INSTRUCTIONS FOR SUBMITTING A FINAL REPORT/Closing a Study

FORT HAYS STATE UNIVERSITY

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OFFICE OF SCHOLARSHIP AND SPONSORED PROJECTS

What it means to submit a final report…

A project has been approved by the IRB and is now completed. In order for the IRB to close the file on the project, the researcher must provide a summary of the results of the project (see FORM Continuing Review or Close Study). This starts the clock on the required time that project documentation must be retained (3 years by federal regulation) by the institution.

1. Login to IRBNet (www.irbnet.org).

This will take you to the My Projects page.

2. Select the Project to Close

Click on the title of the project that you would like to close. Then click on the 'Project History' button located on the left-hand side of the screen.

3. Create a New Document Package

Click on the '**Create New Package**' button in the center of the Project History page, and then click on '**New Document Package**'.

4. Download and Complete Closure Form

You will now be on the Designer page. You can access this page at any time by clicking on the '**Designer**' button on the left-hand side of your screen.

A. In the Step #1 section of the page: Select '**Fort Hays State University**' from the '**Select a Library**' drop-down menu.

B. Next, select the '**FORM: Continuing Review or Close Study**' from the '**Select a Document**' drop-down menu, and click '**Download**'. From here, fill in the necessary information on the form. Once you've completed the form, choose **File>'Save As'** to save the document to your computer or flash drive.

5. Upload Completed Modification Form and Related Documents

From the Designer screen, upload documents for your project in the Step #2 section of the page by clicking on '**Add New Document**'. Browse for your completed IRB Final Report Form and click '**Attach**'.

6. Share this Project

Share the project with your research team. Click the '**Share this Project**' button located on the

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left-hand side of your screen. Click on the blue '**Share**' link within the text to grant access to this project.

A. Select '**Fort Hays State University**' from the organization box. Then click '**Select Organization**'. If the individual is not affiliated with FHSU, select the organization under which they registered with IRBNet.

B. Search for registered users with whom you'd like to share this study (i.e., your Faculty Sponsor, co-PIs, research assistants, consultants). Grant each user a level of access:

　i. Full: user may add/edit/delete study documents, share the study with other users, and submit the study. Individuals with full access to a study will receive auto-notification when an action has been taken regarding the study. *It is recommended that student and non-affiliated PIs give this level of access to their Faculty Research Advisors.*

　ii. Write: user may add/edit/delete study documents, but cannot share the study with other users or submit the study.

　iii. Read: user may only view the project documents.

> ＊ If the individuals you are seeking are not in the list of registered users, please ask them to register with IRBNet. Instructions on registration may be found here:

C. Selected users will be notified automatically via email that the project has been shared with them. You may enter comments to be included in this email in the 'Your Comments' section. Click '**Save**'.

7. Sign the project.

Principal Investigators (and Faculty Sponsors, if the PI is a student or not affiliated with Fort Hays State University) **must** sign the study before it is submitted.

A. Click on the '**Sign This Package**' button located on the left-hand side of your screen. Select your role from the drop-down menu, and then click '**Sign**'.

> ＊ The lead researcher should sign as "Principal Investigator". A designee may NOT sign for the PI.
>
> ＊ The Faculty Research Advisor should sign as the "Advisor." A designee may NOT sign for an Advisor. It is the student's responsibility to contact their Faculty Research Advisor when the study is ready for his/her signature. **Studies will not be scheduled for review if required signatures are missing.**

8. Submit your Study

Once you have attached all of your necessary documents and signed your study, you should be ready to submit your study. Click on the '**Submit this Package**' button located on the left-hand side of your screen.

A. Make sure that Fort Hays State University is highlighted in the 'Select a Board' box. If it's not, type in the word "Fort" in the 'Search for an Organization' box and click 'Search'. Click '**Continue**'.

B. In the Submission Type drop-down menu, select '**Close/Final Report'** and click '**Submit**'.

General Information:

The My Projects page (can be found by clicking on the My Projects button located on the left-hand side of your screen) will show you the list of studies to which you have access – those you have created and those which have been shared with you at any level of access. Studies that have not been submitted are labeled "Work in Progress" in the Status column. Studies that have been submitted but not reviewed by the IRB are labeled "Pending Review".

Clicking on the title of any study will take you to the Project Overview for the selected study.

If you need further assistance with this process please contact the Office of Scholarship and Sponsored Projects at 785-628-4349 or lpaige@fhsu.edu

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