



End of Project Checklist

1. Ensure the Human Tissue Log is completed at the end of the project.
2. Human tissue which has not been used or disposed of should be either returned to the Tissue Bank or deposited in the Biorepository, if this is included in your ethics committee approval, which will require completion of Sample Transfer Form.
3. If an NHS ethics approved project, you MUST inform the relevant ethics committee that the project has ended, including a formal report as required. Link <http://www.hra.nhs.uk/resources/during-and-after-your-study/end-of-study-notification-studies-other-than-clinical-trials-of-investigational-medicinal-products/>
4. End of Study and final reports to be sent to NHS and a copy to researchsupport@shu.ac.uk
5. For projects undertaken following University Faculty Research Ethics Committee approval please inform the relevant committee of the end of project.
6. Archive site file appropriately.

Note: If the project is continuing but the Principal Investigator is moving from SHU to a new place of work then the relevant ethics committee should be informed. A PI at SHU should be nominated and notified to the relevant committees if the work is going to continue at SHU.