

How to revise an existing 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.

Note: If you want to modify an existing document, do not add it as a new document. Instead, make a revision of the existing document .



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

Home Logout Help

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

Attach Study Documents

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 Delete Document Save Attachments

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

This is the existing document that we want to modify.

Click "Add Revision"



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Attach Study Documents

Back

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.

Message from webpage

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

OK Cancel

Document ~~Delete Document~~ Save Attachments

<input type="checkbox"/>	Show Rev.	Edit/View	Version	View File		Last Modified by	Date Modified	Create a Revised Document
<input type="checkbox"/>			1.0 04/14/2011		S C	Administrator	04/14/2011	Add Revision

Click "OK" to proceed.

The system will increment the version number by + .1

The system will take you to the document cover sheet.

1- Change the Version date

2- Click on "Check out" to download the document for modification.

*Document Title: Sponsor Grant # A123456

*Version Number: 1 .1

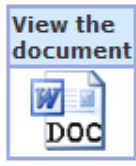
Version Date: 04/14/2011

Category: Grant

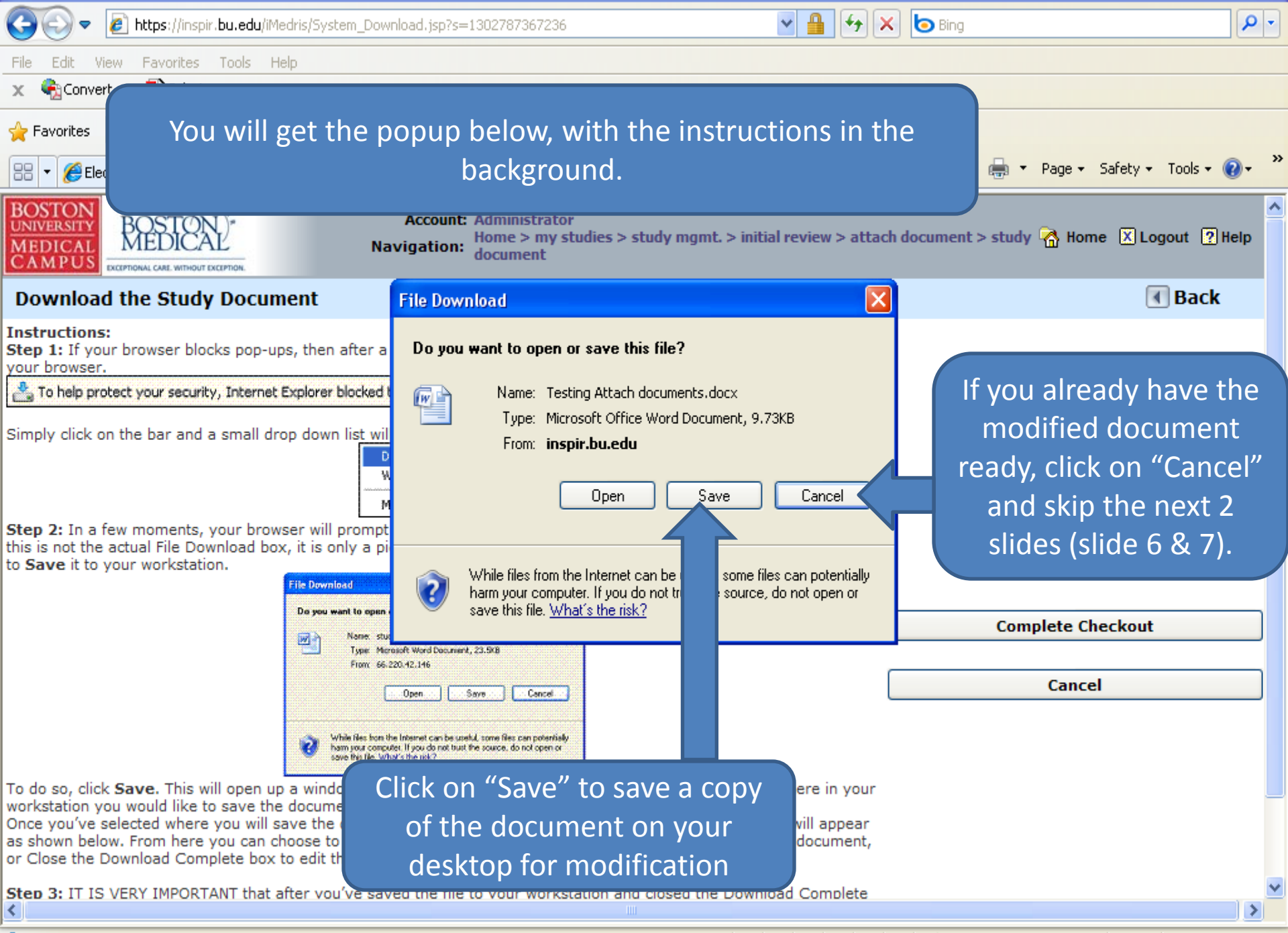
Description:

Check-out the Document to your workstation for editing: Check-out Document...

