

## End of Project form

To start a new End of Project form select Start a Study Submission Form

your last login was  
01/21/2019 07:20 AM PST

My Workspaces Study Assistant

To start a new End of Project form select Start a Study Submission Form

Help My Profile Log out

**Featured Study Operations**

- Create a New Study
- View My Studies
- Start a Study Submission Form
- Track Approvals
- Incomplete Forms

**Tasks**

- View All Tasks
- View Study Tasks

Look for the Study you want to attach your form to and click on Forms to begin

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all your available studies will show here in the different tabs: All, Draft, or IRB

10 result(s) found... 1 - 10

Click to open	Study Status	Review Board	RB Number	RB Expiration	Study Title	Study Number	Principal Investigator	Actions
	Pending - Submitted for Initial Review		IRB-2018-0011		New Application			History Items Forms Hide Copy Delete
	Open				test3			History Items Forms Hide Copy Delete
	Draft				Help button manuals			History Items Forms Hide Copy Delete
	Pending - Submitted for Initial Review				Personnel			History Items Forms Hide Copy Delete

click on Forms icon from the Study you want to attach a Personnel Change request form

## Section 1. Study Information

Account: Administrator  
Department: MU - Speech-Language Pathology  
Path: Home > end of project form list

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IRB Number: IRB-2018-0007  
PI: Administrator

End of Project Form - (Version 4.0)

Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Study Information

- 1.1 Principal Investigator
- 1.2 Project Title
- 1.3 Investigators
- 1.4 Faculty Advisors
- 1.5 Project Start/End dates

From:  
To:  
01/16/2019

after you are done with your answers click select and continue

there will be autofilled answers, but you will need to answer any of the not auto filled answers

## Section 2. Status of the Project

Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Study Information  
2.0 Status of the Project  
3.0 Status of Subjects:

### 2.0 Status of the Project

I confirm that the conditions (See help tip) for IRB closure are met.

Yes  No

If the answer is yes, please select all that apply regarding the reasons for study closure:

- Study completed
- Never received funding
- Resources not obtained - feasibility of completion impacted (e.g. study devices not received, space to perform study not available)
- Lost funding
- Staffing changes/issues prevented continuance
- Sponsor requested closure
- Closed due to adverse event(s)/reaction(s)
- This is an ADMINISTRATIVE IRB FINALIZATION OF A PROJECT
- Other:

2.2 With the exception of consent and/or HIPAA authorization forms, are you maintaining identifiable data/information?

Yes  No

If no, move to next question.

once you are done answering click save and continue to next section

depending on your logic different questions may show triggered by show/hides

click on the help button to view instructions or reference

## Section 3. Status of Subjects

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Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Study Information  
2.0 Status of the Project  
3.0 Status of Subjects:

### 3.0 Status of Subjects:

3.1 Number of subjects (or charts/patient material/specimens reviewed if applicable) enrolled in study since the last report?

1

3.2 Number of subjects since the study began

TOTAL  
1

3.3 Were subjects who signed consents dropped from the study since the last report? ("enrolled / screen failures") ?

Yes  No

If yes, please indicate the number:  
1

3.4 Are there subjects who withdrew or were withdrawn from the study since it began?

Yes  No

showhide questions also appear in this section

after you answer your questions click on save and continue to move to the next section

## Section 4. Summary

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Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Study Information  
2.0 Status of the Project  
3.0 Status of Subjects:  
4.0 Summary  
5.0 Records storage

### 4.0 Summary

4.1 Has the principal investigator been an author or co-author on any published or submitted articles pertaining to this study since the last continuing review of this project?

Yes  No

If no, move to next question.

4.2 I certify that all serious and unexpected adverse events have been reported as required since the last IRB review.

Yes  No

4.3 I certify that all changes to/deviations from the protocol have been reported, as required, since the last IRB review.

Yes  No

depending on your answers, show/hide logic will trigger other questions

after you are done with your selections click on save and continue to move to the next section

## Section 5. Records storage

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Print Friendly | Refresh Constant Fields | Save Section | Save and Continue to Next Section

Section view of the Form | Entire view of the Form

1.0 Study Information  
2.0 Status of the Project  
3.0 Status of Subjects:  
4.0 Summary  
5.0 Records storage

**5.0 Records storage**

5.1 Please indicate the contact for the records (must be a full-time, Hiseriodia employee) and their email contact.

10-4

after you answer the 5.1 question click save and continue to move to the end of the form

## Your form has been completed

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Print Friendly | Signoff and Submit

Section view of the Form | Entire view of the Form

1.0 Study Information  
2.0 Status of the Project  
3.0 Status of Subjects:  
4.0 Summary  
5.0 Records storage

**Form has been Completed!**

Instruction of Form has Been Completed Screen

once you complete section 5, a new window will show letting you know that you have completed the End of Project form. Click signoff and submit to move to the next step

Exit Form | Signoff and Submit

## Submission Routing Signoff

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Save Signoff

Study Title: H1  
Submission Reference Number: 000074

Include in PDF Packet | Submission Comment Name - Version  
Submissions (1)  
End of Project Form - (Version 1.0)

Administrator as Principal Investigator do you Approve or Deny this submission?  
This form requires your electronic signature. Please enter your User ID & Password:  
User ID: | Password: | Approve | Deny | Save Signoff

if you want to create a printable PDF version select the submission and then click printable version

make your selection and enter your user ID and Password and then click save signoff

Printable Version

## Workflow - Submission Tracking

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Print Friendly

Status	View Details	Date Received / Date Completed	Event Description
🕒		01/21/2019 03:30 PM PST	IRB received the submission
✅		01/21/2019 03:30 PM PST	Send Email with Merge Code
✅	👤	01/21/2019 03:24 PM PST 01/21/2019 03:30 PM PST	Administrator as Principal Investigator review and apply signoff
✅		01/21/2019 03:22 PM PST 01/21/2019 03:24 PM PST	End of Project Form is waiting to be submitted

once you click save and signoff, and you have view submission detail about your study click the back button to go to your studies on the home page

## Your End of Project form submission is finished