



NAIT Research Ethics Board

Research Completion and Closure Report

Section A: Project Information

Project Title:

Grant/Contract Agency:

Project Completion Date:

NAIT REB Application #:

Certificate Expiry Date:

Section B: Researcher Information

Principal Investigator:

Email address:

Phone Number:

Organization:

Was there any temporary or permanent change to the identity of the Principal Investigator during this research activity? ☐ yes ☐ no

If “yes,” then complete the remainder of this form and email it as an attachment to reb@nait.ca. Indicate in the email text that a change in Principal Investigator has occurred.

Name and email address of each Co-Investigator:

Was this research conducted by NAIT students to fulfil program requirements? ☐ yes ☐ no
If “yes,” then provide:

NAIT Program Name:

Research Team Supervisor’s Name:

Supervisor’s Email Address:

Phone Number:

Section C: Summary of Data-gathering Activities

Does this project require reporting to other Research Ethics Boards? ☐ yes ☐ no
If “yes,” then provide the names and application referral numbers of each institution:

Institute Name

REB Certificate #

How many research participants were proposed for the study?

How many research participants (from all sites/institutions) were involved in the study?

How many research participants fully completed the study?

Did any research participants withdraw from the study at any stage? ☐ yes ☐ no

If “yes,” then what was the total number of withdrawals?

Provide a reason for each withdrawal (eg. Indicate that *participant withdrew*, *participant was withdrawn by the Principal Investigator*, or provide another reason)

Why has the research activity ended? ☐ data collection completed ☐ Other reason
If “other reason,” then provide details for ending the research activity.

On what date did you complete all data collection?

Indicate the types of data collected during your research activity (eg. online survey results, interviews, video or audio recordings, or other types)

Describe how the research data is secured – for physical as well as digital data:

Is the Principal Investigator responsible for data storage? ☐ yes ☐ no

If “no,” then provide the name, email address, and phone number of the investigator responsible for data storage:

Name:

Email:

Phone:

On what date will the data be deleted/destroyed?

How will the data be deleted/destroyed?

Section D: Summary of Issues Related to Data-gathering Activities

Did any ethics-related issues arise since you received ethics approval? ☐ yes ☐ no

If “yes,” then describe each issue in detail as well as how the issue was resolved (resolution can include withdrawal of/by the participant).

Issue	Resolution

Section E: Summary of Research Findings

Indicate one of the following:

☐ A copy of the published research findings (capstone project, journal article, conference paper/presentation, other) will accompany this completed form when emailed to NAIT's Research Ethics Board. The doi or URL for the published research findings is:

☐ A 200- to 250-word Executive Summary of the research findings (Background, Purpose, Methods, and Results is included here:

Section E: Acknowledgement

I acknowledge that recruitment and data collection began following ethics approval from all relevant institutions, including NAIT.

I further acknowledge that all procedures were conducted in accordance with NAIT REB's approved protocol and consent process, the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS2, 2022\)](#), and all relevant NAIT, provincial, national, and international policies and regulations that govern research involving human participants.

I understand that data for this research project may not be used for other purposes without the prior broad consent of the participants and approval in accordance with Article 3.13 and Article 5.5A of the TCPS 2 (2022). I understand that I must seek ethics approval for future use of data for which I have obtained prior broad consent.

Principal investigator
E-Signature:

Supervisor (for NAIT student activity)
E-Signature: