Preface:

This guide explains how to submit a final review to close a previously approved study. For more information about final reviews, visit the Submission Types page of 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:

**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 Save button at the top of the window, then click the Complete 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.

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

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.

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

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