

How to Create and Submit a Final Report

ePIRATE Training



This tutorial shows you how to create and submit a final report in ePIRATE.



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Home

Welcome to ePIRATE, the electronic Portal for Institutional Research at East Carolina University.

This site enables East Carolina University to manage all aspects of Institutional Review Board (IRB) compliance processes.

Click on **Dashboard** in the upper left hand corner of this screen to create a study, create and edit your **Profile**, and perform other actions on existing research studies.

*****UPGRADE NOTIFICATION: ePIRATE was upgraded on Wednesday, March 17, 2021.** The biggest change that existing users will notice is with the *look* of the IRB application smartform. The "Jump To" menu has moved to the left side of the screen and several other navigation tools on the application pages have been moved. Please review the following 5 minute tutorial explaining this newest upgrade: [ePIRATE Upgrade](#)

*****9.11.2020:** Existing research studies that are changing their method of paying



Dashboard

Home

IRB Studies

Issues

Amendments

Continuing Reviews

Final Report

Reportable

If the study has expired it will be found in the "Expired" tab which you may need to click the three buttons below to find.

Other Submission Types

- ▶ Amendments
- ▶ Continuing Reviews
- ▶ Final Report
- ▶ Reportable Events

IRB Studies

Welcome to see the list of submissions related to you.
 Filter by In Progress, Approved, Certified Exempt, Legacy Approved, Expired link

Click on "Approved"

In Progress

Approved

Certified Exempt

Legacy Approved

...

Filter by ?

ID

Enter text to search for



+ Add Filter

✕ Clear All

ID	Name	Date Modified	Owner	State	Review Type	PI
MS1_UMCIRB 21-001255	Tutorial Study	5/25/2021 11:15 AM	Gilbird, Neil	Amendment Open	Expedited	UMCIRB
UMCIRB 18-001624	Test Study	3/4/2021 1:44 PM		Pre Submission	Exempt	UMCIRB
UMCIRB 14-001022	Neil study	7/6/2020 12:32 PM		Pre Submission	Exempt	UMCIRB
UMCIRB 18-000600	Copy of Neil's Template	3/2/2018 2:09 PM		Pre Submission		UMCIRB
UMCIRB 17-002837	Whole Group Instruction verses Small Group Instruction	11/29/2017 9:37 PM		Pre Submission		UMCIRB
UMCIRB 17-002835	Whole Group Instruction verses Small Group Instruction	11/29/2017 9:33 PM		Pre Submission	Expedited	UMCIRB
UMCIRB 15-001136	How to Upload Documents in ePIRATE	9/8/2017 4:16 PM		Pre Submission		UMCIRB

» Dashboard Home IRB Studies Issues

Amendments Continuing Reviews Final Report Reportable Events

Other Submission Types

- ▶ Amendments
- ▶ Continuing Reviews
- ▶ Final Report
- ▶ Reportable Events

Find the study you wish to create a final report for and click the name to access the main study workspace

by In Progress, Approved, and Archived groupings. Use the 'My Home' link to

In Progress	Approved	Certified Exempt	Legacy Approved	...		
Filter by [?] ID <input type="text" value="Enter text to search for"/> <input type="button" value="Q"/> <input type="button" value="+ Add Filter"/> <input type="button" value="x Clear All"/>						
ID	Name	Date Modified	Owner	Review Type	ExpDate	PI
UMCIRB 21-001255	Tutorial Study	5/24/2021 5:51 PM	Gilbird, Neil	Expedited	5/23/2022	UMCIRB
1 items		page 1 of 1		25 / page		



Navigation menu with tabs: Dashboard, Home, IRB Studies, Issues. Sub-menu items: Amendments, Continuing Reviews, Final Report, Reportable Events.



Current State

Approved

View Study

Printer Version

View Differences

Study: Tutorial Study (UMCIRB 21-001255)

Description: This study has been created to show various functions within the ePIRATE system.

Principal Investigator: UMCIRB UMCIRB

Study Coordinator:

Expiration Date: 5/23/2022

Letter of Approval: [View](#)

Funding Sources:

Name	Type	Parent Organization
There are no items to display		

IRB Admin: Neil Gilbird

Snapshot

Activity	Description	Activity Date
Project Snapshot Generated		5/24/2021 5:48 PM
View Project Snapshot		

New Reportable Event

New Amendment

New Continuing Review

Final Report

History | Amendments | Continuing Reviews | Final Report | ...

Activity	Author	Activity Date
Revision Completed	UMCIRB, UMCIRB	6/16/2021 11:05 PM

Click "Final Report"

Navigation menu with tabs: Dashboard, Home, IRB Studies, Issues. Sub-tabs: Amendments, Continuing Reviews, Final Report, Reportable Events.



Current State

Pre Submission

Edit Final Report

Printer-Friendly Version

My Activities

Submit

Withdraw

Project Summary

Final Report :2029 Final Report for UMCIRB 21-001255

(FR00001799) (UMCIRB 21-001255)

Principal Investigator:	Study Coordinator:
Study Status: Enrollment Closed - All study activities are completed	SAE since last continuing review? No
Total enrolled for this site since last progress review:	Consent requires modification?
Significant new findings to disclose?	Any publications, presentations or reports related to this research?

Click "Edit Final Report"

History Documents Amendments Reportable Events ...

History

Activity	Author	Activity Date
Created Final Report	UMCIRB, UMCIRB	5/24/2021 5:51 PM

Editing: FR00001799

Study Status

Number of Participants

Reportable Events

Research Results

Study ID:UMCIRB 21-001255

Study name:Tutorial Study

Study Closure

1.0

* Please choose an option that represents the Status of this Study?

- Enrollment Closed - All study activities are completed
- Enrollment Closed - This study is in data analysis of de-identified data only.
- Enrollment Closed - This study is in data analysis of identified or coded data.

Fill in all relevant information. Red asterisks mean that there must be an answer provided.

The Exit button will return you to the main study workspace. You will be prompted to save before exiting the form.

The Save button will save your work on the current screen view.

The Continue button will save your work and take you to the next page that needs to be completed.

2.0 Sponsor Closure Confirmation Letter:

[None] Upload

3.0 * Have there been any changes to the Principal Investigator or their credentialing, licensure, certification, or privileges since the study was approved or the last continuing

A set of options will appear in this area of each screen view.

Exit Save Continue

The UMCIRB needs to know how many subjects have been enrolled and where they are in the study. If the study is only utilizing secondary data, include the number of records accessed by the study team.

The numbers of subjects reported in the final report must be accurate and be consistent with any previous continuing reviews.

Navigation menu with buttons: >>, Dashboard, Home, IRB Studies, Issues. Sub-menu items: Amendments, Continuing Reviews, Final Report, Reportable Events.



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Pre Submission

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Signifi finding	Any publications, presentations or reports related to this research?

Once you have completed the form click "Submit"

History Documents Amendments Reportable Events ...

History

Activity	Author	Activity Date
Created Final Report	UMCIRB, UMCIRB	5/24/2021 5:51 PM

Use this form to submit your **completed Final Report**. If you click **ok**, you are no longer able to modify the final report. You will be notified about the review result by email. If you are not ready for submission, click **cancel**.

Click "OK" to submit the final report for review

OK

Cancel