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](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:

**Step 1:** On the **My Open Action Items** screen, click the **Human Subjects** menu to expand the list, then click the **Show/List** link. A new window will open. – The screen will refresh and you will see a list of your protocols.

**Step 2:** Click the folder icon to open the protocol that is ready for closure. A new window will open to the **Submissions** screen.

**Step 3:** 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 eForm:

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

**Step 2:** Complete the form as guided. Note that the information requested in a Final Review is generally the same as in a Continuing Review. Your responses in the Study Details - Current Protocol Status section will determine if your study is ready for Closure. If your study can be closed, the following message will appear:

"Based on your answers, this study is ready to be permanently closed. This review will be the final report for the study."

If you do not see this message, review the Current Protocol Status section and revise if needed. If the study is not ready to be closed (e.g., you are still analyzing identifiable participant data), submit a Continuing Review or Check-in submission instead of a Final Review.

**Step 3:** At final review, you should attach any annual reports for INDs and/or any publications that have resulted from the research. If applicable, supporting documents can be uploaded as a part of the Continuing Review eForm. Check the appropriate box or ✍ sign to upload annual reports for INDs and/or any publications that have resulted from the research. Click the ✋ button and follow the prompts to upload the document. Click the ✋ to preview the document.

**Step 4:** When all information has been entered, click the ✂ button at the top of the window, then click the ✅ checkbox.

**Step 5:** Close the eForm.

4) Submit Your Final Review:

Once the Continuing Review eForm is complete and any necessary supporting documents are included, you can submit the Final Review Submission for review. Follow these 5 steps:
Step 1: On the Final Continuing Review screen, click the **Submit** button. A new Certification window will open.

![Final Review Screen](image)

**Step 2**: Accept the terms and click the **Continue** button. The screen will refresh.

![Certification Window](image)

If you are a student researcher only, 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 **Final Review** screen.

![Final Review Screen](image)

No comments have been recorded yet

Step 4: Click the **Done** button to close the window.

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