
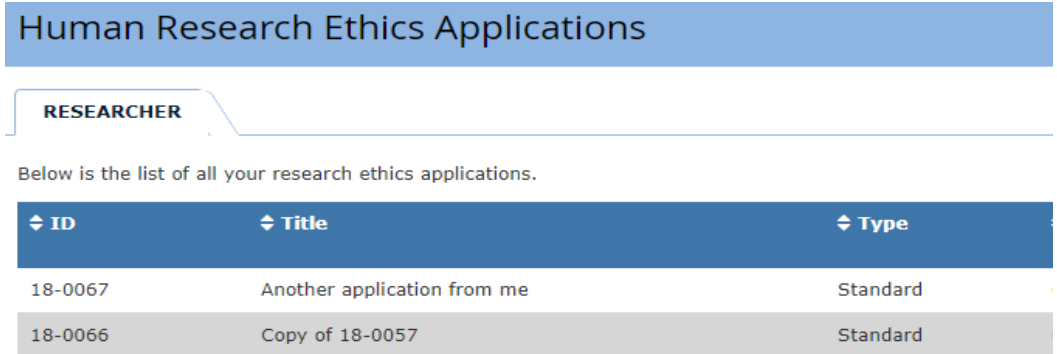


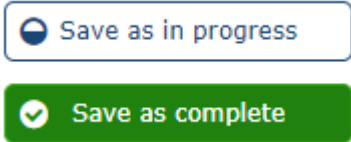
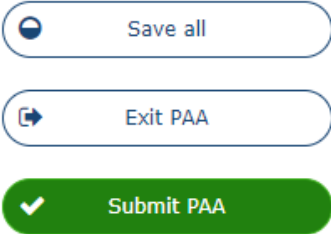


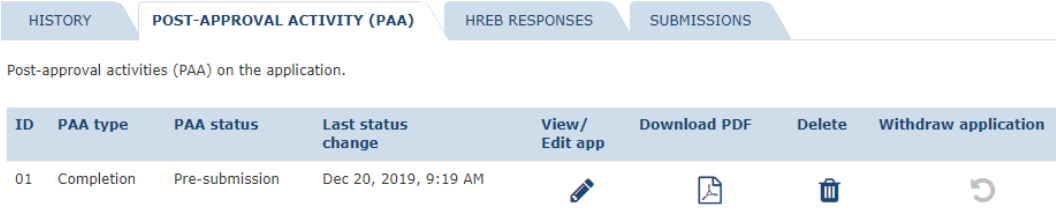
# Submit project completion for an approved application

This quick guide describes basic navigation for users creating and submitting a project completion report to close the research ethics approval that was approved within the Research Administration Information System (RAIS). Additional resources for users are available at: [www.uvic.ca/userais](http://www.uvic.ca/userais).

Instructions	Screenshot
<p><b>Note for Faculty Supervisors of Student Researchers &amp; Post-doctoral Fellows for <u>Capstone Projects, Theses &amp; Dissertations</u>.</b></p> <p><i>Only faculty members, adjunct professors or sessional instructors as Principal Investigators (PI) can <b>Start and Submit</b> a project completion form.</i></p> <p><i>Once the PI has <b>started</b> their completion form, the <b>added</b> 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> <ol style="list-style-type: none"> <li>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></li> <li>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></li> </ol> <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><b><u>VPN Requirements:</u></b></p> <p><i>If you are accessing RAIS off-campus make sure that your device is connected to <b>Virtual Private Network (VPN)</b>. 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 <a href="#">RAIS Support</a> and <a href="#">Human Research Ethics</a> websites.</p> <p><b>Click</b> on the big blue button located in the right hand corner of the page.</p>										
2	<p><b>Log-in</b> with your Netlink ID and password:</p> <p>From Home Page select the application you want to renew.</p>	 <p>Human Research Ethics Applications</p> <p>RESEARCHER</p> <p>Below is the list of all your research ethics applications.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>18-0067</td> <td>Another application from me</td> <td>Standard</td> </tr> <tr> <td>18-0066</td> <td>Copy of 18-0057</td> <td>Standard</td> </tr> </tbody> </table>	ID	Title	Type	18-0067	Another application from me	Standard	18-0066	Copy of 18-0057	Standard
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18-0067	Another application from me	Standard									
18-0066	Copy of 18-0057	Standard									
3	<p>Once in the Project Page select one of the following:</p> <p>-Completion</p>	 <p>POST-APPROVAL ACTIVITY (PAA) ▾</p> <ul style="list-style-type: none"> <li>+ Amendments</li> <li>+ Annual renewal</li> <li>+ Annual renewal with amendments</li> <li>🔔 Completion</li> <li>! Unanticipated event</li> </ul>									

	Instructions	Screenshot
4	<p>Complete the cover sheet (summary) - see instructions at the top of the summary form.</p> <p>Note: remember to provide a rationale for submitting the project completion.</p>	 <p>home » (19-0103) untitled application » edit application</p> <p>Project completion report #19-0103-01</p> <p><a href="#">Collapse all</a>   <a href="#">Expand all</a></p> <p>Summary</p> <p>+ Synopsis of study</p>
5	<p>Remember to <b>Save</b> your work before exiting.</p>	 <p>Save as in progress</p> <p>Save as complete</p>
6	<p>By selecting <b>Submit application</b>, 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>Save all</p> <p>Exit PAA</p> <p>Submit PAA</p>

	Instructions	Screenshot
7	<p>IMPORTANT: 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>	
8	<p>Actions on the left side of project home page apply to the most recently approved applications, not the most recently submitted post-approval application (amendment, renewal, etc.).</p> <p>TIP: You need to go to Post-Approval Activity tab, for actions specific to the post-approval form.</p>	