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.

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		

The principal investigator and SHA have met all contractual and financial obligations for this project:

_____   _____

Project Manager   Research Program Manager

Date: Date: