

## WORKING WITH DOCUMENTS

All documentation must be uploaded electronically into the system. If you do not have an electronic version you will need to scan your documents. The library and copy center offer this service if not available by your department.

The RSRB-recommended format for documents uploaded into the system is MS Office, although other formats can be used (such as: PDFs, images, etc.).

**The process for uploading and replacing documents is the same in all forms within the system.**

### 1. ADDING A DOCUMENT

1. Click the **Add** button

**1. Study Identification Information, Protocol & Measures**

1.1 \* **Study Working (short) Title:**  
Application 1 Pre Submission

1.2 \* **Study Full Title:**  
Pre Sub Study

1.3 If the **Study Protocol** is available electronically, click **Add** to upload. **Important:** If you're revising or replacing the previously uploaded document, use the **Replace** link next to the file name. Do not delete documents after the study has been submitted to the RSRB.

**Add**

Filename	Revision	Modified Date
There are no items to display.		

**IMPORTANT!** Use the "Add" button to upload new (i.e. previously not submitted) documents only. To make changes to a document that has already been submitted to the RSRB, use the "Replace" link.

**Example:** If the study has been submitted and the RSRB sends the application back to your "Inbox" and asks (a) for you to add a Statistical section to the protocol and (b) that you include a separate consent form for control subjects, proceed as follows:

- Go to the protocol section (1.3) and use the "Edit" link to upload the revised version of your protocol.
- Go to the consent section (8.3) and use the "Add" button to upload the not yet submitted consent form for

### *Document submission window*

Submit a Document window appears.

2. Click the **Browse...** button

**Submit a Document** [Help]

Title:  *If not provided, the name of the file will be used*

\* File:  **Browse...**

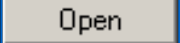
Show Advanced Options

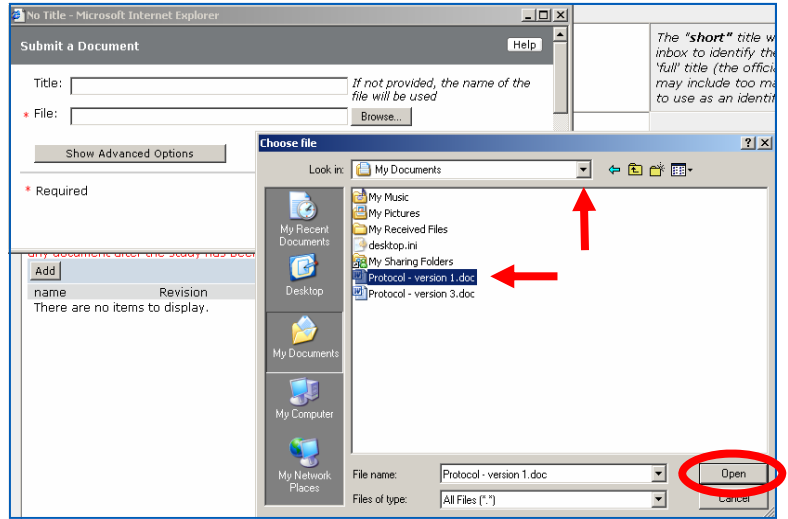
\* Required [OK] [Cancel] [Apply]

