


How to revise an existing Consent Form

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 take you to the "Attach Informed Consent Document" page.



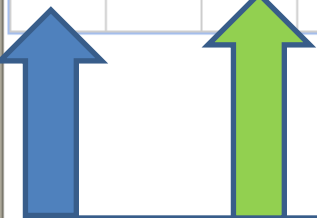
 **Click here to attach a new informed consent.**

No informed consent has been associated with this submission.

Note: If there are multiple versions of the same consent form, make sure that you are in the most recent version of the consent form before you add a revision. (For migrated studies, click on the title "Version" twice to sort from Z-A, this will list the most recent version of the consent form(s) at the top)

Click the **Add New Document** button to add a new consent document.
 Click the **Add Revision** button to create a revised consent document.
 Click the **Delete Document** button to delete the selected consent documents.
 Click the **Save Attachments** button to attach or unattach consent documents.

<input type="checkbox"/>	Show Rev.	Edit/View	Version	UnApproved Consent	Approved Consent	Language	Review Outcome	Approval Date	Expiration Date	Checkout By	Create a Revised Document
<input checked="" type="checkbox"/>			1.0 04/08/2011			Main Consent English					 Add Revision



If you see this check box here (blue arrow), that means a revision already exists. Click on edit/view to modify it (green arrow) and skip the next slide.



Otherwise, click "Add Revision" to create a revision of the existing consent form.

Study Nickname: 3-16-2011 PI: Khattar, Khaled Attach Informed Consent Documents Back

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

Add Document Delete Document Save Attachments

<input type="checkbox"/>	Show Rev.	Edit/View	Version	UnApproved Consent	App Co	Approval	Expiration Date	Checkout By	Create a Revised Document
<input checked="" type="checkbox"/>			1.0 04/08/2011						 Add Revision

Message from webpage

Confirm the adding a revision.
Are you sure you want to create a revision?

OK Cancel

Click on "OK" to proceed.

BOSTON UNIVERSITY MEDICAL CENTER
Account: Administrator
Department: BU - BMC - MEDICINE
Navigation: Home > my studies > study mgmt. > initial review > attach consent

Study Nickname: 3-16-2011
PI: Khattar, Khaled
Study Status: **Draft**
Expiration Date:

1 - Change the Version Date

A copy of the original document will be created.

