**Research Close Out/ Post Award Pathway Checklist (clearance)**

**Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PI\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IRB#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Financial Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | PI initials | Reseach Admin initials | Finance | Date |
| 1. Financial reconciliation and Printed Rport |  |  |  |  |
| 1. Audit (internal or external) |  |  |  |  |
| 1. Account Closure |  |  |  |  |
| 1. Data Archived-describe what data is to be stored, where data is stored in hard copy and for how long it must be stored |  |  |  |  |
| 1. Data archived-describe where digital data is stored in what files and who has access (This includes any REDCap) |  |  |  |  |
| 1. Final Research Report |  |  |  |  |
| 1. Report of closure to IRB-copy |  |  |  |  |
| 1. HR/Admin/IT check out for staff completed |  |  |  |  |
| 1. Written assertion that all data that migrated to personal computers/phones related to study has been deleted |  |  |  |  |
| 1. Research department equipment (computers, furniture, etc) has been returned |  |  |  |  |
| 1. REDCAP data base access is now closed to you and all your partners; OR you/and specified individuals who must apply to have a time limited permission to access til end of research writing cycle. |  |  |  |  |
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|  |  |  |  |  |

As PI for the above study I have completed the above checklist and the attached is the relevant documentation. By signing this form I assume full responsibility and declare that the above is accurate and true.

PI Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PI Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Research Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_