**STUDY TERMINATION CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date:** | **Completed By:** |  |
|[ ]   |  | All study intervention and subject follow up is complete |
|[ ]   |  | All data queries resolved or designated irreconcilable and documented |
|[ ]   |  | Regulatory files reviewed for completeness |
|[ ]   |  | Investigational product returned to sponsor or destroyed per protocol |
|[ ]   |  | Any instances of emergency breaking of the blind appropriately documented |
|[ ]   |  | Received notification from sponsor of database lock  |
|[ ]   |  | IRB notified that study has terminated |
|[ ]   |  | Report submitted to IRB |
|[ ]   |  | Sponsor copied on IRB correspondence |
|[ ]   |  | All study-related supplies that are no longer needed either returned or destroyed |
|[ ]   |  | Final payment received |
|[ ]   |  | Financial audit completed to review all payments received |
|[ ]   |  | Any equipment on loan returned |
|[ ]   |  | Study files prepared for long-term storage |