Appendix G: Project Completion Report

**IRB Control No: Date:**

**Project Title:**

**PI Name: Command & Code:**

**Inclusive Dates of Research Performance:**

**Total Number of Subjects:**

Complete the following items.

1. Investigate staff (list of names of all principal and associate investigators and any other personnel who worked on the project).

2. Summarize research objectives.

3. Summarize research performed focusing on human subject involvement. Describe the enrollee population appropriate to the study (e.g. by gender, pay grade/designator, enlisted/officer etc.).

4. Summarize any adverse events, problems, or complaints and how they were handled.

5. Summarize the circumstances for withdrawal or dropping of subjects who did not complete the study for whatever reason. For surveys, include response rate and any known factors adversely affecting completion.

6. Summarize any lessons learned or problems with study methodology (including informed consent process) particularly as they relate to the protection of human subjects issues.

7. State the benefits of research.

8. List briefings, professional presentation, and publication resulting (or pending) from this project. If pending items, list estimated date of completion for each.