

How to revise attachments

Step one:

1.0 Review Response Form

1.1 Stipulations

Stipulation 1 out of 1:

Description:
TEST Informed Consent - Please adjust the purpose of your study.

Stipulation Type: (Stipulation must be addressed)

Links to Components
(Click on the links that are linked to this stipulation)

Operation	Action Status	Component Name	Action
Modify Existing Attachment	Action Not Complete	Study Consent Informed Consent Template Revised Common Rule (Version 1.0)	Revise Existing

Do you accept this Stipulation?
N/A ☐ Yes ☒ No

Provide an explanation on how you addressed this Stipulation:

Step two:

Stipulation 1 out of 1:

Description:
TEST Informed Consent - Please adjust the purpose of your study.

Stipulation Type: (Stipulation must be addressed)

Links to Components
(Click on the links that are linked to this stipulation)

Operation	Action Status	Component Name	Action
Modify Existing Attachment	Action Not Complete	Study Consent Informed Consent Template Revised Common Rule (Version 1.0)	Revise Existing

Do you accept this Stipulation?
N/A ☐ Yes ☒ No

Provide an explanation on how you addressed this Stipulation:

Confirm the adding a revision.

Are you sure you want to create a revision?

CONFIRM CANCEL

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Step three:

Consent Title:	Informed Consent Template Revised Common Rule
*Version Date:	01/14/2019 
Category:	
Description:	
*Version Number:	1 .1
*Language:	English 
Check-out the Document to your workstation for editing:	Check-out Document...
Edit in browser:	Edit in browser
Comments:	

Step four:

Consent Title:	Informed Consent Template Revised Common Rule
*Version Date:	01/14/2019 
Category:	
Description:	
*Version Number:	1 .1
*Language:	English 
Check-out the Document to your workstation for editing:	Check-out Document...
Edit in browser:	Edit in browser
Comments:	

Are you sure you want to check-out the document?

If yes, document will be downloaded to your local computer to save as part of your local files. Modify and check in later.

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Step five:

Open attachment downloaded on bottom left of the screen. Make changes and save the document to a desired location on your computer. You will need to locate the file to upload the updated document.

Consent Title:	Informed Consent Template Revised Common Rule
*Version Date:	01/14/2019
Category:	
Description:	
*Version Number:	1 .1
*Language:	Taiwanese
This document is currently checked out by: Jessica Kisenwether at 01/31/2020 06:09 AM EST	
Check-in when you are done editing to upload the document back into IRIS.	Check-in Document...
Revert to the document stored in IRIS.	Undo Check-out Document...
Comments:	



Step Six

Consent Title:	Informed Consent Template Revised Common Rule
*Version Date:	01/14/2019
Category:	
Description:	
*Version Number:	1 .1
*Language:	English
This document is currently checked out by: Jessica Kisenwether at 01/31/2020 06:09 AM EST	
Check-in when you are done editing to upload the document back into IRIS.	Check-in Document...
Revert to the document stored in IRIS.	Undo Check-out Document...
Comments:	

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Step Seven

Click “Choose File” and locate your saved, updated document. Once uploaded, click “Save selected file.”

Document Location: Choose File | Informed Con...on Rule.rtf

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

Step Eight

Notice, the version number will change. Then click “Save Consent.”

Save Consent

Unapproved Consent

Version Number: 1.1

Step Nine

Note the different version numbers. You can check to make sure the correct document uploaded by clicking “Compare Consent Version.”

Compare Consent Version

Operation	Action Status	Component Name	Action
Study Existing Attachment	Action Not Complete	Study Consent Informed Consent Template Revised Common Rule (Version 1.1)	Compare Consent Version
		Study Consent Informed Consent Template Revised Common Rule (Version 1.0)	Complete Action Incomplete Action