

REQUIREMENTS FOR FILES IN IRB MENTOR

Documents that are typically required, such as consent documents, are requested via file upload questions within the relevant application sections in IRB Mentor.

Required File Naming Convention

- o Label file names using a simple and informative naming convention: Name of File Type—Name of Subject Group (if applicable)—Language (if applicable)—Date Submitted—Version (if submitting revision on same date).

Examples:

A Spanish consent form for parents of minors submitted on Jan 1, 2023 would be labeled as: Consent-Parents-Spanish-1.1.23-V2

A recruitment email script submitted on Jan 1, 2023 for which there is only one group of participants and no additional languages would be labeled as: Recruitment Email-1.1.23

- o Revised versions of any documents would follow the same naming convention with a different submission date at the end or a version note in the file name if the revision is submitted on the same date as the original.
- o Do not include your name, study title, or extraneous wording or formatting when naming your files. These elements do not enhance the IRB's understanding of what the file is and only adds visual clutter, making it difficult to flag the correct approved versions (which will be flagged as approved on the protocol information page).

Required Spacing and Formatting on Consent Documents

- o Make sure that the bottom margins of your consent documents

file comparison feature in Mentor.

- o Make sure that each file has an extension included (for example .pdf). The comparison feature will not work unless the file has been saved with an extension.

Making Revisions to and Replacing Files

- o You do not need to highlight or enable track changes in a revised file unless this is requested by the IRB. The document comparison feature in Mentor will allow users to see what has