## **Project Review - Finalize Documents**

- 1. Within the submission workspace, select "Finalize Documents" to approve versions of materials attached to a submission.
- 2. A check will appear in the spaces by default, indicating all listed documents are approved. De-select (remove the check) from any documents NOT approved.
- 3. Click 'ok'.
- 4. The system will automatically stamp Consent Forms, Recruitment Materials, and Debriefing Materials. All other documents will convert to pdf without a stamp.

Debriefing materials.docx   Debriefing Materials   Debriefing materials.pdf   2/10/2014     Template Research   Protocol Documents   Template Research   2/10/2014     Protocol.docx   Protocol Documents   Template Research   2/10/2014     CUHS sample exempt   Recruitment   CUHS sample exempt   10:03 AM     Recruitment Materials/dovertisementsinterview email.pdf   6:59 AM   2/10/2014     Recruitment Materials/Advertisements   Recruitment Materials.pdf   10:03 AM     HRP-220 - FORM - Study   Study Personnel   HRP-220 - FORM - Study   2/10/2014     HRP-220 - FORM - Study   Study Personnel   HRP-220 - FORM - Study   2/11/2014     Personnel.doc   Information   Personnel.doc   7:00 AM     Personnel.doc   Study Personnel   Personnel.doc   7:01 AD	tegorie	es and stamps it with the water	rmark.	te a permanent record. Finalizin	- · · ·	document in cert
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Remember the Order:

- ✓ Finalize Documents
- ✓ Prepare Letter
- ✓ Send Letter

