

Ending your project	Reporting results, peer review & Knowledge utilization - Archiving & Open data	
	VERSION	1.0

Aim

Finalizing the project with adequate preparation.

Requirements

- Researchers in general need to make an overview of the remaining activities
- Documents need to be archived when a project ends (see Archiving)
- Arrangements need to be made when a researcher is leaving (see Researchers leaving)
- PhD candidates need to prepare their PhD graduation

Documentation

- A detailed plan (of approximately the last six months) of your project
- Update your Data Management Plan.
- Write a hand-over document to make sure it is clear enough for your team to understand what has been done and where documents are located (add internal reference), so you can use it as a handover of your project /study as well and contribute to future inspection readiness.

Responsibilities

- Executing researcher: Initiates a plan (approximately six months before the end of the project) to adequately end the project
- Project leader: Ensures that the planning is feasible within the contract time
- Research assistant: N.A.

How to

Researchers in general can consider the following actions to make an overview of the remaining activities

- Explore to what extend you need to finish (scientific) articles and associated data-analyses?
- Explore whether or not/if you need to prepare a final report for the funder and associated data-analyses?
- Explore what data you need to hand over and/or archive, and if working with collaborators: what original or copies of data need to be stored where to ensure supportive documents for your Doctorate degree are available at your institute.
- Explore whether or not/if you need to make agreements concerning the future of the project(s)?
- Plan an lessons-learned meeting with your team and manager/ supervisor. Where you discuss and evaluate the project. Discussing: 1) what went well, 2) what could have been better, 3) what are the lessons-learned and key take-away for future projects.

Information for PhD candidates graduating at the 'Vrije Universiteit Amsterdam'

- VU: <https://www.vu.nl/en/research/taking-phd/index.aspx>
- VUmc: <https://amsterdamumc.org/education/phd-student/phd-graduation.htm>

Information for PhD candidates graduating at the University of Amsterdam

- AMC: <https://amsterdamumc.org/education/phd-student/phd-graduation.htm>

Amsterdam Public Health



Amsterdam UMC
University Medical Centers



VRIJE
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AMSTERDAM



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OF AMSTERDAM

- UvA: <https://www.uva.nl/en/research/phd/doctoral-programme/completion/completion.html>

For more information also see Finish your PhD.

LINKS

	Link
Doctoral school Amsterdam UMC	https://amsterdamumc.org/education/phd-student/phd-graduation.htm
VU PhD Program	https://www.vu.nl/en/research/taking-phd/index.aspx
UVA Completing a doctorate	https://www.uva.nl/en/research/phd/doctoral-programme/completion/completion.html

DOCUMENT HISTORY

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1.0	Document reacted	12NOV2020	Rosanne Schaap, Elize Vlainic, Dr. Danielle van der Laan

DOCUMENT APPROVAL

Role	Name	Date
Project Leader	Dr. Seta Jahfari	26MAY2021