Add a Site Final Report  →  Select the Section  →  Complete the Report  →  Submit the Report

## When is a Site Final Report required?

A Site Final Report is required to close the project at a WA Health site. Each site in a project has to be closed before the project itself can be closed. Non WA Health site/s closures information should be included in the Project Final Report, which closes the project with a WA Health HREC.

The site final report can also be used if a site is to be closed prior to the expected completion date. The form can only be submitted to one Research Governance (RG) Office so only sites under that RG Office's jurisdiction should be selected. For further guidance see WA Health Research Authorisation and Monitoring Forms Guidelines .

## Add a Site Final Report

Any project member attached to the site can add a Site Final Report form to the project. Go to the Monitoring tab in the Project workspace.

Click 'Add' under the Forms section and select the Site Final Report and click 'Add Selected Form to the Project. The form will open in Edit mode.

## Select Section

The report is in sections and all sections have to be completed. Each section of the report has an information icon ⓘ hover over it with you mouse to see the information relate to that section.

There are six sections to the report:

1. Project Details
2. Reporting Requirements
3. Project Progress
4. Site Details including Recordkeeping
5. Declaration

All sections of the report have to be completed.

The last section is the declaration which can be signed by the CPI, CPI Delegate, the site PI and PI Delegate.

## Complete the Report

Each section has mandatory fields that are denoted by a red asterix (∗) next to the field title.

Section 1 – has been prepopulated.

Section 2 – these are the standard reporting requirements that have been answered in previous progress reports.

Section 3 are questions relating to the project's progress at the site/s. Each question has a 5,000 word count. If the project is ceasing at site before the expected finish date it should be detailed in this section.

Section 4 pertains to the site and early termination can be selected in the recruitment status.

Recordkeeping a part of section 4 and is in relation to the research records for the site.

There is also a section at the bottom of the form where you can put any comments about the project that couldn't put in any of the other sections of the report.

When all the mandatory fields have been completed click the 'Mark Complete' button, this will take you to section 5.

Section 5 can be signed by the CPI, CPI Delegate, the site PI or PI Delegate.

## Submit the Report

To submit the form, scroll to the bottom of the Monitoring tab and click the 'Submit' button. The submit screen will appear and show all available forms and documents that can be submitted. Click the box under the RG Office that have jurisidiction for the site. Once the RG Office has been selected click the 'Submit' button at the bottom of the screen.