**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. 4  Note …………………………………………  🞏 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 | | |