



Research institute for biological safety problems
Local Bioethics Commission

SOP-12 Review of Final Research Reports
Version 1.0 | page 1 / 3

APPROVED BY
General Director
“Research Institute for Biological Safety
Problems” LLP

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« _____ » _____ 20 _____

Review of Final Research Reports SOP-12

REVIEWED
at the meeting of the Local Bioethics Committee
Minutes No. ____
dated “ ____ ” _____ 20 _____



Review of Final Research Reports

1. General Provisions

1.1. This Standard Operating Procedure establishes the procedure for reviewing final reports of studies previously approved by the Local Bioethics Committee (hereinafter referred to as the Committee or LBC).

1.2. The final report is reviewed after completion of the research.

1.3. The purpose of the review is to confirm that the study was conducted in accordance with the approved protocol and bioethical requirements.

2. Submission of the Final Report

2.1. Upon completion of the study, the Principal Investigator shall submit a final report to the Committee.

2.2. The final report shall include:

- title of the study;
- information about the Principal Investigator;
- a brief description of the conducted research;
- main results of the research;
- information on compliance with bioethical requirements;
- information on any problems encountered or deviations from the protocol.

3. Administrative Review

3.1. The Secretary of the Committee performs an administrative review of the submitted report.

3.2. The review verifies:

- availability of the required information;
- correctness of the report formatting.

4. Review of the Final Report

4.1. The final report is reviewed by the Committee.

4.2. The Committee evaluates:

- compliance of the conducted research with the approved protocol;
- compliance with bioethical requirements;
- the presence of any protocol violations.



5. Decisions of the Committee

5.1. Based on the review results, the Committee may decide to:

- accept the final report;
- request additional information;
- review identified violations.

5.2. After acceptance of the final report, the research is considered completed.

6. Documentation

6.1. Information about the review of the final report is recorded in the Committee documentation.

6.2. The final report is stored in the documentation of the corresponding research project.

7. Final Provisions

7.1. Compliance with this SOP shall be supervised by the Chair of the Committee.

7.2. The Secretary of the Committee ensures the storage of documents related to the review of final reports.

7.3. This SOP shall enter into force by order of the Head of the Institute.