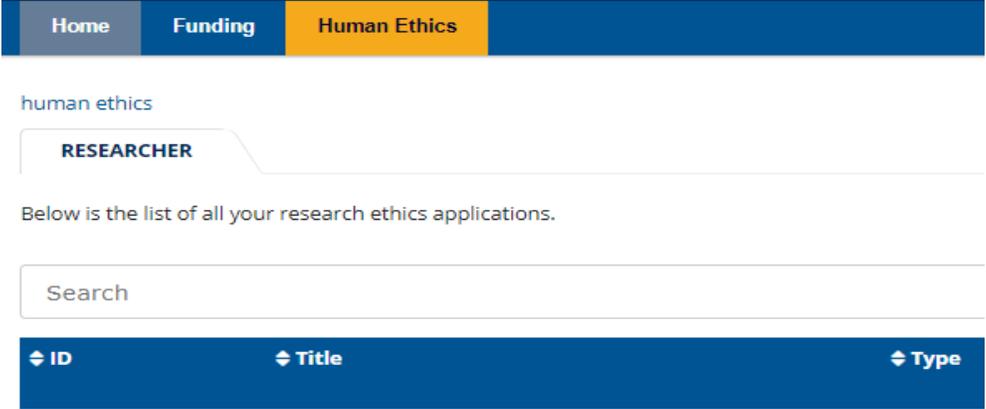


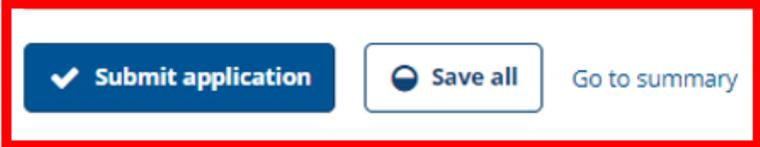
Submit project completion for an approved application

Basic navigation for users creating and submitting a project completion report to close the research ethics application approved on Research Administration Information System (RAIS). Additional resources for users are available in [RAIS login and support page](#).

Instructions	Screenshot
<p>Note for Faculty Supervisors of Student Researchers & Post-doctoral Fellows for <u>Capstone Projects, Theses & Dissertations</u>.</p> <p><i>Only faculty members, adjunct professors or sessional instructors as Principal Investigators (PI) can Start and Submit a project completion form.</i></p> <p><i>Once the PI has started their completion form, the added Principal Applicant (student researcher, or post-doctoral fellow), or team members with "View and Edit" permissions, will have access to the application in order to complete it.</i></p> <p><i>Please DO NOT close your research ethics protocol when:</i></p> <ul style="list-style-type: none"> 1. <i>Students have not yet completed their program. Students (undergraduate, graduate, post-docs) are required to maintain research ethics approval until after their successful completion of the program, in the unlikely event that their committee/supervisor requires them to collect further data</i> 2. <i>Data will be shared with others, who have not been listed in the approved research ethics application – i.e., future students, collaborators (within or outside of UVic) who were not listed in the research ethics application, etc.</i> <p><i>** When your approval is permanently closed, a new application must be submitted and approved for further data collection and/or data sharing with future students, collaborators, etc. **</i></p> <p><i>Your study will be permanently closed 30 days after submission of the project completion form.</i></p> <p>VPN Requirements: <i>If you are accessing RAIS off-campus connect to Virtual Private Network (VPN). Otherwise, you will be taken to a white screen with an error message.</i></p>	

	Instructions	Screenshot
1	<p>You can access UVic-RAIS through RAIS login & Support page.</p>	
2	<p>From the "Human Ethics" page select the application you want to make changes to.</p>	

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3	<p>Once in the summary page of the protocol select the following:</p> <ul style="list-style-type: none"> -Completion <p>When initiated, the project completion can be found under the "Post-approval activity (PAA)" tab.</p> <p>You should now be able to edit the application by clicking on the edit icon next to the amendment.</p>	 <p>The screenshot shows two parts of the user interface. The top part is a dropdown menu titled "POST-APPROVAL ACTIVITY (PAA)" with a downward arrow. It contains five items, each with a plus icon: "Amendments", "Annual renewal", "Annual renewal with amendments", "Completion" (which is circled in red), and "Unanticipated event". The bottom part is a navigation bar with two tabs: "HISTORY" and "POST-APPROVAL ACTIVITY (PAA)". The "POST-APPROVAL ACTIVITY (PAA)" tab is selected and circled in red. Below the tabs, the text "Post-approval activities (PAA) on the application." is visible.</p>

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4	<p>Complete the summary - see instructions at the top of the summary form.</p> <p>Remember to provide a rationale for submitting the project completion.</p> <p>Save your work as each section is completed.</p>	 <p>The screenshot shows a web interface with the following elements:</p> <ul style="list-style-type: none"> A heading "Summary" followed by a grey button labeled "+ Synopsis of study". A heading "Application" followed by two grey buttons: "+ A. Research team" and "+ B. Project information". A blue link labeled "Exit report" at the bottom.
5	<p>Save your work as each section is completed.</p> <p>By selecting Submit application, the application will be submitted electronically to the Human Research Ethics Board for review.</p> <p>NOTE: Only PI can submit the project completion form</p>	 <p>The screenshot shows three buttons in a row, enclosed in a red rectangular box:</p> <ul style="list-style-type: none"> A dark blue button with a white checkmark icon and the text "Submit application". A light blue button with a circular arrow icon and the text "Save all". A light blue button with the text "Go to summary".

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6	<p>I NOTE: Post-Approval Activity (PAA) tab contains all actions related to your post-approval application (amendment, renewal, completion, etc.) such as View/Edit, Download PDF, Withdraw, etc.</p>	 <p>The screenshot shows a horizontal tabbed interface. The first tab is labeled 'HISTORY' and is currently selected. The second tab is labeled 'POST-APPROVAL ACTIVITY (PAA)' and is circled in red. Below the tabs, the text reads 'Post-approval activities (PAA) on the application.'</p>