Preface:
This guide explains how to submit a final review to close a previously approved study. For more information about final reviews, visit the Closing a Study page on the IRB website.

If you encounter problems in the eRA system, such as error messages or performance issues, please contact the eRA Helpdesk at erahelp@colorado.edu.

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1) Login to eRA InfoEd:

   **Step 1:** Go to https://era.cu.edu/login.asp

   **Step 2:** From the dropdown, select Boulder.

   **Step 3:** Login with your **Username** and **Password**.

   Upon successful login, the **My Open Action Items** screen will appear.
2. Open the Protocol and Create a Submission

**Step 1:** On the *Home* screen, click **Human Subjects** in the menu on the left of the screen to access the Human Subjects menu.

**Step 2:** Click **Show My Records**. The screen will refresh and you will see a list of your protocols.
Step 3: Click the **Record Number of the Protocol** you want to open and a fly-out menu will appear.

The following options are available:

To create a new submission, continue work on or edit an existing submission, or to respond to a request for modifications or an incomplete submission, **Hover** over the Edit option, then **Click** on the Master Record link. This will take you to the Submissions page for the study, where you may create a new submission following Step 4 below.
To create a new submission from this fly-out menu, **Hover** over Create New, and **Click** on the type of submission you wish to create - in this case, an Final Review. The Protocol will open and the **Final Review** screen will be displayed. Skip Step 4 if using this option.

**IMPORTANT:** DO NOT use this option to Respond to an Incomplete or Modifications Required letter.

**Step 4:** If creating a new submission from the Submissions Page, in the top right corner of the Submissions table, select **Final Review** from the dropdown list, then click **Add**. – The screen will refresh to the **Final Review** screen.
3) Completing the Continuing Review or Final Review eForm:
To complete the Continuing Review eForm, follow these 5 steps:

**Step 1:** Click on the **HRP-212 Continuing or Final Review** link under Document/Form. A new window will open with the Continuing/Final Review eForm. Click on the document link to open the Continuing Review Form.

**Step 2:** Complete the form as guided.

**IMPORTANT:** The Continuing/Final Review E-Form will indicate if you have completed the form in a manner that indicates the study may be closed, based on your responses to the Current Protocol Status. If the message below is not displayed, either revise your responses as appropriate, or submit a Continuing Review for Approval.
**Step 3:** If applicable, supporting documents can be uploaded as a part of the Continuing/Final Review eForm. Check the appropriate box or plus sign to upload annual reports for INDs and/or any publications that have resulted from the research. Click the Upload button and follow the prompts to upload the document. Click the glasses icon to preview the document.

**Step 4:** When all information has been entered, click **Save** at the top of the window, then click the **Complete** checkbox. The e-Form will automatically Close.

4) **Submit Your Final Review:**
Once the Continuing/Final Review eForm is completed and any necessary supporting documents are included, you can submit the Final Review Submission for review. Follow these 5 steps:

**Step 1:** On the **Continuing Review** screen, click the **Submit** button. A new **Certification** window will open.
**Step 2:** Accept the terms and click the *Continue* button. This page certifies that you have read and will conduct the research study described in the Protocol in compliance with the CU Boulder Investigator Manual. The screen will refresh.

If you are a student researcher, click the *Add New Person to Review Path* link at the top of the window. A new window will open. In the text field begin typing the **last name** of your advisor. A list of people will appear. Select your advisor from the list and confirm the *Approval Required* radio button is selected. Click the *Add* button. The new window will close. Confirm the routing path is correct. Your advisor’s name should be listed before **Step 1 - Inform Office - IRB Office**.

**Step 3:** Click the *Continue* button. The window will close and the status of the submission will be displayed in the top right corner of the *Amendment* screen.
Step 4: Click the **Done** button to close the window.

Step 5: Click the **Logout** link in the top right corner to exit eRA.