

**Department of Obstetrics & Gynaecology  
Finance Management Committee  
Student Research Training Program - Close-out Report**

**It is the responsibility of the Faculty Member to complete and submit a close-out report along with a copy of the poster / abstract to the FMC within 30 days of the end of the award period.**

**Tell us about the Research Project**

1	Date of Submission of Close-out Report:	
2	Name of Supervisor (Faculty Member):	
3	Name of Student:	
4	Title of Project:	
5	Project Description:	
6	Time period of project:	
7	Was the research project completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	If no, why not?	

**Tell us about the Poster / Abstract**

1	Was the poster/abstract presented?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	If yes, where was the poster/abstract presented? (name of conference)	
3	If yes, who presented the poster/abstract?	
4	Please describe the conference where the poster/abstract was presented?	
5	If the poster/abstract was not presented, please explain why?	
6	Will the poster/abstract be presented at the next Department Research Day?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	If no, why not?	

***Please remember to attach a pdf scan of the poster OR a copy of the abstract with this close-out report***

Please submit the close-out report to the Department Office by emailing the Financial Officer, Dawn Vanhie ([dawn.vanhie@lhsc.on.ca](mailto:dawn.vanhie@lhsc.on.ca))