**Creating a Final Report**

A Final Report may be created for a protocol that has a Status of **Active, Expired, Suspended** or **Expired/Suspended**.

Either a Continuing Review or Final Report may be under development or under review at any given time. Once either application has been created or is within the review process, the option to create another will not appear until the outstanding application has completed the review process or been withdrawn.

The Principal Investigator and any other profile that is active within the Personnel tab and identified as a “CC” for communications, will receive messages from the system reminding them to complete a Continuing Review or Final Report. The tasks provided by the system allow the creation of either submission type.

**To Create a Final Report:**

1. Open a protocol.
2. Navigate to the Lifecycle Event Manager > Main tab.
3. In the Actions field, click on **Create Final Report**.
4. Click the Go button to the right of the Actions field.
Result: The Final Report application form will be available for the user to complete.