How to Add a New Study Document

Note: To add/attach a study document, you need to be in a submission form such as an Initial Review Submission Form, a Change Request & Amendments Form, a Review Response Submission Form, or any other type of form that has a section to add a new study document in it (like the one shown in the next slide).

Also, please do not upload zip files or any files that the IRB will not be able to open without a special software.
Whether you started in the Initial Review Form, Amendment Form, Submission Response Form, or any other form that has a section to add/create a study document in it, you will find a section similar to the table shown below where you can add a new study document.

If you haven’t already done so, click on the grey “Add a New Document” button to open the “Add a New Document” page.

Note: If the study already have your study document uploaded/approved, you need to revise it and not add it as a new study document. To revise an existing study document, please refer to the instructions in the following link:

This opens the “Study Document Add Verification” pop-up.

Click on “Upload a New Document Not on the List” button
This opens the “Study Document Add” pop-up.

You can either:

• Drag and drop your document in the “Select the Document to upload” box (skip the next slide and go to slide #6); Or
• Click inside this box and follow your system’s prompts to navigate to where you saved the document to upload it (see slide #5).
This opens the “Open” pop-up or a different popup depending on the system that you are using.

1. Navigate to the document that you want to upload:
2. Click on the document to highlight it
3. Click on “Open”
This will bring you back to the “Study Document Add:” popup.
• Notice the uploaded document’s name is now appearing in the popup (blue arrow)

1. Type in a meaningful document title (yellow arrow)
2. Change the “Version Date” to today’s date (green arrow)
3. Select a document “Category” (red arrow)
4. Click on the “Save Document” button (Grey arrow)
This will bring you back to where you started in the form.

The Study Document that you have just uploaded should appear on this table/list. You can verify that you have uploaded the right document by clicking on the “View Document” icon to open it (yellow arrow). You can detach (not common) from this submission any document that you don’t want to submit to the IRB by clicking on the (X) icon next to it (red arrow).

To revise the document that you have just uploaded or to attach to this form a different existing document, click on “Select or Revise Existing” and follow the instructions in this link: https://www.bumc.bu.edu/irb/files/2016/10/How-to-revise-an-existing-Study-Document.pdf

You’re done adding the study document. You can start over if you have additional study documents.