Save Document



You will get the popup below, with the instructions in the background.



If you already have the modified document ready, click on "Cancel" and skip the next 2 slides (slide 6 & 7).

Click on "Save" to save a copy of the document on your desktop for modification

Download the Study Document

Instructions:

Step 1: If your browser blocks pop-ups, then after a few moments, 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. From here you can choose to allow pop-ups from this site only, or to allow pop-ups from all sites.

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 do so, click **Save**. This will open up a window where you will be able to save the document to your workstation. Once you've selected where you will save the document, the Download Complete box will appear. From here you can choose to edit the document, or Close the Download Complete box to edit the document.

Step 3: IT IS VERY IMPORTANT that after you've saved the file to your workstation and closed the Download Complete box, you must return to the iRIS page and click on the **Attach Document** button. This will allow you to attach the document to the study.

File Download

Do you want to open or save this file?

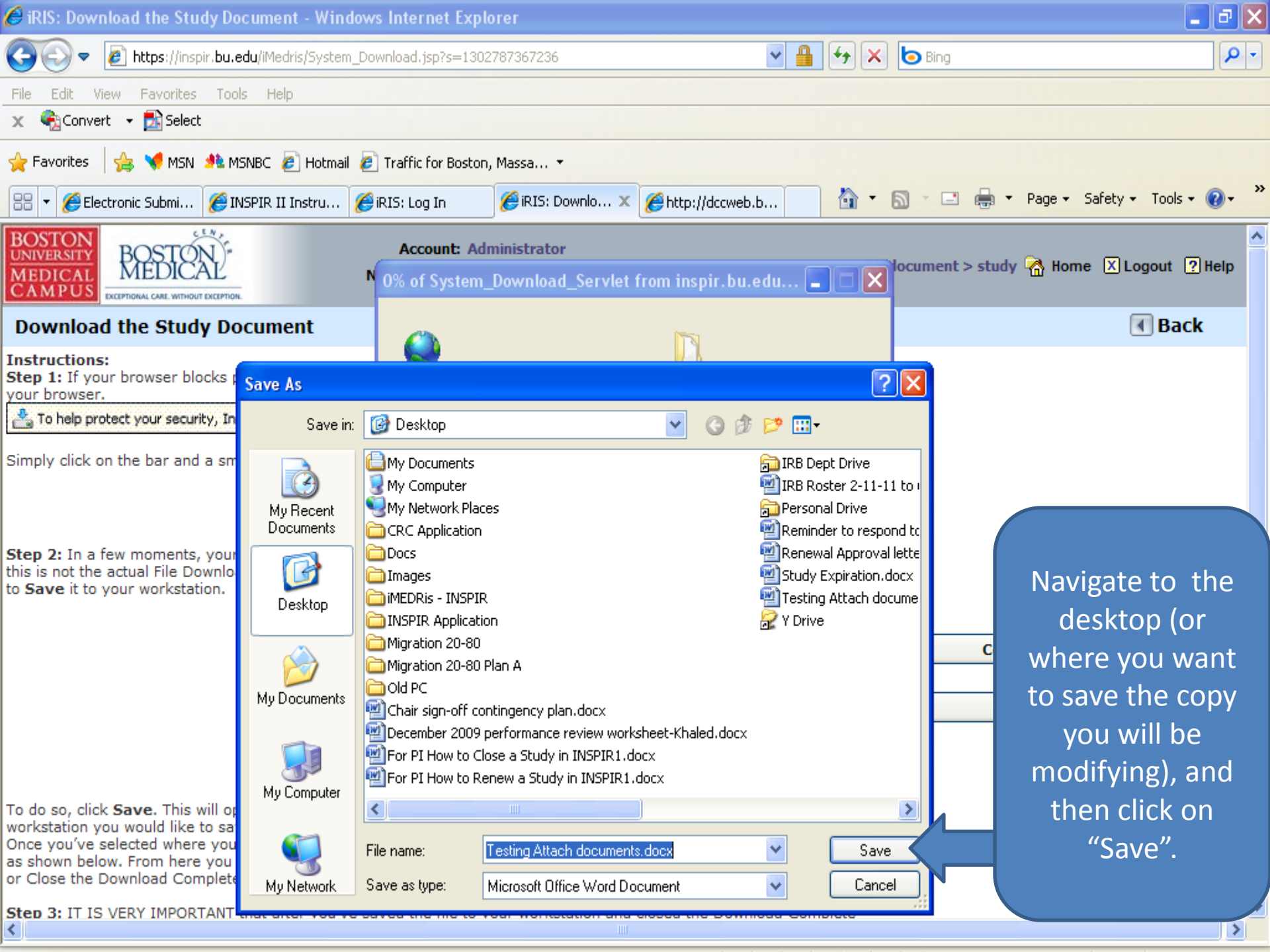
Name: Testing Attach documents.docx
 Type: Microsoft Office Word Document, 9.73KB
 From: **inspir.bu.edu**