Consent Title: Main consent

*Version Date: 04/08/2011

*Version Number: 1 .1

* Language: English

* Reconsent Required: Yes No

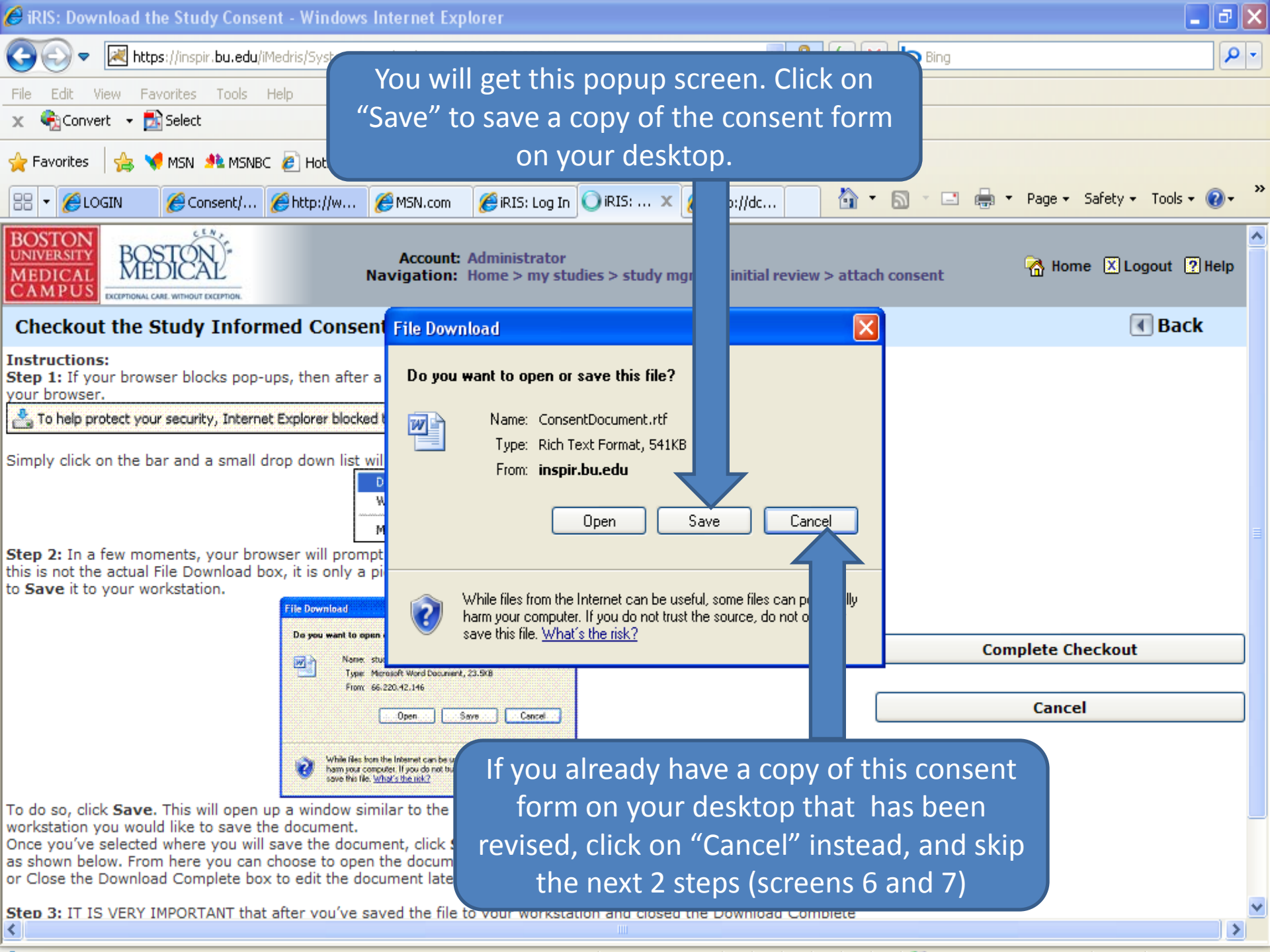
Reconsent Reason:

2- Click on "Check-out Document" to download a copy of the original document to your desktop to modify it.

Check-out the Document to your workstation for editing:

Comments:

Consent
Unapproved
RTF



You will get this popup screen. Click on "Save" to save a copy of the consent form on your desktop.

If you already have a copy of this consent form on your desktop that has been revised, click on "Cancel" instead, and skip the next 2 steps (screens 6 and 7)

BOSTON UNIVERSITY MEDICAL CENTER
EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Account: Administrator
Navigation: Home > my studies > study mgr > initial review > attach consent

Home Logout Help

Checkout the Study Informed Consent

Back

Instructions:
Step 1: If your browser blocks pop-ups, then after a while, click on the bar and a small drop down list will appear. To help protect your security, Internet Explorer blocked some pop-ups. Simply click on the bar and a small drop down list will appear.

Step 2: In a few moments, your browser will prompt you to save the file. This is not the actual File Download box, it is only a preview. To **Save** it to your workstation.

To do so, click **Save**. This will open up a window similar to the one shown below. Once you've selected where you will save the document, click **Open** as shown below. From here you can choose to open the document to edit the document later or Close the Download Complete box to edit the document later.

Step 3: IT IS VERY IMPORTANT that after you've saved the file to your workstation and closed the Download Complete box, you return to the initial review screen.

File Download

Do you want to open or save this file?

Name: ConsentDocument.rtf
Type: Rich Text Format, 541KB
From: inspir.bu.edu

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Complete Checkout

Cancel

Home Insert Design Animations Slide Show Review View Developer Acrobat

Paste New Slide Delete Layout Reset Slides

Font Paragraph Drawing Editing

Clipboard Slides Font Paragraph Drawing Editing

Slides Outline

6

7

8

9

10

0% of System_Download_Servlet from inspir.bu.edu...

