# **Final Report for a Project Approved by the La Trobe Institutional Biosafety Committee**

Final Reports must be submitted for all projects approved by the LTIBC. Final Reports are due within three months of a project’s completion or expiry date.

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| **Section 1. Project Details** |
| **IBC approval number** |  |
| **Project title** |  |
| **Project Commencement Date** |  | **Project Conclusion Date** |  |
| **Principal Investigator** | Title/Full Name: | Staff ID: |
| Position: | Phone: |
| School/Institute: | Email: |
| **Date of this report** |  |

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| **Section 2. Report** |
| **Report Type**Select the dealing classification applicable for the project | **[ ]  Exempt dealing** | **[ ]  NLRD PC1** | **[ ]  NLRD PC1 & PC2** |
| **[ ]  NLRD PC2** | **[ ]  DNIR** | **[ ]  DIR** |
| **Outcomes for the Project Duration (this section is optional, and details are limited to 150 words or less)**Include an outline of the findings for the project duration from the approval date |  |
| **Difficulties Experienced**Include problems with study organisms / materials / facilities and personnel for the project duration |  |
| **Actions Undertaken to Overcome Difficulties**Please provide information about what was implemented to overcome the difficulties experienced.Please attach supporting documentation if required. |  |
| **Transport, Storage and Disposal of GMOs**Please describe what has happened to all GMOs used or developed during the project now that it has expired.For example:The following GMOs have been transferred to a researcher at another organisation (GMO details, researcher name and organisation details); orAll GMOs are stored in the following facility (building name, room, certification status if applicable) and are the responsibility of (persons details); orAll GMOs have been destroyed using the following method (specify method of destruction); orAll GMOs have been transferred to a new LTIBC approved project. |  |
| **Is this project continuing under a new LTIBC approval number and/or project supervisor?** | **[ ]  No** | **[ ]  Yes,** please provide the new LTIBC approval number and project supervisor name: |

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| **Section 3. Principal Investigator Declaration *(double click to ‘check’ box)*** |
| By submitting this **final report**, I, the **Chief Investigator**, declare that: |
| [ ]  The information contained in this report is true and accurate.[ ]  I am aware that the making of a false or misleading statement may be punishable by imprisonment or a fine under the Gene Technology Act 2000 or corresponding state law. |

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| **How to submit this form** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to lodge an final report:1. To find your IBC project click on “My Ethics Approvals” tile and select the IBC Approval Number you wish to submit a final report for,
2. At the top of the screen the “down” arrow and click “Create Final Report”
3. Upload completed final report form
4. At the top of the screen click on “Submit to Research Office”
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