

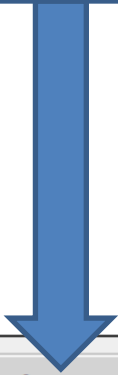
How to Add a New Study Document

Note: You need to be in a submission form such as an Initial Review Submission Form, a Change Request & Amendments Form, or a Review Response Submission Form to add a new study document.


Also, please do not upload zip files or any files that the IRB will not be able to open without a special software.

Please do not upload zip files or any type of file that the IRB will not be able to open.

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



 Add a New Document

 Add Multiple Documents

Detach	Version	Title	Category	Expiration Date	Review Outcome	Checked C
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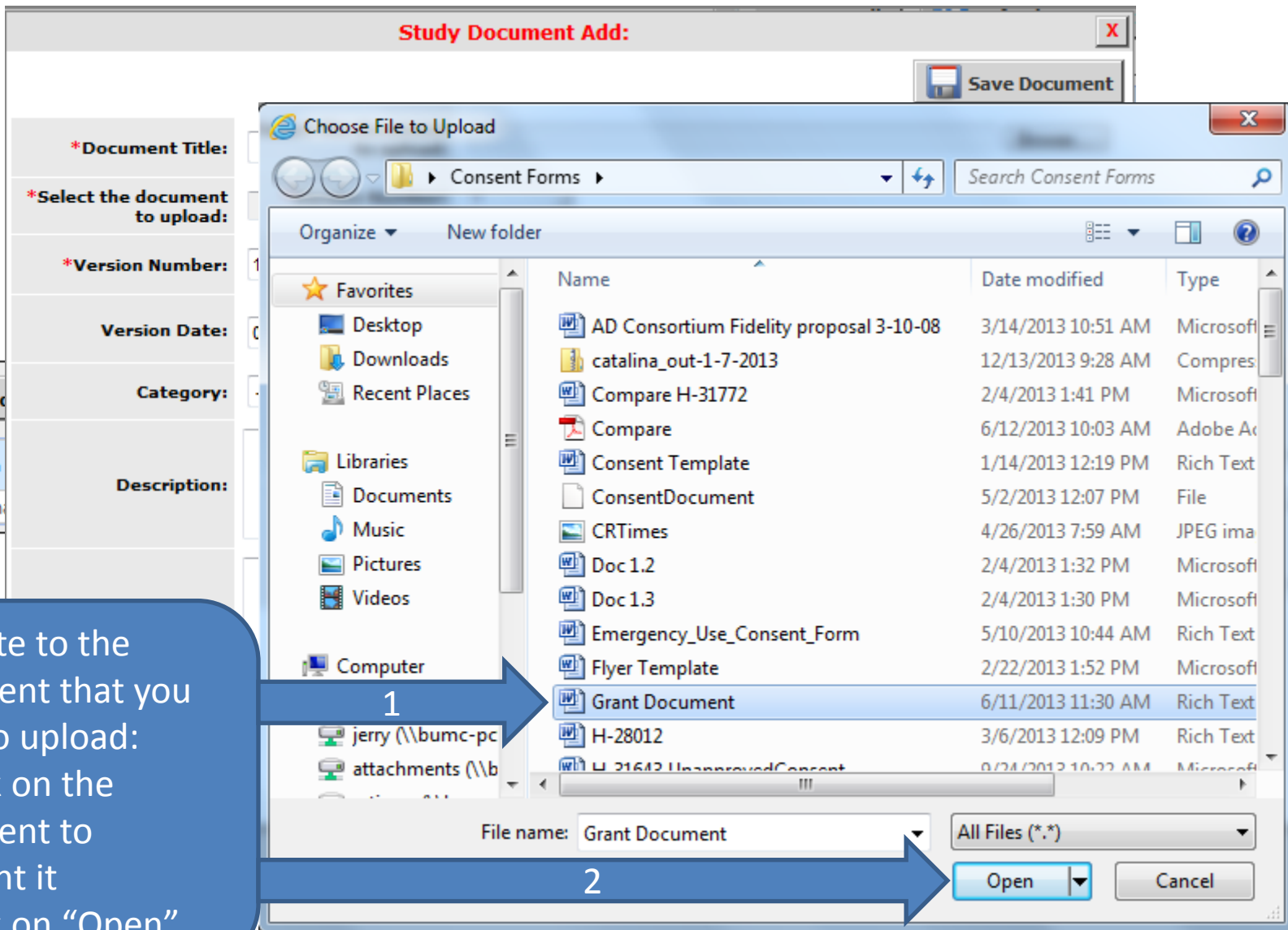
No Document(s) have been attached to this form.

The "Study Document Add" popup will open.

The screenshot shows a web form titled "Study Document Add:". The form contains several fields: a text input for "Document Title", a "Browse..." button next to "No file selected.", a text input for "Version Number" with the value "1", a date input for "Version Date" with the value "08/29/2011", a text input for "Sponsor Version", a dropdown menu for "Category" with the value "--none", a text area for "Description", and a text area for "Comments". A "Save Document" button is located at the bottom right. A blue callout box on the right contains the text "1- Fill out all these fields." with five arrows pointing to the "Document Title", "Version Number", "Version Date", "Sponsor Version", and "Category" fields. A blue callout box at the bottom contains the text "2- Click on 'Browse' to upload the document." with an arrow pointing to the "Browse..." button.

1- Fill out all these fields.

2- Click on "Browse" to upload the document.



Navigate to the document that you want to upload:
1- Click on the document to highlight it
2- Click on "Open"

This will bring you back to the “Study Document Add” popup

The screenshot shows a web-based form titled "Study Document Add:". The form contains several fields: "Document Title" (Study Grant), "Select the document to upload" (C:\Users\kkhattar\Desktop\Consent Forms\Grant Document.rtf), "Version Number" (1.0), "Version Date" (01/14/2014), "Category" (Grant), "Description", and "Comments". A "Save Document" button is located in the top right corner. A "Browse..." button is next to the file path. A blue callout box points to the file path with the text "Notice the document's location is showing up here." Another blue callout box points to the "Save Document" button with the text "When you're done filling all the information here, click on 'Save Document'".

Study Document Add:

*Document Title: Study Grant

*Select the document to upload: C:\Users\kkhattar\Desktop\Consent Forms\Grant Document.rtf

*Version Number: 1 .0

Version Date: 01/14/2014

Category: Grant

Description:

Comments:

Notice the document's location is showing up here.






When you're done filling all the information here, click on "Save Document"

Notice the document's location is showing up here.

When you're done filling all the information here, click on "Save Document"

To attach to this submission an existing document or to revise an existing document, click on “Select or revise Existing”

The uploaded document should appear here

 Select or Revise Existing	 Add a New Document	 Add Multiple Documents					
Detach	Version	Title	Category	Expiration Date	Review Outcome	Checked Out	View Document
	1.0	Study Grant	Grant				 1.20 MB

In few cases, you might need to detach a document (remove link or association) from the current submission. To do so, click on the “X” icon.