
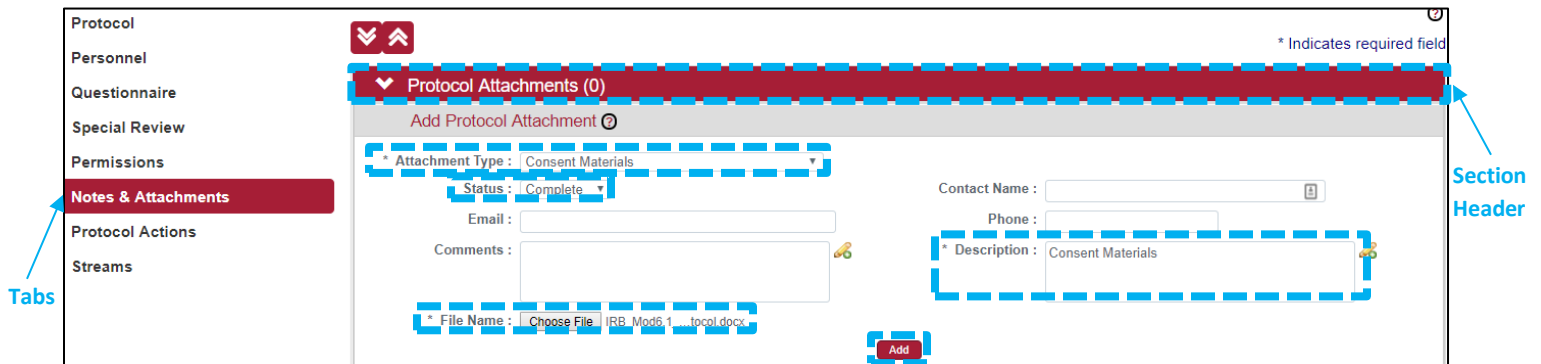


IRB: UPDATING THE NOTES & ATTACHMENTS TAB

The Notes & Attachments Tab is where you will attach all required documentation for the protocol.


Attachments

- 1) Click the **Notes & Attachments Tab**.
- 2) Click the **Protocol Attachments section header** to expand the section.
- 3) Click the drop-down menu next to **Attachment Type** to select the type.
- 4) Click the drop-down menu next to **Status** to identify if the attachment is complete or incomplete.
- 5) Enter a **Description** of the attachment.
- 6) Click the **Choose File** button to attach the file.
 - a. You can drag and drop the file if you drop it directly on the **Choose File** button.
- 7) Click the **Add** button  to add your attachments to the protocol.
- 8) Repeat this process for each additional attachment.
- 9) Click the **Save** button to ensure all attachments have been saved.



The screenshot shows the IRB system interface. On the left, a sidebar contains several tabs: Protocol, Personnel, Questionnaire, Special Review, Permissions, **Notes & Attachments** (highlighted in red), Protocol Actions, and Streams. A blue arrow points to this tab with the label 'Tabs'. The main content area shows the 'Protocol Attachments (0)' section, which is expanded. A red dashed box highlights this section header, with a blue arrow pointing to it and the label 'Section Header'. Below the header is the 'Add Protocol Attachment' form. A blue dashed box highlights the form fields: Attachment Type (set to 'Consent Materials'), Status (set to 'Complete'), Contact Name, Phone, Description (set to 'Consent Materials'), Email, and File Name (with a 'Choose File' button). A red 'Add' button is at the bottom right of the form. A legend in the top right corner indicates that an asterisk (*) denotes a required field.

Notes (Optional)

- 1) To add a Note, click the **Notes** section header to expand the section.
- 2) Add a **Note Topic**, a subject related to the note.
- 3) Enter the **Note Text**.
- 4) Click the **Add** button  to add your notes to the protocol.
- 5) Repeat this process for additional notes.
- 6) Click the **Save** button to ensure all notes have been saved.