CUNY HRPP Procedures: How to Use Ideate

Creating a Final Report

A Final Report may be created for a protocol that has a Status of **Active**, **Expired**, **Suspended** or **Expired/Suspended**.

Either a Continuing Review or Final Report may be under development or under review at any given time. Once either application has been created or is within the review process, the option to create another will not appear until the outstanding application has completed the review process or been withdrawn.

The Principal Investigator and any other profile that is active within the Personnel tab and identified as a "CC" for communications, will receive messages from the system reminding them to complete a Continuing Review or Final Report. The tasks provided by the system allow the creation of either submission type.

Lifecycle Event Manager	Communications	Enrolled	Summary	Research	Design F	Personn	el Protocol Components	Participants
Stage: Protocol Status: Active	Approval Start: 02/1 Approval End: <u>02/15</u>	Actions Risk Level: Minimal Risk Assigned IRB: IRB 1			ns 💌	Create Amendment Create Amendment Create Continuing Review Create Unanticipated Problem	Go /2011	
HHS: FDA: Create Final Report Expedited Categories: Exempt Categories: 4								
Submissions								
Type 1 Initial Application	Receipt Date 02/16/2011	Summary View	Status Completed	Decision Approved	Lifecycle <u>View</u>	Details <u>View</u>	Actions	

© Consilience International LLC, 2010

To Create a Final Report:

- 1. Open a protocol.
- 2. Navigate to the Lifecycle Event Manager > Main tab.
- 3. In the Actions field, click on Create Final Report.
- 4. Click the **Go** button to the right of the **Actions** field.

Result: The Final Report application form will be available for the user to complete.