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.

4. Select the project you wish to renew.
5. You will be taken to this screen, click on the **Project History** tab.

![Project History](image)

6. 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](image)

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

![Work in Progress](image)
8. From the drop-down box, select **Continuing Review Form**, download this, fill out all necessary fields, and click **Add New Document**.

9. From the drop-down Document Type box, select **Closure/Final Report**. Click **Browse** to find the document you wish to upload.
10. 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.

11. When all necessary documents have been uploaded, click **Sign this Package** on the left hand side of the screen.
12. At the **Sign Package** screen, indicate your project role and click **Sign**.

13. Once signed, click **Submit this Package** on the left hand side of the screen.
14. Make sure USI Institutional Review Board is selected and click **Continue**.

[Image: 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:

<table>
<thead>
<tr>
<th>Search for an Organization</th>
<th>Search</th>
<th>Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only show My Default Boards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>USI Institutional Review Board, Evansville, IN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Image: Continue, Cancel]

* required fields

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

[Image: 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:**

[Image: Submit, Cancel]