

# HOW TO SUBMIT A FINAL REPORT TO CLOSE A REC-APPROVED PROJECT

A final report should be submitted upon completion of a research study to close the ethics record.

For degree-students: it is advised to submit your final report after you have completed your thesis/ publications.

For more information about final reports, please consult the REC: SBE Standard Operating Procedures (2020), section 4.7.2 (pages 43-44).

## How to submit a final report



1. Log in to <https://applyethics.sun.ac.za> and open your project

2. Click on Create Sub-form and select the REC: SBE Annual Progress/Final Report form
3. Complete as a final report and submit.

For technical assistance, please contact

[applyethics@sun.ac.za](mailto:applyethics@sun.ac.za)