

**Submission Instructions**

Please fill out this form in its entirety and submit via email to [IRB@rockies.edu](mailto:IRB@rockies.edu) or e-sign.

**Purpose**

This form should be completed by the researcher when all data collection has ended. If the researcher plans on collecting some type of follow-up data or longitudinal data, this form should only be completed at the end of all data collection.

**Investigator Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Research Information**

IRB Number: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Date Data Collection Ceased: \_\_\_\_\_

Title of Research: \_\_\_\_\_

Faculty Chair (Doctoral Project research): \_\_\_\_\_

Number of Participants: \_\_\_\_\_

If low recruitment, list reasons (if your response requires additional space please attach a separate document):

Total Number of Participants Withdrawn from the Research: \_\_\_\_\_

List all reasons for withdrawal (if your response requires additional space please attach a separate document):

The researcher should verify the following by checking the appropriate box.

- All data collection from human participants has ended:  Yes  No
- No additional data will be collected:  Yes  No
- During the research there WERE variances from the IRB approved research protocol:  Yes  No  
(Please attach a summary of the unexpected variations in a separate document and attach it to this form. If there were NOT any variances, please indicate so.)
- If collected, the researcher:
  - Verifies informed consent was obtained from all participants:  Yes  No
  - Agrees to securely store participants' consent forms for five (5) years:  Yes  No
  - Will provide the IRB access to those forms upon request:  Yes  No

Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*You have provided your consent to receive documents from University of the Rockies in electronic form as part of your Online Application. For more information, please refer to the Electronic Communication section of the Catalog.*

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_