

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.

Finalize Documents

You can finalize the submission's supporting documents to create a permanent record. Finalizing creates a PDF copy of each document in certain categories and stamps it with the watermark.

Approve	Draft	Category	Final	Date Modified
<input checked="" type="checkbox"/>	Consent form.docx	Consent Materials	Consent form.pdf	2/10/2014 10:02 AM
<input checked="" type="checkbox"/>	CUHS sample exempt survey information sheet.doc	Consent Materials	CUHS sample exempt survey information sheet.pdf	2/11/2014 6:59 AM
<input checked="" type="checkbox"/>	Debriefing materials.docx	Debriefing Materials	Debriefing materials.pdf	2/10/2014 10:03 AM
<input checked="" type="checkbox"/>	Template Research Protocol.docx	Protocol Documents	Template Research Protocol.docx	2/10/2014 10:01 AM
<input checked="" type="checkbox"/>	CUHS sample exempt interview email.docx	Recruitment Materials/Advertisements	CUHS sample exempt interview email.pdf	2/11/2014 6:59 AM
<input checked="" type="checkbox"/>	Recruitment Materials.docx	Recruitment Materials/Advertisements	Recruitment Materials.pdf	2/10/2014 10:03 AM
<input checked="" type="checkbox"/>	HRP-220 - FORM - Study Personnel old.doc	Study Personnel Information	HRP-220 - FORM - Study Personnel old.doc	2/11/2014 7:01 AM
<input checked="" type="checkbox"/>	HRP-220 - FORM - Study Personnel.doc	Study Personnel Information	HRP-220 - FORM - Study Personnel.doc	2/11/2014 7:00 AM
<input checked="" type="checkbox"/>	Winnicki Sara CITI.pdf	Study Personnel Information		2/11/2014 7:01 AM

OK Cancel

Remember the Order:

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

