

Closing an Approved Study/Final Review (Continuing Review Form)

1. When all data is collected and has been disseminated, you will need to submit a **Final Report**.
2. Login to www.irbnet.org using your username and password.
3. Select **My Projects** on the left side of the screen.

Welcome to IRBNet
Joe Researcher

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 1 of 1

Create and Manage Tags | Show Archived Projects (0) | Project Status View

| IRBNet ID | Project Title | Principal Investigator | Submission Type | Board Action | Effective Date |
|-----------|------------------------|------------------------|-----------------|----------------------|----------------|
| 558287-1 | IRBNet Usability Study | Researcher | New Project | Information Required | 01/10/2014 |

4. Select the project you wish to renew.

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

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| 558287-1 | IRBNet Usability Study | Researcher | New Project | Information Required | 01/10/2014 |

- You will be taken to this screen, click on the **Project History** tab.

Welcome to IRBNet
Joe Researcher

Project Overview

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You have Full access to this project. ([Edit](#))

| | |
|------------------------|--|
| Research Institution | University of Southern Indiana (USI), Evansville, IN |
| Title | IRBNet Usability Study |
| Principal Investigator | Researcher, Joe |

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/15/2014

| Reviewing Board | Board Ref # | Initial Approval Date | Project Status | Expiration Date |
|--|-------------|-----------------------|----------------|-----------------|
| USI Institutional Review Board, Evansville, IN | 2014-1-SA | | | |

Package 558287-1 is: 🔒 Locked - Revisions Complete

| Submitted To | Submission Date | Submission Type | Board Ref # | Board Action | Effective Date | Review Details |
|--|-----------------|-----------------|-------------|----------------------|----------------|--------------------------------|
| USI Institutional Review Board, Evansville, IN | 01/10/2014 | New Project | 2014-1-SA | Information Required | 01/10/2014 | Review Details |

Shared with the following IRBNet users:

| IRBNet User | Organization | Access Type |
|-----------------|--|-------------|
| Researcher, Joe | University of Southern Indiana (USI), Evansville, IN | Full |

- Click **Create New Package** at the bottom of the page.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

Create New Package

- Work in Progress (Not Submitted)** will appear, click this to be taken to the **Designer** page.

Project History

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[Project Status View](#)

| Pkg # | Submission Type | Submission Date | Review Type | Board Action | Effective Date | |
|-------|----------------------------------|-----------------|---------------|----------------------|----------------|--|
| 4 | Work in progress (Not submitted) | | | | | |
| 3 | Amendment/ Modification | 02/18/2014 | | Pending Review | | |
| 2 | Amendment/ Modification | 02/18/2014 | Exempt Review | Information Required | 02/18/2014 | |
| 1 | New Project | 01/10/2014 | Exempt Review | Approved | 01/20/2014 | |

- From the drop-down box, select **Continuing Review Form**, download this, fill out all necessary fields, and click **Add New Document**.

Designer

[558287-1] IRBNet Usability Study

This package is: **Unlocked - Revisions Pending** | [View History](#) | [Mark Revisions Complete](#) | [\(When should I do this?\)](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

Step 1:

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

Select a Document:

- *Application Form A - Type 1 Research (Exempt)
- *Application Form B - Type 2 or 3 Research (Expedited or Full Board)
- *Application Form C - Amendment
- *Continuing Review Form**
- Co-Investigator Information
- Exempt Application Example
- Informed Consent for Audio, Video, or Photographs Template
- Informed Consent for Online or Web Based Surveys Template
- Informed Consent for Parent/Guardian Template
- Informed Consent Template
- Informed Consent Verbal Script Template
- Minor Assent Template

Step 2:
Assemble your document and link your project team's Documents in this Package

| Document Type | Document Name | Date/Time | Actions |
|------------------------|---|---------------------|---------|
| Amendment/Modification | Informed Consent Template | | |
| Amendment/Modification | Informed Consent Verbal Script Template | | |
| Amendment/Modification | Minor Assent Template | | |
| Application Form | IRBNet Usability Study.pdf | 01/10/2014 11:31 AM | |
| Consent Form | Informed Consent.doc | 01/10/2014 11:35 AM | |
| Letter | Site Verification Letter.docx | 01/10/2014 11:36 AM | |
| Other | Survey.docx | 01/10/2014 11:37 AM | |
| Training/Certification | CITI Training Completion Report.docx | 01/10/2014 11:38 AM | |

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

Add New Document

- From the drop-down Document Type box, select **Closure/Final Report**. Click **Browse** to find the document you wish to upload.

Attach Document

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You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type:

Description:

File *: **Browse...**

* required fields

- Name the document and finish by clicking **Attach**. This will take you back to the Designer page where you can add more supporting documents if necessary.

Designer

[558287-5] IRBNet Usability Study

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: ▼

Select a Document: ▼

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

| Document Type | Description | Last Modified | |
|------------------------|--------------|---------------------|--|
| ▼ Closure/Final Report | Final Report | 02/18/2014 05:16 PM | |

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

[\(When should I do this?\)](#)

- When all necessary documents have been uploaded, click **Sign this Package** on the left hand side of the screen.

- My Projects
- Create New Project
- ▼ My Reminders (5)
- Project Administration**
- Project Overview
- Designer
- Share this Project
- Sign this Package**
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- 🔔 Messages & Alerts (5)
- Other Tools**
- Forms and Templates

12. At the **Sign Package** screen, indicate your project role and click **Sign**.

Sign Package

[558287-3] IRBNet Usability Study

I Joe Researcher, as Administrative Reviewer
Advisor
Associate Investigator
Auditor
Author
Co-Investigator
Department Head
Department Representative
Institutional Official
Monitor
Other Signatory
Principal Investigator
Research Coordinator
Scientific Reviewer
Sponsor
Statistician
Sub-Investigator
Team Member, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has not been signed.

13. Once signed, click **Submit this Package** on the left hand side of the screen.

Sign Package

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I Joe Researcher, as ▼, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has been signed by:

| Date | Signed By | Role | |
|---------------------|----------------|------------------------|-------------------------|
| 02/18/2014 04:28 PM | Joe Researcher | Principal Investigator | Details |

Welcome to IRBNet
Joe Researcher

My Projects
Create New Project
My Reminders (6)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts (6)

Other Tools
Forms and Templates

14. Make sure **USI Institutional Review Board** is selected and click **Continue**.

Submit Package

[558287-3] IRBNet Usability Study

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization Search Clear

Only show My Default Boards

Select a Board *

USI Institutional Review Board, Evansville, IN

Continue Cancel

* required fields

15. Select **Continuing Review/Progress Report** from the drop-down box and click **Submit**.

Submit Package

[558287-5] IRBNet Usability Study

The following IRBNet users at **USI Institutional Review Board** will be automatically notified of your submission:

Deeg, Rebecca
Lynn, Emily
Rusher, Lane

Submission Type: * Closure/Final Report

You may also specify additional comments to be included in this notification.

Your Comments:

Submit Cancel