

Submitting a Final Report

1. Log into IRBNet and access the approved project in which you would like to submit a final report.
2. Select "Create a New Package". (Do **NOT** create an entire new project for a final report)

The screenshot shows the IRBNet interface. On the left is a navigation menu with 'Create a New Package' circled in red. The main content area displays project details for [70907-1] 'I love the IRB', including the institution (University of West Florida), title, principal investigator (Mead, Natalie), and keywords (focus group, library). It also shows the project status as of 04/19/2022, a reviewing board table, and a submission history table.

Submitted To	Submission Date	Submission Type	Board Action	E
University of West Florida IRB, Pensacola, FL	11/02/2021	New Project	Approved	0-

3. Select the Designer Button on the blue menu on the left side. In the drop-down menu for the document library, download and complete the Final Report Form. If you cannot initially see the document library, select, "Need Forms? Show Form Libraries" in the upper right-hand side.

This screenshot shows the 'Designer' interface. The left navigation menu has 'Designer' circled in red. The main area shows 'Step 1: Download blank forms...' and a 'Select a Document' dropdown menu. The 'Final Report Form: To close a project' is highlighted in blue with a red arrow pointing to it.

Document Type	Last Modified
Informed Consent: Adult Sample	
Informed Consent: Child Assent Sample	
Informed Consent: Counseling Statement Example	

4. Once you have saved your completed Final Report Form, you will go into the designer section of your subsequent package and select, "Attach New Document" to upload your Final Report Form. From there it will ask you to select a document type. From the drop-down menu, you will select "Closure/Final Report". You will then also attach a copy of the informed consent that was used as per the Final Report Instructions.

Package: 70907-2 Work in progress (Not submitted)

Click to add a package description or notes.

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

Select a Library: University of West Florida IRB, Pensacola, FL

Select a Document: Application Part II: (Project Proposal Information) * Required Download

Step 2: Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | Learn more

Documents in this Package:

Document Type	Description	Last Modified
(please select)	Final Report Form (10).docx	04/20/2022 10:47 AM

The dropdown menu shows the following options: Application Form, Budget, Child Assent, Closure/Final Report (selected), Confidentiality/Non-Disclosure, Conflict of Interest - Declaration, Conflict of Interest - Management Plan, Conflict of Interest - Other.

Attach a Wizard OR Attach New Document (When should I do this?)

5. Once you have attached all the items in the "Designer" section of IRBNet, you will need to select, "Sign this package". It will ask you to provide your username and password to verify your digital signature.

Welcome to IRBNet
Alex Researchers

Help

My Projects

Create New Project

My Reminders (54)

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History

[70907-2] I love the IRB

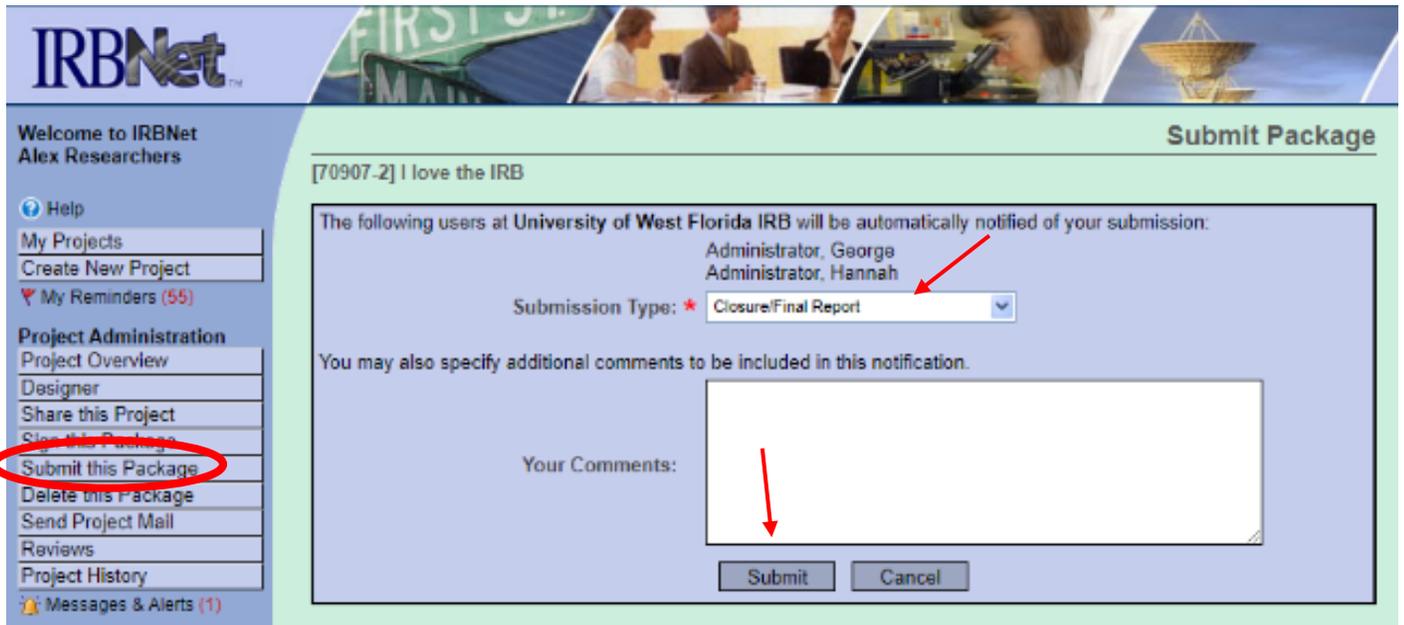
I Alex Researchers, as Principal Investigator, certify that to the best of my knowledge this package is accurate and complete, has been prepared in accordance with all applicable regulations and is ready for submission. I further certify that this electronic signature is intended to be equivalent to a traditional handwritten signature.

Sign

To sign on behalf of another person, switch to Designee Signature Mode.

This package has not been signed.

- Once you have signed, you will select “Submit this Package” on the blue menu on the left. It will automatically select the UWF IRB and you will then click, “Continue”. It will then ask you to verify that all who are required to sign have signed the package. For the submission type, you will select, “Closure/ Final Report” from the drop-down menu, add any comments, and select, “Submit”.



For questions regarding submitting final reports, please call the IRB office at 850.474.3484 or email irb@uwf.edu.