



Memorandum

Department.....

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Ref...../.....Date.....

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Subject Notification of the closing report/final report of the research project

To The Chairman of Walailak University Ethics Committee in Human Research

I, position:

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school/college/department:or / thesis supervisor or term paper supervisor of:

.....name

of the research project:
(Thai).....

.....

name of the research project:
(English).....

number of certification:date of certification:

.....would like to

inform that the research project has now been completed. Therefore, I'm willing to notify the closing report/final report of the research project to the Ethics Committee in Human Research with a copy of documents as follow:

1. Form for closing report/final report of the research project

2. Other (if any)

Please kindly deliberate upon the matter and take appropriate actions.

Signature of Principal Investigator

.....
(.....)

Signature of Thesis/Term Paper Supervisor

.....
(.....)

Signature of Dean/ Head of Department

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(.....)

**Form for Reporting the Termination of the Research Project
to Walailak University Ethics Committee in Human Research**

Name of Research Project: (Thai)

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Name of Research Project: (English)

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Name of Principal Investigator:

.....

School/College/Department: **Funding Source:**

Number of Certification: **Date of Certification:**

Duration of the Research Execution: starting from **until**

Details

1. Information on Research Participants

Details	Number (People)
1.1 Total sample size	
1.2 Total subjects consented	
1.3 Screening failure	
1.4 Withdrawal	
1.5 Death	
1.6 Subjects completed	

2. Information on Adverse Events

2.1 Unexpected adverse events happened to the participants:
..... events

2.2 Serious adverse events happened to the participants:
..... events

Serious adverse events refer to untoward occurrences happening to participants, which can cause death, disability, paralysis, admission in hospital, or a long stay in hospital. Unexpected adverse events refer to

possible ailments to which have not been mentioned in the research project but eventually happen to the participants.

3. Information on unanticipated problems which occurred at the venue for the research. (Unanticipated problems can be any other occurrences apart from adverse events or serious adverse events, which researchers think they might cause problems to the research. For example, the venue for the research has been changed or catches fire. Research assistants have been prosecuted. Participants die of irrelevant causes to the research. Also, unexpected events can include incidents which affect data retention. For instance, a computer on which data have been stored is damaged, or it has been hacked. etc.

☐ No ☐ Yes *(Please provide details.)*

4. Information on procedures of the research

4.1 There was protocol violation without approval from the committee.

☐ No ☐ Yes *(Please attach a report.)*

4.2 There was protocol deviation without approval from the committee.

☐ No ☐ Yes *(Please attach a report.)*

4.3 There was substitution of researchers without approval from the committee.

☐ No ☐ Yes *(Please attach a report.)*

5. There were adjustments to the research project without approval from the committee.

☐ No ☐ Yes *(Please attach a report.)*

6. The participants made complaints about the execution of the research project.

☐ No ☐ Yes *(Please specify or attach a report.)*

7. Conclusion (Based on the objectives of the research project)

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I hereby certify that the above information is accurate and true in every aspect.

Sign:(Principal Investigator)
(.....)

Date.....Month.....Year.....

(For Official Use Only)

I have inspected all the attached documents and found that they are:

- ☐ Complete (as inspected by the investigator)
- ☐ Incomplete

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- ☐ Other

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Sign.....

Secretary of the Ethics

Committee

Date.....Month.....Year.....

The committee's opinion on the report of the termination of the research project:

- ☐ Approved
- ☐ Agreed to ask for alteration/elaboration

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☐ Disapproved
(reasons).....
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☐ Other
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Sign.....

Chairman of the Ethics
Committee

Date.....Month.....Year.....