

During review, the IRB may suggest changes to your consent forms or attachments. You will find these proposed changes in an **IRB marked copy** appended to your original (and indicated using Microsoft Word Track-changes) at Step #3 of the **Consent Forms (or Attachments)** screen.

1. Click this **IRB marked copy** and save it to your computer, where you may accept the changes and make additional edits:

The screenshot displays a web application window titled "3. REVISE/REPLACE PREVIOUSLY UPLOADED CONSENT FORMS". Below the title is a blue link: "Click the file name to: download, replace, rename, delete, or view version history." A table lists three document types with their respective file names and upload details. A blue arrow points from the "IRB marked copy of TMIS IRB Consent Form.docx" link in the table to the "Save" button in a file dialog box at the bottom of the screen.

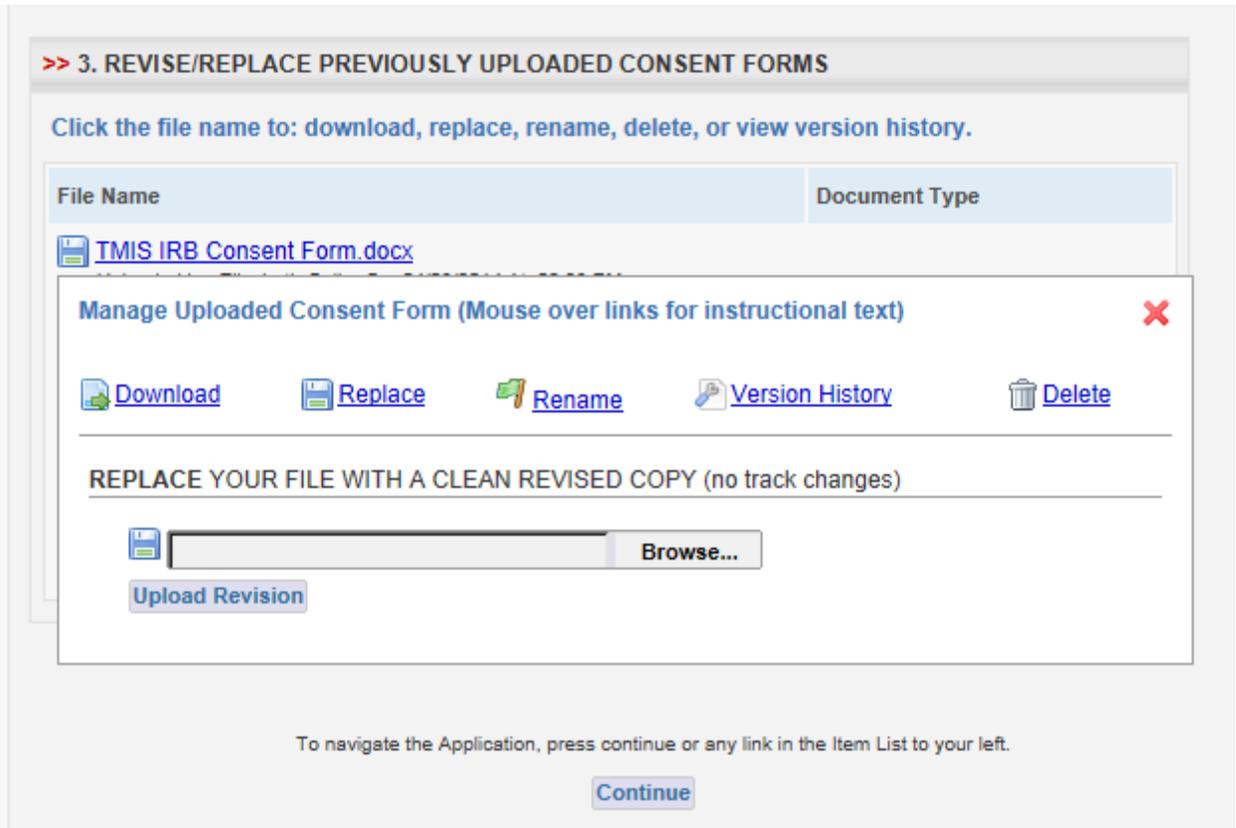
File Name	Document Type
TMIS IRB Consent Form.docx Uploaded by: Elizabeth Geller On: 04/09/2014 At: 02:38 PM ⇒ IRB marked copy of TMIS IRB Consent Form.docx Uploaded by Hadija Horne on 08/05/2014 at 03:05 PM	Adult Consent Form
TMIS IRB HIPAA Form.docx Uploaded by: Elizabeth Geller On: 04/09/2014 At: 02:39 PM	HIPAA Authorization
TMIS IRB Stored Specimens Form.docx Uploaded by: Elizabeth Geller On: 04/11/2014 At: 03:12 PM ⇒ IRB marked copy of TMIS IRB Stored Specimens Form.docx Uploaded by Hadija Horne on 08/05/2014 at 03:05 PM	Stored Specimens with Identifiers

To navigate the Application, press continue or any link in the Item List to your left.