### Choose a file window

3. **Navigate** to the document you want to upload

4. **Select** the document

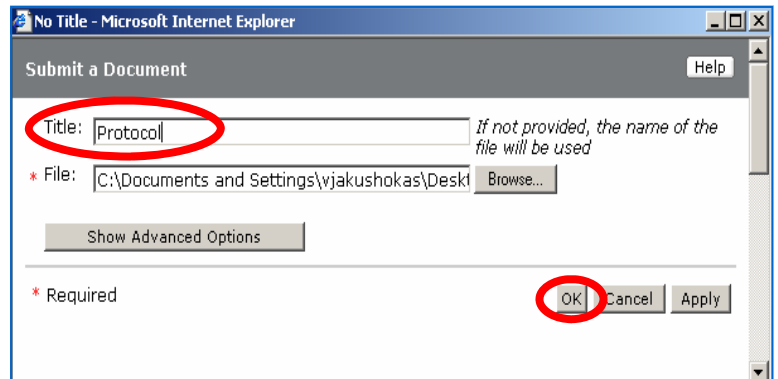
5. Click the  button



### Document submission window

6. Enter a **descriptive title**

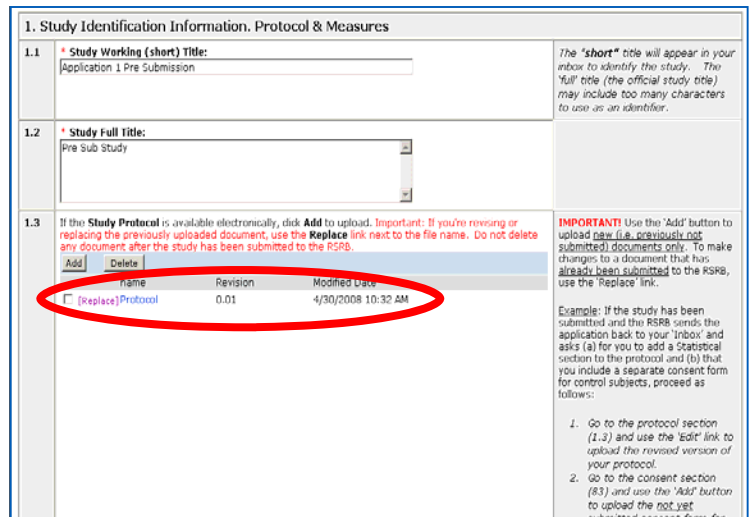
7. Click the  button



### The document is now uploaded

**!** If you are uploading a large document, the process can take a few minutes.

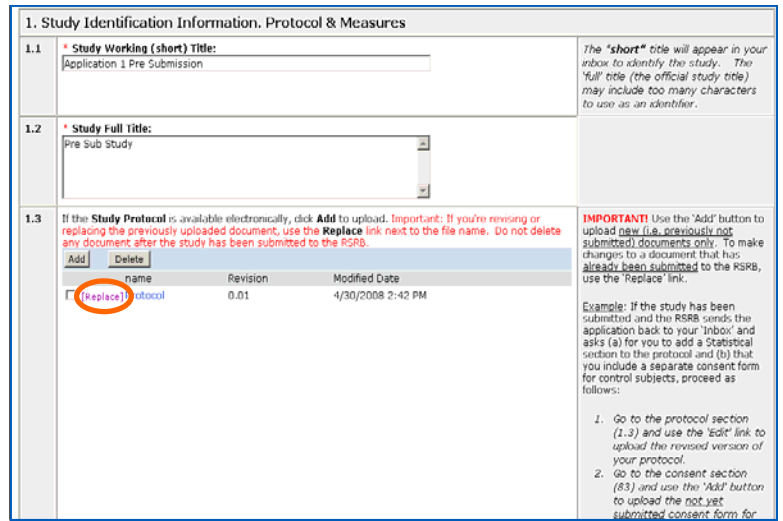
**Note:** Next to the document's title for your reference are the Revision number, the date and the hour of the most recent change.



## 2. REPLACING A DOCUMENT

1. Click on **Replace**

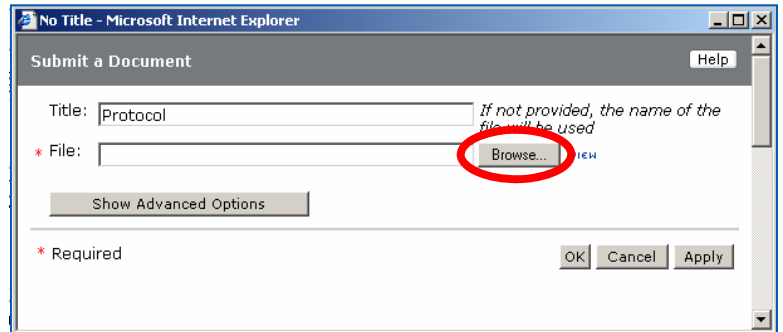
**!** Clicking on Replace **does not** open the document to make changes



