

Click Document Clean - Up



This Quick Guide will help me to know

- Which documents to delete from Click IRB

There are two options to clean up your documents in Click:

Option 1: Submit a Modification to “Other Parts of the Study” for the purpose of ONLY cleaning up the documents in Click IRB.

- ❖ *This is the recommended option, as we anticipate that these Modifications will be easier for study teams and quicker for the IRB to review.*

Option 2: Submit a Modification to “Other Parts of the Study” that you were already planning to submit and include with the changes the request to clean up the study documents.

For Option 1:

1

Create a new Modification with the scope “Other Parts of the Study.” See the “Modifications” Quick Guide on the [IRB website](#) for assistance.

2

For the section titled, “Summarize the modifications” within the “Modification Information” SmartForm include the following summary:

This modification is being submitted to remove the “clean” version documents from Click IRB

3

Navigate to each applicable section of the study SmartForm (e.g., Protocol, Consent Forms, etc.) and select the ‘Delete’ button next to all the “clean” version documents.

IMPORTANT NOTE: If the tracked version is a PDF (e.g., industry sponsor protocols, investigator brochures) do not delete the “clean” version.

Consent Forms and Recruitment Materials

1. **Consent forms:** (include consent, parental permission, and assent forms, if applicable; templates available in the Library)

Document	Category	Date Modified	Document History
View Assent_7-13yo_CI_2017_6_12_changes.docx(0.01)	Consent Form	7/14/2017	History
Parent View Consent_NORMAL_2017_6_12_changes_revised.docx(0.01)	Consent Form	7/14/2017	History
View Parent Consent_CI_2017_6_12_clean.docx(0.05)	Consent Form	7/6/2017	History
View Parent Consent_CI_2017_6_12_changes_revised.docx(0.05)	Consent Form	7/6/2017	History
View Assent_7-13yo_CI_2017_6_12_clean.docx(0.04)	Consent Form	7/6/2017	History
View Parent Consent_NORMAL_2017_6_12_clean.docx(0.01)	Consent Form	7/6/2017	History
View Assent_7-13yo_NORMAL_2017_6_12_clean.docx(0.05)	Consent Form	7/6/2017	History
View Assent_7-13yo_NORMAL_2017_6_12_changes.docx(0.05)	Consent Form	7/6/2017	History

Those consent forms highlighted in yellow would be deleted from Click IRB

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<p>4</p>	<p>Submit the Modification.</p> <p>When the IRB approves the Modification, they will finalize the tracked versions of the documents already in the system. Once finalized, the tracked versions will become “clean” versions, ready for use.</p> <p>NOTE: Consent documents will receive a new IRB approval stamp.</p>																																				
<p>For Option 2: 1</p>	<p>Create a new Modification with the scope “Other Parts of the Study.” See the “Modifications” Quick Guide on the IRB website for assistance.</p>																																				
<p>2</p>	<p>For the section titled, “Summarize the modifications” within the “Modification Information” SmartForm describe your proposed new changes <u>and</u> include the following statement:</p> <p><i>This modification also removes the “clean” version documents from Click IRB.</i></p>																																				
<p>3</p>	<p>Navigate to each applicable section of the study SmartForm (e.g., Protocol, Consent Forms, etc.) and select the ‘Delete’ button next to all the “clean” version documents.</p> <p>Proceed with the rest of your modification as applicable, only updating/uploading the tracked version of each revised document.</p> <p>IMPORTANT NOTE: If submitting a PDF that contains tracked changes (e.g., industry sponsor protocols, investigator brochures), you must still submit a “clean” version.</p> <div data-bbox="456 1220 1295 1680" style="border: 1px solid gray; padding: 10px;"> <p>Consent Forms and Recruitment Materials</p> <p>1. Consent forms: (include consent, parental permission, and assent forms, if applicable; templates available in the Library)</p> <table border="1"> <thead> <tr> <th>Document</th> <th>Category</th> <th>Date Modified</th> <th>Document History</th> </tr> </thead> <tbody> <tr> <td>View Assent_7-13yo_CI_2017_6_12_changes.docx(0.01)</td> <td>Consent Form</td> <td>7/14/2017</td> <td>History</td> </tr> <tr> <td>View Parent Consent_NORMAL_2017_6_12_changes_revised.docx(0.01)</td> <td>Consent Form</td> <td>7/14/2017</td> <td>History</td> </tr> <tr style="background-color: yellow;"> <td>View Parent Consent_CI_2017_6_12_clean.docx(0.05)</td> <td>Consent Form</td> <td>7/6/2017</td> <td>History</td> </tr> <tr> <td>View Parent Consent_CI_2017_6_12_changes_revised.docx(0.05)</td> <td>Consent Form</td> <td>7/6/2017</td> <td>History</td> </tr> <tr style="background-color: yellow;"> <td>View Assent_7-13yo_CI_2017_6_12_clean.docx(0.04)</td> <td>Consent Form</td> <td>7/6/2017</td> <td>History</td> </tr> <tr style="background-color: yellow;"> <td>View Parent Consent_NORMAL_2017_6_12_clean.docx(0.01)</td> <td>Consent Form</td> <td>7/6/2017</td> <td>History</td> </tr> <tr style="background-color: yellow;"> <td>View Assent_7-13yo_NORMAL_2017_6_12_clean.docx(0.05)</td> <td>Consent Form</td> <td>7/6/2017</td> <td>History</td> </tr> <tr> <td>View Assent_7-13yo_NORMAL_2017_6_12_changes.docx(0.05)</td> <td>Consent Form</td> <td>7/6/2017</td> <td>History</td> </tr> </tbody> </table> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>Those consent forms highlighted in yellow would be deleted from Click IRB</p> </div> </div>	Document	Category	Date Modified	Document History	View Assent_7-13yo_CI_2017_6_12_changes.docx(0.01)	Consent Form	7/14/2017	History	View Parent Consent_NORMAL_2017_6_12_changes_revised.docx(0.01)	Consent Form	7/14/2017	History	View Parent Consent_CI_2017_6_12_clean.docx(0.05)	Consent Form	7/6/2017	History	View Parent Consent_CI_2017_6_12_changes_revised.docx(0.05)	Consent Form	7/6/2017	History	View Assent_7-13yo_CI_2017_6_12_clean.docx(0.04)	Consent Form	7/6/2017	History	View Parent Consent_NORMAL_2017_6_12_clean.docx(0.01)	Consent Form	7/6/2017	History	View Assent_7-13yo_NORMAL_2017_6_12_clean.docx(0.05)	Consent Form	7/6/2017	History	View Assent_7-13yo_NORMAL_2017_6_12_changes.docx(0.05)	Consent Form	7/6/2017	History
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