# IRBMED Document Revision Guidance

When providing a tracked change version of the consent document for an amendment:

1. **Download the last approved "Clean" Word version.**
   *For consents & recruitment materials, use the most recent system approved clean Word version of the document. Protocol documenst are not watermarked, so there will be no 'system uploaded' document.*



2. The most recently approved clean version can be located by clicking on the elipisis (three dots) then selecting **View History**. Download the most recent "**SYSTEM UPLOADED DOCUMENT**" in the Notes column.



3. Sometimes you will see someone has inadvertently uploaded a document into the clean stack, this is why going into the document stack **Resource History** will ensure you are downloading and making revisions from *the Last Approved Clean Word* version.
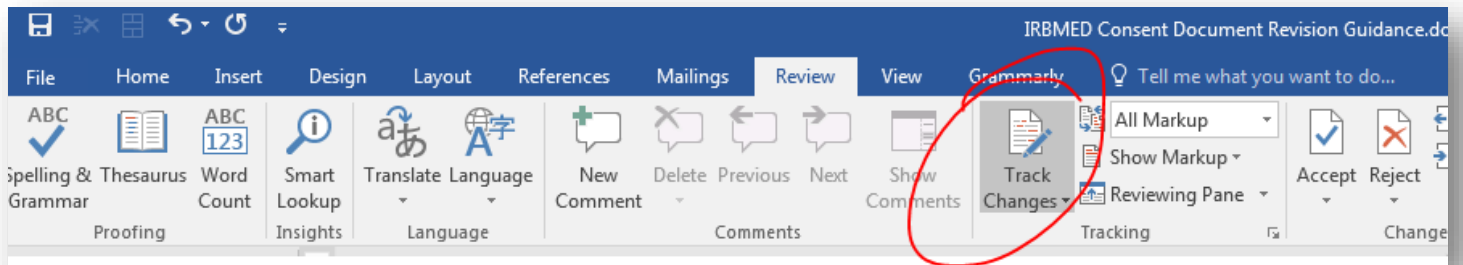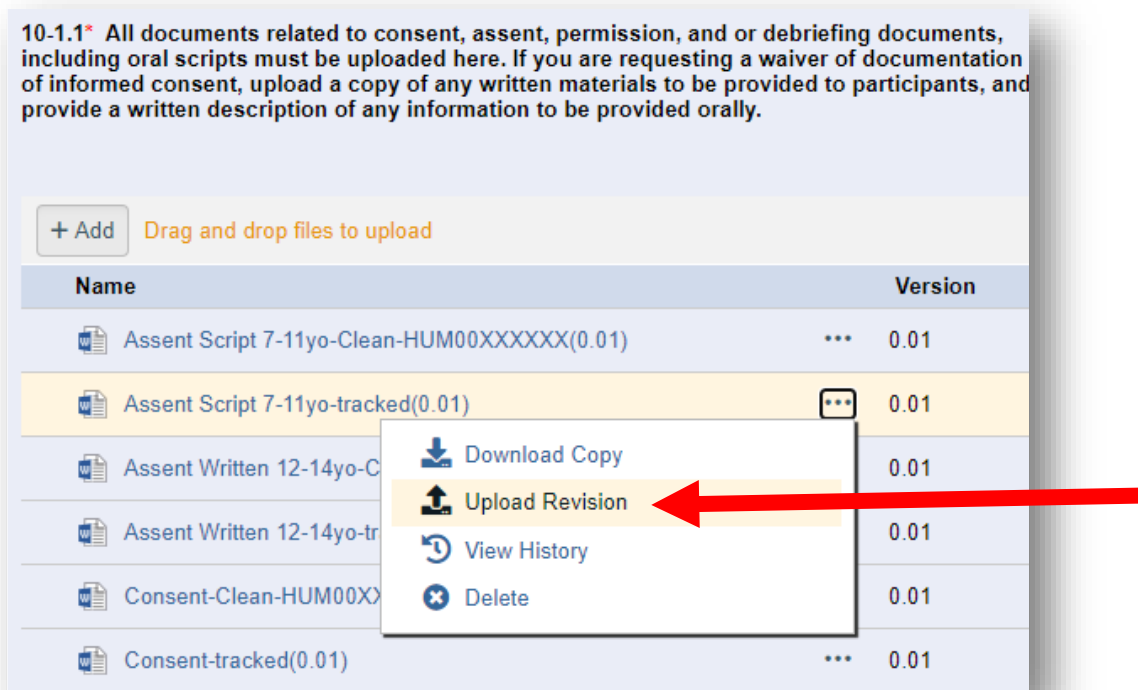
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4. Make necessary revisions with **Microsoft Word's tracked changes functionality active.**



5. **Upload the revised tracked document into Section 10-1.1 under the appropirate 'tracked' stack.**



**Do not alter or remove the coverpage.**
This page is "silent", meaning it will disappear during document finalization.

**Ensure consent/assent subtitle & version # are updated within the footer of the document.**
Update stack title is not required. Actual document title can be different than stack title.

**Do not upload any documents to the "clean" stack.**
When the amendment is approved, IRBMED will watermark the approved consent document, and upload a "clean" version, which the eResearch system will finalize into a .pdf document.

**Only 'Add' new document stacks for entirely new documents.**
Use 'Upload Revision' for updated versions of existing documents.