

Research Project Completion Report

This checklist is intended to help project managers make sure they complete all tasks at the end of the project. At a minimum, please keep an electronic copy in the project folder.

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| Project Number: | Work Program Year: |
| Principal Investigator: | OPR Project Manager: |
| Title: | |
| Administrative | |
| All tasks identified in the project proposal were completed If all tasks were not completed, please list which were not and why: | |
| The final report has been submitted and accepted by the technical lead office/Research Division | |
| All other final deliverables have been received (e.g. software, users manual, data files, etc.) | |
| The final report and two-page summary have been disseminated | |
| The final report and two-page summary have been posted on the S drive and the Research Report page on SHA website | |
| The final report and two-page summary w/SHA's changes have been sent to the P.I. | |
| Quarterly reports and draft reports have been deleted from the S drive and all non-essential project files have been deleted from the N drive project folder | |
| The project database record has been updated and the project status has been changed from "Active" to "Complete" | |
| Financial | |
| The final invoice was approved and sent to the Office of Finance | |
| Was any equipment over \$500 purchased as a part of this project? If yes, has SHA received the equipment? If the answer is no, why not? | |
| Can the project number be closed in FMIS? | |
| Implementation | |
| Please list the main outcomes/findings of this project: | |
| Is there a plan to implement the findings? If yes, who is responsible? If the answer is no please explain why the findings will not be implemented: | |
| Additional Project Comments/Notes | |
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The principal investigator and SHA have met all contractual and financial obligations for this project:

| | |
|-----------------|--------------------------|
| Project Manager | Research Program Manager |
| Date: | Date: |