Document Management:
When and how to delete consent forms and/or attachments

If you close enrollment to some or all subject cohorts (either at renewal or upon study modification), please:
- Delete documents no longer in use, AND
- Remove the corresponding document requirements

To Delete documents no longer in use
At **Step 3** of **Consent Forms** or **Attachments:**
1. Click file name to open actions pop-up
2. Click Delete

To Remove document requirements
At **Step 1** of **Consent Forms** or **Attachments:**
3. Click Document Type to open pop-up
4. Check "Consent form/attachment no longer in use"

>> Renewal Action Requested   Reference ID: 132476

ALERT: Modifications proposed as part of this renewal must be accomplished by editing the individual answers to the questions and data elements that make up the application. been made throughout the application.

1. Renewal action requested by Principal Investigator (choose only one): *

Study has always involved only analysis of data or specimens; there has never been any direct interaction or contact with subjects:
- [ ] Continue study as approved.

Study involves (or involved) direct interaction/intervention/contact with subjects:
- [ ] Continue study as approved, including enrollment of new subjects.
- [ ] Enrollment of new subjects closed; interaction/intervention with previously enrolled subjects continues.
- [ ] Subjects have completed all research-related interactions/interventions, but study remains open for longterm monitoring or follow-up.
- [x] All research-related interaction with subjects is complete, including any contact or follow-up. Renewal is requested for data analysis.

* Required.

>> 3. REVISE/REPLACE PREVIOUSLY UPLOADED CONSENT FORMS

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

File Name	Document Type
ConsentForm.docx	Adult Consent Form

1

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

2

Download   Replace   Rename   Version History   Delete

>> 1. DOWNLOAD CONSENT FORM TEMPLATE

Click the template name to either download the required consent form template to your computer OR indicate why you are not providing the form at this time.

Next, edit the template, providing study specific details. Save to your computer. Assign each form a unique file name. **(Why is this important?)**

GENERATE REQUIRED CONSENT FORMS

✔ Adult Consent Form

3

✕

Consent Form Template:

Click here to download

I am not using this template because:
- [ ] Full waiver of consent requested in application (Section D.3.)
- [ ] Waiver of written consent requested in application (Section D.2.)
- [ ] Not Yet Available / Not Applicable
- [x] Consent form no longer in use (enrollment closed)

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