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



Navigate to the desktop (or where you want to save the copy you will be modifying), and then click on "Save".

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

Downloaded: 9.73KB in 1 sec Download to: C:\Docu... \Testing Attach documents V2.docx Transfer rate: 9.73KB/Sec

Close this dialog box when download completes

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.

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

Once you've selected where you will save the document, click Save. After this, the Download Comp as shown below. From here you can choose to open the document to edit it, open the folder that contains the document,

as shown below. From here you can choose to open the document to edit it, open the folder that contains the document,

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


Account: Administrator

Download complete



Download Complete

...%20Attach%20documents.docx from inspir.bu.edu




Downloaded: 9.73KB in 1 sec
 Download to: C:\Docu... \Testing Attach documents V2.docx
 Transfer rate: 9.73KB/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?](#)

Complete Checkout

Cancel

Click on "Close"



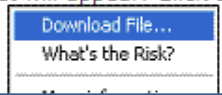
Download the Study Document Back

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.



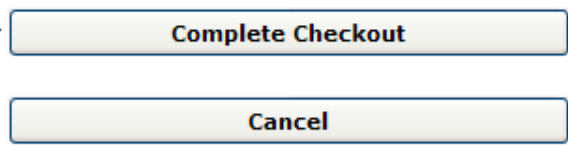
Simply click on the bar and a small drop down list will appear. Click **Download File** from the list of options.



Step 2: In a few moments, a dialog box will appear (see example below). Note: If you click **Cancel**, you will need to **Save** it to your workstation.

Click on "Complete Checkout". Don't forget to click this button to indicate that you have the document, and for the system to allow you to check it in later.

(see example below). Note: If you click **Cancel**, you will need to **Save** it to your workstation.



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



You would open the document from your Desktop (or wherever you saved it), and make your changes. Once you have finished modifying the document and it is saved, you come back to this screen to upload it

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

Study Documents

Back

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

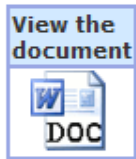
*Document Title:

*Version Number: .

Version Date:

Category:

Description:



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

Revert to the document stored in iRIS.

Click on "Check-in Document" to upload the modified document.

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

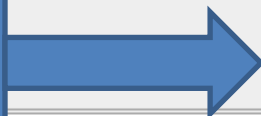
Files of type: All Files (*.*)

Open Cancel

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

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

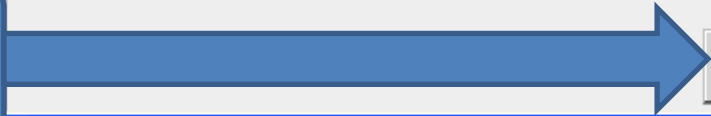
The previous popup will close and the document location will appear here.



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



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

Home Logout Help

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

Study Documents

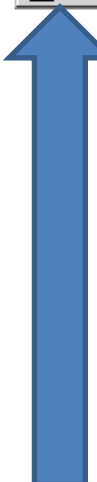
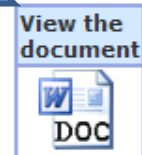
Back

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

Expiration Date:

Save Document

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.



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

*Document Title:

Sponsor

*Version Number:

1 .1

Version Date:

04/14/2011

Category:

Grant

Description:

[Empty text area for description]

Check-out the Document to your workstation for editing:

Check-out Document...

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

Account: Administrator
 Department: BU - BMC - MEDICINE
 Navigation: Home > study mgmt

Home Logout Help

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.