

How to Add a New Study Document

Note: You don't usually start here, this would be a continuation or a part of an Initial Review submission, an Amendment, or a Continuing Review submission.

If you haven't already done so, click on the green button to open the "Attach Study Document" page.



The screenshot shows a software interface with a yellow header bar. Below the header, there is a green button with a paperclip icon and the text "Click here to attach any study document." Below the button, the text "No electronic document has been associated." is displayed. A blue arrow from the text above points to the green button. A help icon (a speech bubble with a question mark) is visible in the bottom right corner of the interface.



Account: Administrator
Department: BU - BMC - MEDICINE
Navigation: Home > study mgmt. > initial review list > initial review

Home Logout Help

Study Nickname: 4-12-11
PI: Khattar, Khaled

Attach Study Documents

Back

This is the "Attach Study Document" page.

Click the checkbox to select/deselect the document(s).
Click the **Add New Document** button to add a new document.
Click the **Add Revision** button to create a revised document.
Click the **Delete Document** button to delete the selected document.
Click the **Save Attachments** to attach or unattach study documents.

Add Multiple Documents Add New Document Save Attachments

<input type="checkbox"/>	Show Rev.	Edit/View	Version	View File	Title/Category	Last Modified	Date Modified	Create a Revised Document
No documents have been added.								

Click "Add New Document"



Study Nickname: 4-12-11
PI: Khattar, Khaled

Study Documents

Back

Study Status: **Draft** Study Title: testing...

Expiration Date:

Save Document

*Document Title:

Sponsor Grant # A123456

1

*Version Number:

1 .0

Version Date:

4/14/2011

1

Category:

Grant

Description:

This is the Document cover sheet.
1- Fill out all these fields.
2- Click on "Upload" to upload the document.

2

Load the document into iRIS:

Upload ...

BOSTON UNIVERSITY MEDICAL CAMPUS **BOSTON MEDICAL CENTER**
EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Account: Administrator
Department: BU - BMC - MEDICINE
Navigation: Home > study mgmt. > initial review list > initial review > attach document

Home Logout Help

Study Nickname: 4-12-11
PI: Khattar, Khaled

Study Status: **Draft**

Expiration Date:

*Document Title:

*Version Number:

Version Date:

Category:

Description:

Load the document into iRIS: Upload ...

https://inspir.bu.edu/?USER_ID=1&ID=34443&TYPE=StudyDocument - Upload Document...

Document Location: Browse...

Instruction: Uploading a document into iRIS™ requires locating the document on the computer. Once you have located the document click on the 'Save selected file' button. The buttons will become disabled. If the document is a large document the window will stay in place until the upload operation has completed.

Save selected file Cancel

Save Document

Back

Click on "Browse" to browse your PC for the document.

BOSTON UNIVERSITY MEDICAL CENTER
EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Account: Administrator
Department: BU - BMC - MEDICINE
Navigation: Home > study mgmt. > initial review list > initial review > attach document

Home Logout Help

Study Nickname: 4-12-11
PI: Khattar, Khaled

Study Status: **Draft**

Expiration Date:

***Document Title:**

***Version Number:**

Version Date:

Category:

Description:

Load the document into iRIS:

Choose File to Upload

Look in: Desktop

- Remote Desktop Connection
- Renewal Approval letter.docx
- ResearchPrivacy_exempt.doc
- Review Response Submission Form - Continuing Review.pptx
- Review Response Submission Form - Initial Review.pptx
- Roz's Reports Access Database
- short-form-french1.pdf
- Signature Roles with Emails.xlsx
- Spanish.pdf
- Study Expiration.docx
- Test document amend.doc
- Testing Attach documents.docx
- TSWEB - BUMC Remote Desktop Server
- UnapprovedConsent.rtf
- user_list.xls
- Usersnames.txt
- VPN Client
- WinSCP
- WIP Template.xls
- Y Drive

File name: Testing Attach documents.docx

Files of type: All Files (*.*)

Open Cancel

Navigate to the document:
1- Click on the document to highlight it
2- Click on "Open"

BOSTON UNIVERSITY MEDICAL CENTER
EXCEPTIONAL CARE. WITHOUT EXCEPTION.

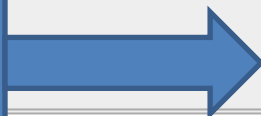
Account: Administrator
Department: BU - BMC - MEDICINE
Navigation: Home > study mgmt. > initial review list > initial review > attach document

Home Logout Help

Study Nickname: 4-12-11
PI: Khattar, Khaled

https://inspir.bu.edu/?USER_ID=1&ID=34443&TYPE=StudyDocument - Upload Document...

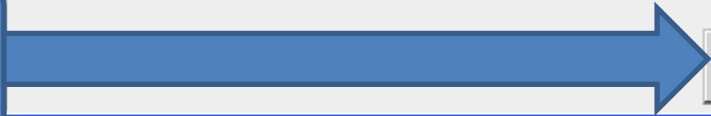
The previous popup will close and the document location will appear here.



C:\Documents and Settings\kkhattar\Desktop\Testing Attach docum Browse...

Attention: Uploading a document into iRIS™ requires locating the document on the computer. Once you have located the document click on the 'Save selected file' button. The buttons will be disabled. If the document is a large document the window will stay in place until the upload operation has completed.

Click on "Save selected file"



Save selected file Cancel

Load the document into iRIS: Upload ...

Save Document

Back

Study Nickname: 4-12-11 PI: Khattar, Khaled Study Documents Back

Study Status: Draft Study Title: testing...

Expiration Date:

Sponsor C

*Document Title:

*Version Number: 1 .0

Version Date: 4/14/2011

Category: Grant

Description:

Load the document into iRIS: Upload ...

Please DO NOT upload Zip files. The uploaded document should appear here. You can click on it to open and verify that you got the right one.

Save Document

View the document DOC

When you're done, click on "Save Document" to save it and go back to the "Attach Study Document" page.

BOSTON UNIVERSITY MEDICAL CAMPUS **BOSTON MEDICAL CENTER**
Account: Administrator
Department: BU - BMC - MEDICINE
Navigation: Home > study mgmt

Study Nickname: 4-12-11
PI: Khattar, Khaled

Attach Study Documents

We're back into the "Attach Study Document".

The uploaded document should appear here

Click the check...
Click the Add...
Click the Add...
Click the Dele...
Click the Save...

Add Multiple Documents Add New Document Delete Document Save Attachments

<input type="checkbox"/>	Show Rev.	Edit/View	Version	File	Title/Category	Last Modified by	Date Mod	Create a Revised Document
<input checked="" type="checkbox"/>			1.0 04/14/2011		Sponsor Grant # A123456 Grant			

1- Make sure this check box is checked or it will not be attached to the submission and the IRB will not be able to see it.

2- Click on "Save Attachments" to attach the checked document as part of the submission, and the system will take you back to the submission.

In few cases, you might need to detach a document (remove link or association) from the current submission. To do so, uncheck this check box and click on "Save Attachments".

Note: Do not delete a document that was attached in a previous submission, it will be deleted from the whole protocol. If a document is no longer needed, ask the IRB to void it for you instead.