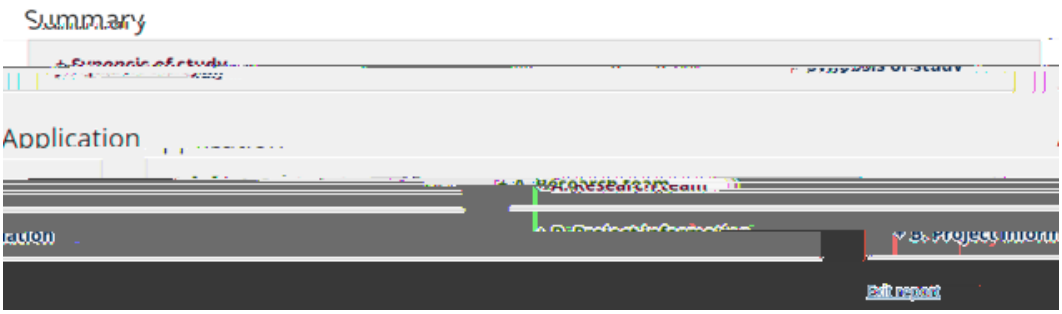
Basic navigation for users creating and submitting a project completion report to close the research ethics application approved on Research Administration Information System (RAIS . Additional resources for users are available in RAIS login and support page.

Once in the summary page of the protocol select the following:

-Completion

When initiated, the project completion can be found under the “Post-approval

	Complete the summary - see instructions at the top of the summary form. to provide a rationale for submitting the project completion. your work as each section is completed.	
	your work as each section is completed. By selecting the application will be submitted electronically to the Human Research Ethics Board for review. NOTE: Only PI can submit the project completion form	

	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.	