|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITCC Study Closure Checklist (ITCC to complete one form for all sites)** | | | | |
| **Study:** |  | | | |
| **Site list:** |  | | | |
|  | | | | |
| **Activity** | **Detail** | **Yes** | **No** | **N/A** |
| Reconcile all coordinating site files and secure storage | Are all participant files complete and filed securely? |  |  |  |
| Have all the study files been located and reconciled, including contracts, and finance? |  |  |  |
| **Comments** |  | | | |
| Letter of archiving to Coordinating Principal Investigator (CPI) | Has a letter/email been sent to the CPI informing them of study closure and archiving of all study materials? |  |  |  |
| **Comments** |  | | | |
| Has the data base been backed up and closed? | Back up of final data set to secure files? |  |  |  |
| Access to data base closed? |  |  |  |
| System owner informed? |  |  |  |
| **Comments** |  | | | |
| Continuation of longer-term activities | Clinical study report |  |  |  |
| Secondary analysis and reporting |  |  |  |
| Reporting to funding agency |  |  |  |
| Update of TGA and trial registry |  |  |  |
| **Comments** |  | | | |
| **Name** |  | | | |
| **Signature** |  | | | |
| **Date completed** |  | | | |