Save As

Save in: Docs

My Recent Documents

Desktop

My Documents

My Computer

My Network

File name: ConsentDocument.rtf

Save as type: Rich Text Format

Save Cancel

Click on the "Desktop" to save it there, or browse to where you want to save it. Then click on "Save" again.

Instructions:
Step 1: If your browser blocks pop-ups, then after your browser.

To help protect your security, Internet Explorer blocked

Simply click on the bar and a small drop down list w

Step 2: In a few moments, your browser will prompt this is not the actual File Download box, it is only a to **Save** it to your workstation.

Download complete

Download Complete

ConsentDocument.rtf from inspir.bu.edu

Downloaded: 541KB in 1 sec
Download to: C:\Documents and ...\ConsentDocument.rtf
Transfer rate: 541KB/Sec

Close this dialog box when download completes

Open Open Folder Close

File Download

Do you want to open or save this file?

Name: study_documents-dummys2.doc
Type: Microsoft Word Document, 23.5KB
From: 66.220.42.146

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

To do so, click **Save**. This will open up a window similar to the one shown below that workstation you would like to save the document.

Once you've selected where you will save the document, click **Save**. After this, the D as shown below. From here you can choose to open the document to edit it, open the or Close the Download Complete box to edit the document later.

Step 3: IT IS VERY IMPORTANT that after you've saved the file to your workstation a

Complete Checkout

Cancel

Click on "Close" to close this popup.

Browser address bar: https://inspir.bu.edu/iMedris/System_Download.jsp?s=1302286139341

Browser tabs: LOGIN, Consent/..., http://w..., MSN.com, iRIS: Log In, iRIS: ... X, http://dc...

Navigation: Home > my studies > study mgmt. > initial review > attach consent

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Account: Administrator
 Navigation: Home > my studies > study mgmt. > initial review > attach consent

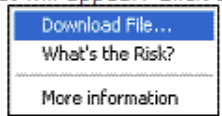
Home | Logout | Help

Checkout the Study Informed Consent Back

Instructions:
Step 1: If your browser blocks pop-ups, then after a few moments a bar similar to the one shown below may appear in your browser.

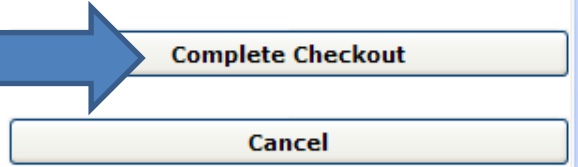
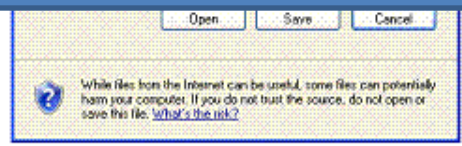


Simply click on the bar and a small drop down list will appear. Click **Download File** from the list of options.



Step 2: In a few moments, your browser will prompt you to either **Open** or **Save** the file (see example below). Note: this is not the actual File Download box, it is only a picture. In order to Check-out the document and edit it, you will need to **Save** it to...

Click on "Complete Checkout". This will make the option to "Check-in document" available to you to upload the revised one.



To do so, click **Save**. This will open up a window similar to the one shown below that allows you to choose where in your workstation you would like to save the document. Once you've selected where you will save the document, click **Save**. After this, the Download Complete box will appear as shown below. From here you can choose to open the document to edit it, open the folder that contains the document, or Close the Download Complete box to edit the document later.

Step 3: IT IS VERY IMPORTANT that after you've saved the file to your workstation and closed the Download Complete

Note: This will indicate to everyone that you checked out this document for editing, and no one else can access it. If you changed your mind you can always reverse this by clicking on "Undo Check-out Document".
Go to the next slide.

Reconsent Reason:

This document is currently checked out by. Administrator at 04/08/2011 02:11 PM EDT

Check-in when you are done editing to upload the document back into iRIS.

Revert to the document stored in iRIS.

