When the IRF form is fully approved the applicant will have a task '*Application Successful [Submit Final Report] Attr.value: IRFXXXXX.* The **Final Report** must be completed via this task.

• Log into U4 and click on the task to open the form



Select the APPLICATION tab and scroll to the bottom of the screen

 Tick 'Open Final Report'

Application Successful (Submit Fine	
FINAL REPOR	FINAL REPORT SUBMISSION
	WHEN YOUR RESEARCH IS FINISHED YOU
*To facilitate the application process, ensur *To REOPEN A DRAFT FORM: Open the submitted.	Open Final Report

- The FINAL REPORT tab will now be visible next to the APPLICATION tab
  - Select the FINAL REPORT tab to open
  - Complete the **FINAL REPORT** in the tab / task



• When complete click the *Submit Final Report* button at the bottom of the form.



!! The Final Report must be completed and submitted in one visit !!