How to Create and Submit a Final Report

ePIRATE Training
This tutorial shows you how to create and submit a final report in ePIRATE.
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
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.
Find the study you wish to create a final report for and click the name to access the main study workspace.
Current State

Study: Tutorial Study (UMCIRB 21-001255)

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

Principal Investigator: UMCIRB UMCIRB

Expiration Date: 5/23/2022

Funding Sources: Name Type Parent Organization

IRB Admin: Neil Gilbird

Snapshot

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

History Amendments Continuing Reviews Final Report
Revision Completed UMCIRB, UMCIRB 5/16/2021 11:05 PM
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.

A set of options will appear in this area of each screen view.
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.
Once you have completed the form click “Submit”
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