Clinical Trial Project Closeout Checklist

Project Information

Project Title	**Protocol Number**
Principal Investigator	**Study Site(s)**
Sponsor	**Date of Closeout**

Closeout Checklist

Task / Item	Completed	Notes
All data and source documents verified and archived		
All regulatory documents updated, signed and archived		
Study drug/device returned or destroyed as per protocol		
Final monitoring visit conducted		
Final report submitted to sponsor		
Final report/notification submitted to IRB/EC		
Site equipment/supplies returned (if applicable)		
Subject compensation and reimbursement completed		
Database locked and transferred to sponsor		
Essential documentation complete (Delegation logs, CVs, training logs, etc.)		
Investigatorâ€™s final acknowledgment		

Comments / Additional Notes

Prepared by (Name & Title):	**Date:**
Reviewed by (PI/Sponsor):	**Date:**