



**FORT HAYS STATE
UNIVERSITY**

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INSTRUCTIONS: CLOSING A STUDY AND SUBMITTING A FINAL REPORT (IACUC)

Submit a request to close your study and submit your final report:

IACUC projects remain active for a 3-year period. If your project has been approved by the IACUC and is now completed, then the PI should submit a request to close the study. In order for the IACUC to close the file on the project, the PI must provide a summary of the results of the project (see Close Study form). 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 revise. Then click on 'Project History' located on the left-side of the screen.
- 3. Create a New Document Package.** Click on 'Create New Package' in the center of the Project History page, and then click on 'New Document Package'.
- 4. The Designer Page.** You will now be on the Designer page. You can access this page at any time by clicking on 'Designer' on the left-side of your screen. From here, you can either upload newly revised documents for your project or you can 'update' a document that was submitted with your original project.
 - A. Attach the Appropriate Form for Review:** Submit the 'Close Study' form. Download the form template from the document library. Select 'Fort Hays State University Institutional Animal Care and Use Committee, Hays, KS' from the "Select a Library" drop-down menu. Next, select the 'Close Study' form and click 'Download'. Upload the completed form. From the Designer screen, upload documents for your project by clicking on 'Add New Document'. Browse for your completed 'Close Study' form and click 'Attach'.
- 5. Share this Project.** If you have not done so already, share the project with your research team or faculty research advisor. Click 'Share this Project' located on the left-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 would like to share this study (i.e., your faculty research advisor, co-PIs, research assistants, consultants). Grant each user a level of access:
 - 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 students give this level of access to their faculty research advisors.

- Write: User may add/edit/delete study documents, but cannot share the study with other users or submit the study.
- Read: User may only view the project documents.

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

Note: If the individuals you are seeking are not in the list of registered users, please ask them to register with IRBNet.

6. Sign the Project. If this activity does not involve students, the individual submitting the application signs as the Principal Investigator. Other signatures may be necessary for Co-Investigators or Team Members. If this application is for a NON-Research activity, the person responsible for the activity should sign as Principal Investigator.

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

Note: A designee may NOT sign for the PI. Studies will not be scheduled for review if required signatures are missing.

7. Submit your Study. Once you have attached all necessary documents and signed your package, you should be ready to submit your study. Click on **'Submit this Package'** located on the left-side of your screen. Make sure that **'Fort Hays State University Institutional Animal Care and Use Committee, Hays, KS'** 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'**. In the **'Submission Type'** drop-down menu, select **'Close/Final Report'** and click **'Submit'**.

NOTE: The **'My Projects'** screen (located on the left-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.'** Studies that have been submitted but not reviewed 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 Research Compliance Administrator (IACUC@fhsu.edu).