Comments:

Save Consent
RTF

(Note to Mac users only)

INSPIR II creates and downloads the consent form in Rich Text File (RTF) format. This RTF consent form needs to be opened on your Mac in Microsoft Word for the headers and footers to be included.

Macs by default open RTF files using “TextEdit” which strips the file of any advanced Word features. The only solution is to tell the system to “Open with” MS Word all RTF files by default. To do so, first click on the “Downloads” icon on your screen (at the bottom) and then select “open in Finder”. In the “Finder”, locate the RTF consent file and right-click on it (on a touchpad, click with two fingers). Select “Get Info” from the dropdown list. In the “get Info” popup, under “Open with”, select “Microsoft Word”, and then click on the “Change All...” button to set it as the default. Now when you open the RTF consent form, it should open in MS Word, and the headers and footers should be there.

Study Nickname: 3-16-2011 Informed Consent Document Back
PI: Khattar, Khaled

Study Status: Draft Study Title: Testing 3-16-2011

Expiration Date:

*Version Date: 04/08/2011

*Version Number: 1 .0

* Language: English

* Reconsent Required: Yes No

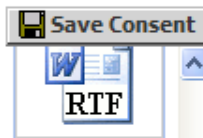
Reconsent Reason:

This document is currently checked out by. Administrator at 04/08/2011 02:13 PM EDT

Check-in when you are done editing to upload the document back into iRIS. Check-in Document...

Revert to the document stored in iRIS. Undo Check-out Document...

Comments:



After you have finished editing the Consent Form, save it to your desktop. You need to come back to this screen to upload the finished consent form. You would click on "Check-in Document" to upload it and proceed.



Upload Document - Windows Internet Explorer

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

Save Consent

RTF

After clicking "Check-in Document", you'll get this popup screen. Click on "Browse" to browse to where the Consent form is.

Upload Document - Windows Internet Explorer

Document Location: C:\Documents and Settings\khattar\Desktop\ConsentDocument.rtf

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.

Administrator at 04/08/2011 02:13 PM EDT

Once you find the consent form, select it and click "Open". Then click on "Save selected file"

Save Consent
RTF

BOSTON UNIVERSITY MEDICAL CAMPUS **BOSTON MEDICAL CENTER**
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Account: Administrator
Department: BU - BMC - MEDICINE
Navigation: Home > my studies > study mgmt. > initial review > attach consent

Study Nickname: 3-16-2011 **Informed Consent Document**
PI: Khattar, Khaled

Study Status: **Draft** Study Title: Testing 3-16-2011
Expiration Date:

Consent Title: Main Consent
*Version Date: 04/08/2011
*Version Number: 1 .0
* Language: English
* Reconsent Required: Yes No

Reconsent Reason:

Check-in when you are done editing to upload the document back into iRIS.
Revert to the document stored in iRIS.

Check-in Document...

Undo Check-out Document...

Click on "Save Consent"

This document should now have been replaced by the one that you have just uploaded (the modified one).

Save Consent

Unapproved Consent



https://inspir.bu.edu/Medris/Study_Link_Consent.asp?Init=Yes&LINK_ID=493063&LINK_TYPE=FORM&s=

File Edit View Favori
x Convert Se
★ Favorites
LOGIN

Home Logout Help

Please note: This step is very important. If you miss doing it, the IRB won't be able to see the revised consent form.

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

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

Study Nickname: 3-16-2011
PI: Khattar, Khaled

Attach Informed Consent Documents

Back

Click the checkbox to select/deselect the document(s).

Click the **Add New Document** button to add a new consent document.
Click the **Add Revision** button to create a revised consent document.
Click the **Delete Document** button to delete the selected consent documents.
Click the **Save Attachments** to attach or unattach consent documents.

Add Document Delete Document Save Attachments

<input type="checkbox"/>	Show Rev.	Edit/View	Version	UnApproved Consent	Approved Consent	Language	Review Outcome	Approval Date	Expiration Date	Checkout By	Create a Revised Document
<input checked="" type="checkbox"/>			1.1 04/08/2011	 RTF		Main Consent English					 Add Revision

1- Make sure that this text box (adjacent to the selected consent form) is checked.

2- Click on "Save Attachments"