[Continue](#)

Do you want to open or save **TMIS_IRB_Consent_Form.docx** from **apps.research.unc.edu**? [Open](#) [Save](#) [Cancel](#) [x](#)

- After you accept the changes (and make further edits), save this clean copy of your revised form (or attachment) to your computer, updating the file name. Then replace the original form, as follows: a) at **Consent Forms** (or **Attachments**) screen, Step #3, click the [blue linked original](#) to open the pop-up; b) click [Replace](#); c) **Browse** your computer for your newly revised document; and d) click the [Upload Revision](#) button. (**Note: DO NOT upload your revised form at Step #2.**)



>> 3. REVISE/REPLACE PREVIOUSLY UPLOADED CONSENT FORMS

Click the file name to: [download](#), [replace](#), [rename](#), [delete](#), or [view version history](#).

File Name	Document Type
TMIS IRB Consent Form.docx	

Manage Uploaded Consent Form (Mouse over links for instructional text) ✖

[Download](#) [Replace](#) [Rename](#) [Version History](#) [Delete](#)

REPLACE YOUR FILE WITH A CLEAN REVISED COPY (no track changes)

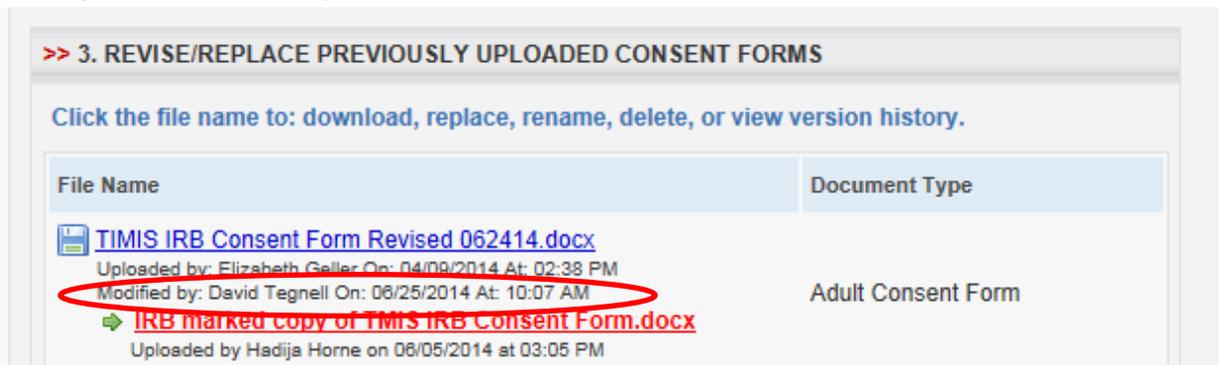
[Browse...](#)

[Upload Revision](#)

To navigate the Application, press continue or any link in the Item List to your left.

[Continue](#)

- Your original will then be “replaced” with the revised form:



>> 3. REVISE/REPLACE PREVIOUSLY UPLOADED CONSENT FORMS

Click the file name to: [download](#), [replace](#), [rename](#), [delete](#), or [view version history](#).

File Name	Document Type
TIMIS IRB Consent Form Revised 062414.docx Uploaded by: Elizabeth Geller On: 04/09/2014 At: 02:38 PM <u>Modified by: David Tegnell On: 06/25/2014 At: 10:07 AM</u> ⇒ IRB marked copy of TMIS IRB Consent Form.docx Uploaded by: Hadija Horne on 06/05/2014 at 03:05 PM	Adult Consent Form

4. Though “replaced,” your original will nonetheless be retained, along with the [IRB marked copy](#) in [Version History](#). To see [Version History](#), click the [blue linked file name](#) to open the pop-up, then click [Version History](#):

>> 3. REVISE/REPLACE PREVIOUSLY UPLOADED CONSENT FORMS

Click the file name to: download, replace, rename, delete, or view version history.

File Name	Document Type
TIMIS IRB Consent Form Revised 062414.docx <small>Uploaded by: Elizabeth Geller On: 04/09/2014 At: 02:38 PM</small>	

Manage Uploaded Consent Form (Mouse over links for instructional text) ✕

[Download](#) [Replace](#) [Rename](#) [Version History](#) [Delete](#)

VIEW VERSION HISTORY OF YOUR FILE

File Name	Document Type	Version
TIMIS IRB Consent Form Revised 062414.docx <small>Uploaded by: David Tegnell On: 06/25/2014 At: 10:07 AM</small>	Adult Consent Form	2
IRB marked copy of TIMIS IRB Consent Form.docx <small>Uploaded by: Hadija Horne On: 06/05/2014 At: 03:05 PM</small>	Adult Consent Form	
TIMIS IRB Consent Form.docx <small>Uploaded by: Elizabeth Geller On: 04/09/2014 At: 02:38 PM</small>	Adult Consent Form	1