**Memorandum**

**Department.............................................................................................Phone....................**

**Ref.……........…/.....................Date.......................................................................................**

**Subject** Reporting the summary of research results (research completed as planned)

**Dear** Chair of the Center for Social and Behavioral Sciences Institutional Review Board, Prince of Songkla University

I, ..............................................................affiliated with.......................................................

would like to report the summary of research results (research completed as planned) of the research project title (name in Thai and English) ......................................

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.............................................................................................................................................................................................., Project code …………………............., which has been certified by the Ethics Committee at the meeting No................/.............. Term……...……Date...............................................,

and attached documents for consideration as follows:

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| --- | --- |
| 1. Final Report Form (summary report form: AP-010) | 1 copy |
| 2. Other related documents, such as final report/manuscript/ other evidence as stated by the researchers in the submission report | 1 copy |
| 3. All CD/DVD or electronic files containing information accordingly to items 1 – 2 | 1 CD/file |

For your kind consideration:

|  |  |
| --- | --- |
| Sign………………………………….…… | Sign………………………………….… |
|  (………………..…………………) | (…………………….…………) |
|  Advisor (In case the project leader is a student) |  Research project leader |
|  Sign…………………………………. |
| (…………………….……………) |
| Position....................................................Head of the affiliation |

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| **For officers**Dear researchers; the following are incomplete document(s): ………………………………………………………………………………………I will be able to proceed with the further steps once the complete documents have been received. Signed……………………………..…….Date ………………….…… |

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| **Final Report Form (completed as plan)** |

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| --- | --- |
| Project code: | Protocol No. (sponsored):  |
| Research Title (Thai)Research Title (Eng) | :………………………………………………………………………: ……………………………………………………………………… |
| Project leader:  | Affiliation:  |
| Phone: | E-mail: |
| Sponsor (if any)  |
| Date certified by SBSIRB-PSU:  | Final report submission date:  |
| Summary the number of volunteers🞏 1. The project doesn't relate to the volunteers. (e.g. No identification information in retrospective) skip to item no. 4Note …………………………………………🞏 2. The project has volunteers.* Number of volunteers accredited by SBSIRB-PSU ……….
* Number of volunteers who signed consent ……….
* Number of volunteers with screening failures ……….
* Number of volunteers who withdrew

 ……….* Number of volunteers who died ……….
* Number of volunteers who stayed until the end of the study ……….
 | 3. Number of volunteers who experienced a serious adverse* Volunteer in the research project

 ..……* Volunteer in a research project of a joint institution ..……
* Domestic volunteers (if SUSARs are available) ....……
* Global Volunteers (if SUSARs are available) ………
 |
| 4. Since the project began, has there been protocol deviations/violations or compliance issues?🞏 No🞏 Yes (Please attach supporting evidence) | 5. Since the project began, has there been any complaints about the project?🞏 No🞏 Yes (Please attach supporting evidence) |
| 6. In the results presentation, is there any personally identifiable information or a negative impact on volunteers or communities?🞏 The project does not involve the volunteers.🞏 No risk🞏 There are some risks and a risk reduction plan, which is…………………………………………………………………….………………… | 7. How do you plan to follow up and take care of the volunteers after the project ends?🞏 The project does not involve the volunteers.🞏 No plan (Please clarify) …………………………………………………………………🞏 Yes, we have a plan that is…………………………………………………………………………………………………………………………………… |
| 8. Final report/Manuscript (completed version)🞏 have (attach supporting evidence) 🞏 do not have (\*The staff will record in the database that the researcher has not submitted a research report as of date signed) |
| 9. Summary of study results, (no more than one A4 page, including, Rationale, Objectives, Design, Methods, Results, and Conclusion)……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| I hereby certify that the information reported above is correct and true. Sign……………………………………… Date …………………………… (…………………………………………..) Project leader |