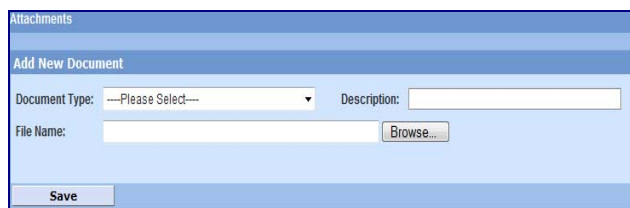


The Attachments screen is used to attach electronic HIC applications and all other protocol-related documents that must be reviewed and approved by the IRB.

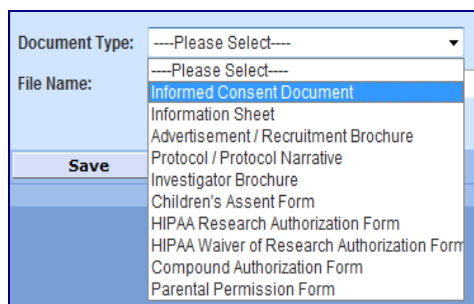
1. Click on the **Attachments** link.



The **Attachments** screen displays:

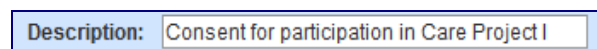


2. Click on the drop down menu next to **Document Type** and choose an entry.

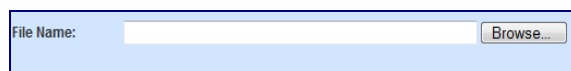


3. Type in the **Description** field the unique identifiers for this document.

Examples would include using the Title located on the Consent form or indicating population type such as Children's Assent Form ages 12 – 15, or Healthy Controls, etc.



4. Click on the browse button to search the document to be uploaded. You will be searching your own computer for the documents that need to be uploaded.



5. The desired file is displayed. Click **Save**.



6. View the attached documents you attached. Add additional documents by repeating the same process.

New/Changed Attachments				Show All
Attachment Type	Description	Timestamp	Update User	
Informed Consent Document	Consent for participation in Care Project I	2008-12-12 13:45:29.0	Battles, Wendy	View Remove