# **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** *Include an outline of the findings for the project across the project duration* |  |
| **Final Updated Personnel Training Records Attached** | **[ ]  Yes [ ]  No**  |
| **Final GMO Summary List Attached** | **[ ]  Yes** **[ ]  No**  |
| **Difficulties Experienced***Include problems with study organisms / materials / facilities and personnel for the project duration* |  |
| **Actions Undertaken to Overcome Difficulties***Provide information about what was implemented to overcome the difficulties experienced.**Please attach supporting documentation if required.* |  |
| **Transport, Storage and Disposal of GMOs***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. | **All GMOs for this project have been destroyed, appropriately stored or transferred [ ]  Yes [ ]  No** *Provide details below* |
| **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**  |
| By submitting this **final report**, I, the **Principal 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/) 1. To find your ethics project click on the “My Ethics & IBC Projects” tile and select the Ethics Approval Number to which your final report applies
2. To create an annual report:
	* At the top right of the screen, select “Create Final Report” from the drop-down menu
	* Upload the completed final report form and supporting documentation (including completed amendment request form if reporting changes to your project details)
3. At the top of the screen click on “Submit to Research Office”
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