Guidance for applicants

The phrase 'end of study' can mean different things to different people. For example, the NHS Health Research Authority (HRA) define it for the context of clinical research: '*For most clinical trials this will be the date of the last visit of the last participant*'.

- https://www.hra.nhs.uk/approvals-amendments/managing-your-approval/ending-your-project/

However, clearly, some study activities continue beyond this point – indeed, analysis may not commence until after this point.

Your protocol should clearly state the anticipated start and end of data collection, and also the project end date. The latter (the date that should be used in WorkTribe as end of project) will denote the end of study-related activities. We would expect this to include the period of analysis, although we understand that write-up / dissemination may continue for many months (or years) after this point.

Researchers should note that, in WorkTribe, the process of archiving an application begins six months after the project end date. Therefore, it is important that study progress is monitored against this date and that, if applicable, an amendment is submitted requesting an extension.

End of study

You are required to submit an End of Study report to SERB, within four months of the approval end date listed on WorkTribe. There is a template for this on www.abdn.ac.uk/serb, under 'Resources'.

Please:

1. Upload your report to WorkTribe
2. Also, e-mail a copy of the report to serb@abdn.ac.uk
3. Return to WorkTribe, and mark the project as 'Complete'.

Other SERB guidance documents:
- SERB Guidance 01 – Requirements for research ethics approval
- SERB Guidance 02 – Guidance for applicants
- SERB Guidance 03 – Hints, tips, and common mistakes