How to revise an existing 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 revise an existing 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. 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 .

| Select or Revise Existing | | | | | Add a New Document | | Add Multiple Docu | uments | | |
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If you haven't already done so, click on the "Select or Revise Existing" button to open the "Select Existing or Create Revised Study Document" popup. The "Select Existing or Create Revised Study Document" popup will open.

First you need to find the document that you want to revise. If you have many documents, you can use the filter fields to search for a specific document by selecting one or more filters then clicking on "Filter Documents". Or you can just scroll down to find it. (yellow arrows)

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Once you locate the document that you want to revise:

- It is recommended that you download a copy of that document from INSPIR for editing. You can
 download it by clicking on "Download Document for Editing" icon (orange arrow) then proceed to the
 next slide.
- If you already have the revised document on your computer ready to be uploaded, skip the next slide to <u>slide # 5</u>.

Ð A 6 CD ₹≣ G 57 r a … 🔗 Downloads 1. The selected study document will download. Depending Non-Exempt Consent Form Template.rtf on your web browser, you will get the "Downloads" popup Open file Consent_381888.rtf evised document. Back similar to this one. Click on the file to open it. Open file See more • • een Document Outcome: --none--~ Add a New Document Filter Documents 43 result(s) found... Title Download Upload Show all Edit Delete Version Version View Select Versions Sponsor Document 2.2 **Expiration Date** Revised Document Date Version Outcome Document Document for Editing Category (?) W C4R IRB Protocol, with FHS at BUSM specifics \square 1.6 08/09/2021 1 Protocol 442.52 KB C4R FHS Exempt Information Sheet - Spanish 2 富 \square 1.1 06/01/2023 Exempt Information Approved and 0 169.76 KB Sheet Stamped C4R FHS Exempt Information Sheet (Wave 3) English Ð *Added by the IRB M 1.0 05/30/2023 Exempt Information Approved and 187.03 KB Sheet Stamped FHS SPANISH C4R Wave 3 Email and Text to participants short W No version æ 1.0 04/07/2023 *Added by the IRB 16.63 KB Recruitment/Advertising Approved Translator Qualification Form Wave 3 Activities 2.3 W *Added by the IRB ß 1.0 05/19/2023 Translator Qualifications (?) 51.71 KB Approved Form SPANISH_C4R COVID-19 Wave 3 Questionnaire Recruitment I W ntroductory Scripts 04.07.2023 (short version) r (04/07/2023

Save the study document to your computer then start making your changes. Don't forget to save it again when you're done editing. Proceed to the next slide if you are ready to upload the revised study document.

Once you have finished revising the study document on your computer and it's ready to be uploaded, click on the "Upload Revised Document" icon (green arrow).

Select Existing or Create Revised Study Document

If you already have the revised document on your computer, skip downloading the document for editing and proceed to uploading the revised document.

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Notice that this revised document will now be given a new Version Number (the system will increment the version number by + .1) (yellow arrow)

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Click on the "Choose File" button to navigate on your computer to where you last saved your revised study document to upload it (orange arrow)

Close, don't save any changes

Save Document

This opens the "Open" pop-up or a different popup depending on the system that you are using.

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- 2. Click on the document to highlight it
- 3. Click on "Open"

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This will bring you back to the "Study Document Revision:" popup.

- Notice the uploaded document's name is now appearing in the popup (blue arrow)
- 1. Change the "Version Date" to today's date (green arrow)
- 2. Click on the "Save Document" button (Grey arrow)

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This will bring you back to the "Select Existing or Create Revised Study Document" popup.

- If you want to revise more study documents, repeat slides 3 9
- If you are done revising study documents, close this popup by clicking on the X icon (green arrow)

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That's it! You can start over if you have additional study documents to revise.