

## OVERVIEW

The Update Consent activity was created to assist IRB staff with managing minor updates to consent forms (such as a spelling correction), which would not otherwise require full review. **This activity can only be conducted by IRB staff.**

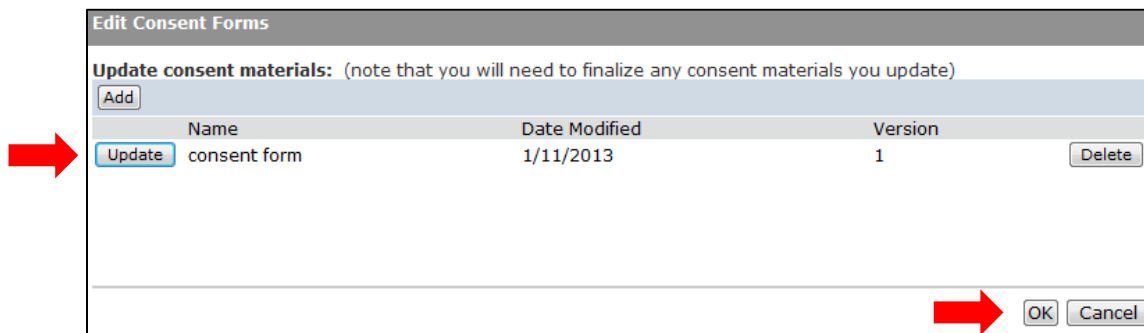
★ The document update will only affect the application workspace where it is executed. If this is executed in the main study workspace, it will not change the documents in follow-on submissions. Conversely, if this is executed in a follow-on submission, it will not affect the main study workspace.

## STEPS TO COMPLETE CONSENT UPDATE

1. Select the “Edit Consent Forms” activity in the workspace.



2. Update a consent form using the document upload features on the activity form.



**Edit Consent Forms**

Update consent materials: (note that you will need to finalize any consent materials you update)

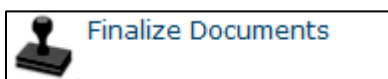
	Name	Date Modified	Version	
<input type="button" value="Update"/>	consent form	1/11/2013	1	<input type="button" value="Delete"/>

3. View the “Documents” tab on the workspace to view the changed consent.

★ The version will not appear as finalized.

History	Project Contacts	Documents	Follow-on Submissions
Draft	Category	Final	
consent form	Consent Materials	Test Protocol	
Test Protocol	Protocol Documents		

4. Select the “Finalize Documents” activity.



5. Select the revised document on the form to finalize the revised consent form.



★ Approved version updates via this activity to not change what is noted in any previously created correspondence. If this revision should be listed within the approval documentation, the “Prepare Letter” and “Send Letter” activities will have to be completed again.

**Finalize Documents**

You can finalize the submission's supporting documents to create a permanent record. You must select a category for each document in certain categories and stamps it with the watermark.

Approve	Draft	Category	Finalize
<input checked="" type="checkbox"/>	consent form	Consent Materials	Finalize
<input type="checkbox"/>	Test Protocol	Protocol Documents	Test Protocol

- 
6. The revised consent form will now appear as finalized in the workspace. If you completed the Edit Consent Form activity in the main study workspace, you will see the revised consent within the SmartForm.

**Consent, Assent and HIPAA Authorization Materials**

**1. Document Upload:**

Document	Category	Date Modified
<a href="#">View consent form(1)</a>	Consent Materials	1/11/2013