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 <u>ONLY</u> 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.**

4	Submit the Modification. 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. **NOTE: Consent documents will receive a new IRB approval stamp.**
For Option 2: **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 describe your proposed new changes <u>and</u> include the following statement: *This modification also removes 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. Proceed with the rest of your modification as applicable, only updating/uploading the tracked version of each revised document. **iMPORTANT NOTE: If submitting a PDF that contains tracked changes (e.g., industry sponsor protocols, investigator brochures), you must still submit a "clean" version.**

4	Submit the Modification.
	When IRB staff 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.
	NOTE: Consent documents will receive a new IRB approval stamp.