

Title: Submit a Final Report and Related Documents

Summary: Summarizes steps to optionally submit a final report

Prerequisite: Log In to RPRS as an Investigator; Sign a Permit

Step 1. Background

New to RPRS is the ability to submit a final report directly through the interface as opposed to sending the report (and other supporting materials) through email, CD/DVD, or paper. You may submit any and all of the following:

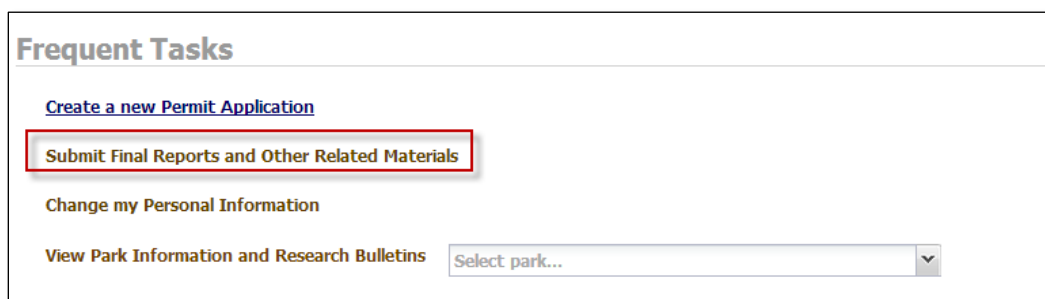
- Final reports
- Datasets
- Scanned Field Notes
- Photographs
- Maps
- Publications

In short, if you feel that it is important for the Park to have a copy of something, then we welcome your submission.

Please note that while this process is optional within RPRS, some parks may require that you submit reports using this mechanism. Please be aware of all research conditions posted by the Park(s) at which you are conducting research.

Step 2. Select 'Submit Final Reports and Other Related Materials Option'

You will find this option under Frequent Tasks in your Investigator Dashboard.



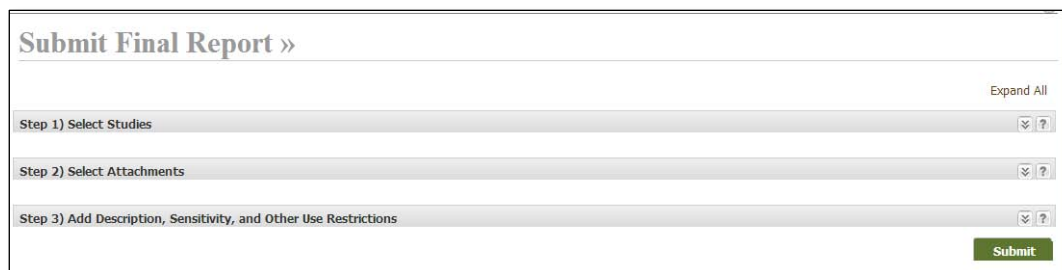
Frequent Tasks

[Create a new Permit Application](#)

Submit Final Reports and Other Related Materials

[Change my Personal Information](#)

[View Park Information and Research Bulletins](#)



Submit Final Report »

Expand All

Step 1) Select Studies

Step 2) Select Attachments

Step 3) Add Description, Sensitivity, and Other Use Restrictions

Submit

Step 3. Select the Pertinent Studies

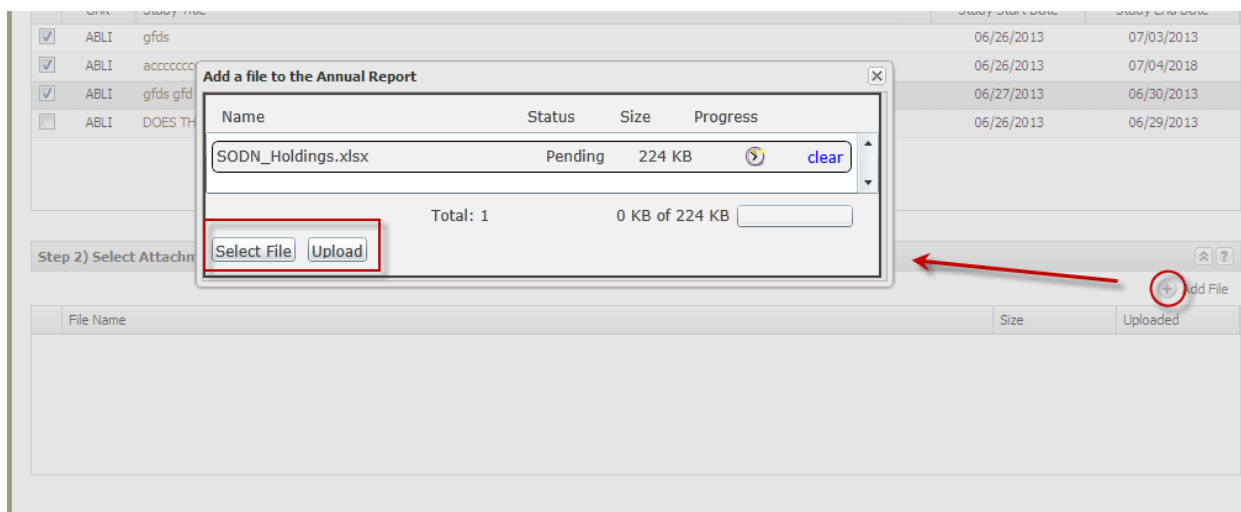
In cases where your research spans across multiple parks, to avoid resubmitting the same final report multiple times, we provide the option to select one or more studies to which the report and document(s) apply.



	Unit	Study Title	Study Start Date	Study End Date
☒	ABLI	gfds	06/26/2013	07/03/2013
☒	ABLI	acccccccccc	06/26/2013	07/04/2018
☒	ABLI	gfds gfd gfd gf gfd	06/27/2013	06/30/2013
☐	ABLI	DOES THE FILE UPLOAD WORK?	06/26/2013	06/29/2013

Step 4. Select Attachments

Expanding the second panel provides you with the option to add one or more files.



Step 2) Select Attachments

Add a file to the Annual Report

Name	Status	Size	Progress
SODN_Holdings.xlsx	Pending	224 KB	<div><div></div></div> clear

Total: 1 0 KB of 224 KB

Select File Upload

File Name Size Uploaded

+ Add File

Select the upload option.

Step 5. Describe the File(s)

You can add additional information that applies to all of the files.

- Title – Title that applies to all of the attachments
- Abstract – General description of the files
- Sensitivity Information – Whether any of the files contain sensitive information. By indicating there is sensitive information, access to the files will be constrained to a limited set of park staff, including the Park Research Coordinators.
- Proprietary Information – Whether any of the files contain information that is considered to be copyrighted (e.g., journal articles) or are in some way proprietary. By indicating this, access to the files will be limited to the appropriate audiences.
- Use Constraints – You can provide further guidance on how the files should be, and should not be, used.
- Authors – Who contributed to the creation/authoring of the attachments

Step 6.Submit Final Report

Once you have reviewed the information you wish to submit, select the submit option.

Please note the following:

- If you wish to have separate descriptions for each file, you can submit multiple documents (start at Step 2 again).
- At this time, there is not the functionality to allow you to see a list of all of the items you submitted. If you need a list, please contact the RPRS staff for a customized report.