### Document submission window

Submit a Document window appears

2. Click the **Browse...** button

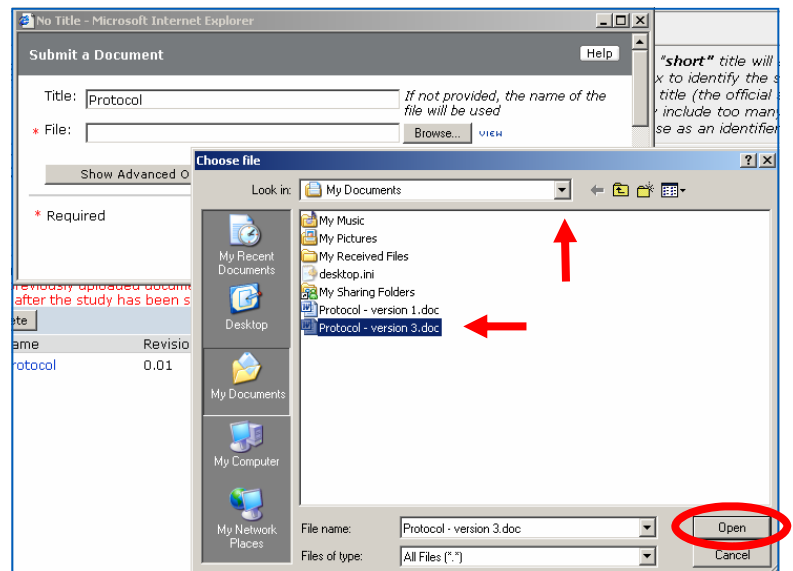


### Choose a file window

3. **Navigate** to the document you want to upload

4. **Select** the document

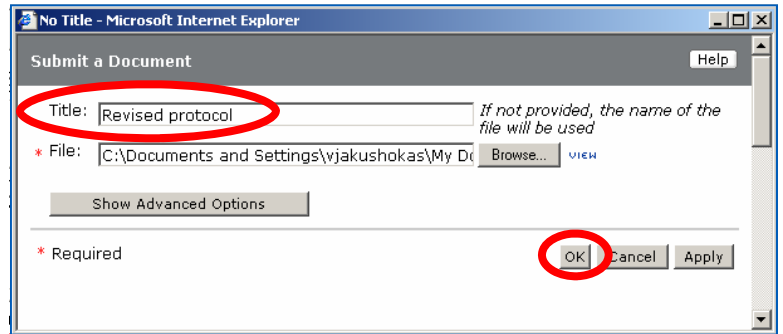
5. Click the **Open** button



### Document submission window

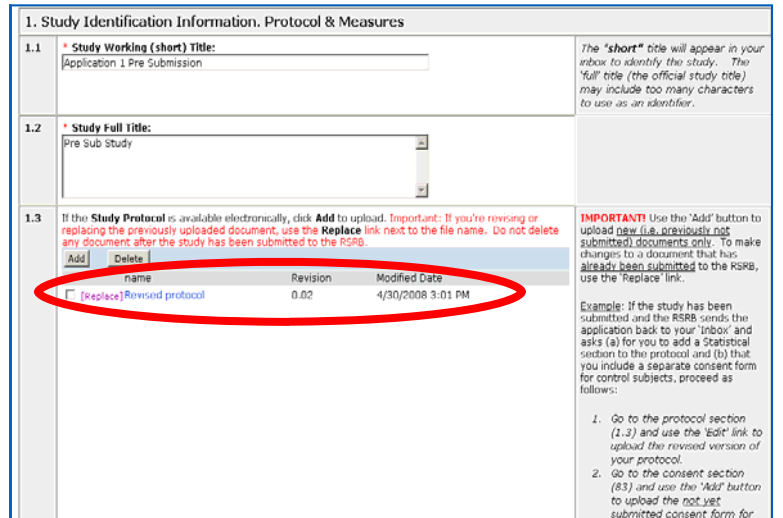
6. Revise the title if necessary

7. Click the **OK** button



### The document is now uploaded


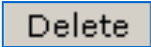
*Note:* Next to the document's title is the Revision number, the date and the hour of the most recent change.



### 3. DELETING A DOCUMENT

Documents should only be deleted while the study is in pre-submission or during RSRB review. **DO NOT** delete any documents after the study has been approved by the RSRB.

#### To delete a document:

1. Check the  box next to the document's title
2. Click the  button

If the **Study Protocol** is available electronically, click **Add** to upload. **Important: If you're revising or replacing the previously uploaded document, use the **Replace** link next to the file name. Do not delete any documents after the study has been submitted to the RSRB.**

	Add	Delete			
			name	Revision	Modified Date
<input checked="" type="checkbox"/>			Replace] Revised protocol	0.02	4/30/2008 3:01 PM

**All selected documents are permanently deleted**

1. Study Identification Information, Protocol & Measures

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Application 1 Pre Submission

1.2 \* Study Full Title:  
Pre Sub Study

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	Add				
			name	Revision	Modified Date
			There are no items to display.		

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1. Go to the protocol section (1.2) and use the 'edit' link to upload the revised version of your protocol.
2. Go to the consent section (8.5) and use the 'Add' button to upload the not yet submitted consent form for