Final Report
Quick Guide

How to submit a protocol final report to the IRB using the e-Protocol Management System
OFFICE OF RESEARCH INTEGRITY AND OUTREACH

ORIO is responsible for ensuring compliance with applicable federal, state and local laws, regulations in research, and other covered activities before work begins. Learn more.

Human Research Protection Program

HRPP ensures the protection of the rights and welfare of persons participating in human subject research conducted at or affiliated with USM.

Click Either

Get Started
Human Research Protection Program (HRPP)

The University of Southern Maine (USM) Human Research Protection Program (HRPP) ensures the protection of the rights and welfare of persons participating in human subject research conducted at or affiliated with USM.

Click Here

- I am not sure my research project is human subject research
- I am conducting human subject research
- I am an Undergraduate Social Work Student (SWO) Conducting Research

I am a USM Faculty Member

- I am conducting my own research, however not sure it is considered human subject research
- I am conducting my own human subject research
- I am conducting a class research project
- I am a mentor/faculty advisor for student research (pdf)

I am a USM IRB Board Member

I am external to USM and want my research reviewed by USM’s IRB

I am external to USM and want to recruit USM students, faculty, and/or staff for my research (pdf)

I am a USM staff and wish to conduct a survey or other fact gathering on campus

What is "CITI" training?

Additional Resources
OFFICE OF RESEARCH INTEGRITY AND OUTREACH

IRB Submission Process and e-Protocol Resources

CITI Training  Request eProtocol UserID  Guides & Samples  eProtocol Log in  eProtocol Resources

Step 4: Log into e-Protocol. After you receive a User ID and temporary password you can now log into the online submission system, e-Protocol. Please make sure to read the information listed on the e-Protocol login page https://usm.keyusa.net/.

If you have any questions or would like to request assistance please contact the Office of Research Integrity and Outreach (ORIO) at: usmorio@maine.edu or 207-780-4517, we are happy to help!

Submit protocol for review at least thirty (30) days prior to starting data collection.
### Protocols (In Preparation / Submitted)

Currently there are no Submitted protocols to process.

### AMENDMENT

Currently there are no Amendment protocols.

### CONTINUING REVIEW

Currently there are no Continuing Review protocols.

### REPORT

Currently there are no Report forms.

### DEVIATION

Currently there are no Deviation forms for review.

### FINAL REPORT

Currently there are no Final Report forms.

#### Approved Protocols

<table>
<thead>
<tr>
<th>Protocol ID</th>
<th>Principal Investigator</th>
<th>Approval Date</th>
<th>Last Approval Date</th>
<th>Expiration Date</th>
<th>Review Decision</th>
<th>Form Type</th>
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<tbody>
<tr>
<td>12-04-193</td>
<td>Casey Webster</td>
<td>04/18/2013</td>
<td>04/19/2013</td>
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#### Non Active Protocols

Currently there are no Non Active Protocols.
1) select this option

2) click OK
Obligation of the Protocol Director - Final Report

- You may close a human subject research protocol approved by the IRB at any point prior to its continuing review date.
- Submit within 30 days of the completion of the study.
- Should not be submitted until after the final site visit by the sponsor (industry sponsored projects).
- Should not be submitted if the funding is still open (an open funding account requires a current IRB approval).
- Investigators must inform study participants of any significant new knowledge obtained during the course of the research that may affect their future health.

1) Answer these questions

2) Click continue
Final Report Form

Instructions:
You must complete all questions. Enter N/A or none as needed.

1. Confirm

   Yes
   No

   a. ☐ Is the study closed to enrollment?
   b. ☐ Have all participants completed all research-related interventions?
   c. ☐ Have all the participants completed all research-related follow-up?
   d. ☐ Has the University of Southern Maine data analysis been completed?
   e. ☐ Has your sponsored project (funding) been closed?
   f. ☐ If this is a multi-site study and University of Southern Maine is the coordinating institution or the University of Southern Maine investigator is the lead investigator, is the study closed at all participating sites?

2. Number of participants enrolled since the beginning of the study.
   (enrolled includes all participants who signed a consent form, whether they were later deemed ineligible)

   

3. Provide a summary of withdrawals from the research (both participant and investigator initiated) since the beginning of the study. Included the number and reasons for withdrawal.

   

4. Number of participants lost to follow-up since the beginning of the study.

   

5. If any new or unanticipated risks were identified from this study, provide a summary of the risks identified.

   

6. If any participant experienced unanticipated harms or injuries, provide a summary of the harms experienced.

   

Answer these questions
Final Report Form

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6. If any participant experienced unanticipated harms or injuries, provide a summary of the harms experienced.
Do you want to submit the IRB Protocol 13-04-198 (Webster)?

Click Yes

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<th>Meeting Date</th>
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<td>Casey Webster</td>
<td>Submitted to IRB</td>
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**Non-Active Protocols**

Note successful submission