

PROJECT ARCHIVE LOG

Ethics Reference Number		Box Number	
Staff Name (PI) / Custodian of Data		Student or Supervisor Name	
Project Title			
Start Date		Est. Study Closure Date	
Documentation Archived A - Recruitment materials B - Ethics / governance documents C - Transcripts/completed questionnaire / other data D - Intervention materials E - Questionnaire templates / interview topic guides F - Other (please describe) <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>		Box 1: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	
		Box 2: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	
		Box 3: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	
		Box 4: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	
Funder		Date of final payment from Funder	
		Final report sent to funder Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dates of publication(s)			
Location of Study Documentation	Paper		
	Electronic		
Destroy date	End of (month)	Signature of Student / PI	
	Year.....	Date	
Next steps: Students to submit this form to their Supervisor <input type="checkbox"/> Staff to submit this form to their Research Centre Administrator <input type="checkbox"/>			