitted electronically to [reb@okanagan.bc.ca](mailto:reb@okanagan.bc.ca) before the expiry date of the project’s current Certificate of Approval. This ensures that the REB has an up-to-date and accurate record of on-going studies involving human subjects. Please refer to the appropriate OC REB guidelines for information on completing this form.

DATE OF THIS SUBMISSION:

1. Principal Investigator (or Student Supervisor)	2. OC Department/Faculty
3. Co-Investigator(s)	4. E-mail Address
5. Phone Number	6. Address
7. Student(s)	
9. Title of Project	
10. Granting Agency/Source of Funding	
11. Signature of Principal Investigator (or Student Supervisor)	12. Signature of Student
_____	_____
_____	_____
Date	Date

## HUMAN SUBJECTS:

13. Number requested:	14. Number obtained:
15. Methods of recruitment used:	
16. Problems with recruitment if any: (Attach additional pages if necessary)	

## RESEARCH INSTRUMENTS:

17. Indicate all of the following that applied to the project	
<input type="checkbox"/> Questionnaire: <input type="checkbox"/> mail-in <input type="checkbox"/> telephone <input type="checkbox"/> internet	<input type="checkbox"/> Face-to-face Interview: <input type="checkbox"/> individual <input type="checkbox"/> group
<input type="checkbox"/> Focus groups	<input type="checkbox"/> Observation: <input type="checkbox"/> naturalistic <input type="checkbox"/> experimental <input type="checkbox"/> participant
<input type="checkbox"/> Tapes (video, audio, text, etc.)	<input type="checkbox"/> Other Specify:

18. <b>Declaration of Completion:</b> Annual renewal is not required if the researcher will have no further contact with subjects for the purpose of data collection or research (e.g. for follow-up or verification). Renewal is not required to analyze data or write a paper.  <input type="checkbox"/> I declare that the remaining research no longer requires certification because all data collection procedures described in the previously approved project have been completed.
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## STORAGE AND RETENTION OF DATA AND RECORDS\*

Time frame:
Method(s) and location of storage:

Method(s) of disposal:

\* Includes written records, videotapes, recordings, questionnaires, specimens, and tests.

Please note that the researcher is obligated to continue to adhere to all stipulations regarding the use and confidentiality of the data described in the original application and will not use the data for other research purposes without application to and approval by the Okanagan College Research Ethics Board.

### **SUMMARY OF FINAL REPORT**

Please attach a brief summary (approximately 200 words) describing your research findings. If an abstract for a presentation or an executive summary from a written report is available, you may attach this instead.