- Consent forms are required by your responses to application questions.
- Because your consent form templates are tailored to your specific study, the **Consent Forms** section is not presented until all preceding application sections have been completed.

#### At Step1--

#### Download template:

 Download/save required consent form template(s) to your computer—and edit;

or

 Otherwise satisfy document requirement(s).

Scroll to slide #2 for Step 1details

#### At **Step 2--**

#### Upload edited template:

- Assign Document Type;
- *Browse* computer for your edited template; and
- Upload Consent Form

Scroll to slide #3 for Step 2 details

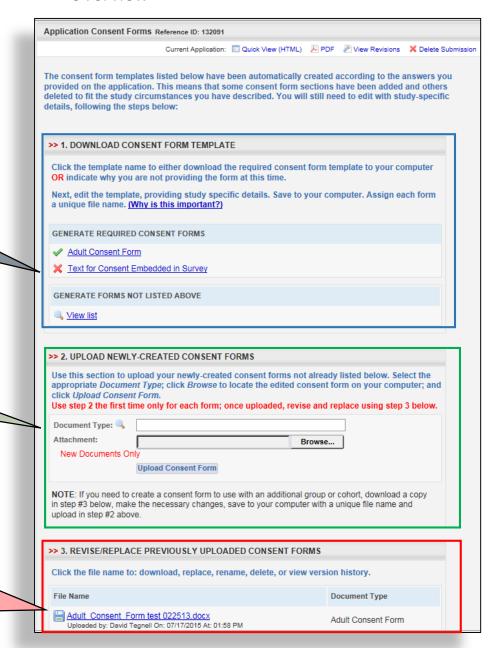
#### At Step 3--

Manage documents uploaded at Step 2 (now listed at Step 3):

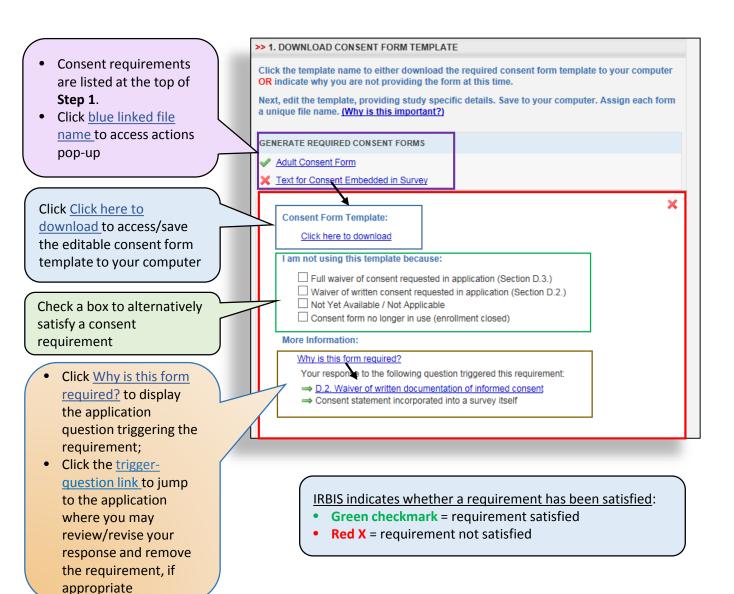
- Download to edit
- Replace with a revised version
- Rename your file
- View Version History
- Delete document

Scroll to slide #4 for Step 3 details

### Document Management: Consent Forms Overview



## Document Management: Consent Forms Step 1 (Download template)



If you do not find GENERATE REQUIRED CONSENT FORMS your form listed as a Adult Consent Form requirement, click X Text for Consent Embedded in Survey View list to display all GENERATE FORMS NOT LISTED ABOVE other templates in the library Assent Form Ages 15-17 Assent Form Ages 7-14 Consent Addendum for Current Subjects Click any blue Focus Group Consent linked A response to the following question would trigger this requiremen ⇒ A.4. Study design, methods and procedures document type ⇒ Focus groups to display its HIPAA Authorization application Information or Fact Sheet trigger-question. Click the Parental Permission Form question link to SSN Collection for payments SSN Collection for use as identifier jump to the application Short Form where you may Stored Specimens with Identifiers review/revise Stored Specimens without Identifiers your response, Text for Online Consent Form and add a Verbal/Phone Consent requirement, as appropriate

# Document Management: Consent Forms Step 2 (Upload new document)

After you have edited your consent template:

- 1. Save the file to your computer, using a unique file name (for instructions, click Why is this important?).
- 2. From the drop-down list, select the Document Type corresponding to the requirement listed in Step 1.
- 3. Browse for and Upload your edited consent form.

	ate name to either download the required consent form template to your compute y you are not providing the form at this time.
	mplate, providing study specific details. Save to your computer. Assign each for me. (Why is this important?)
GENERATE REG	UIRED CONSENT FORMS
✓ Adult Conse	nt Form
X Text for Cor	sent Embedded in Survey
CENEDATE FOR	MO NOT LISTED ADOVE
GENERATE FOR	MS NOT LISTED ABOVE
View list	
	EUR V ODE LEED OO VOEWE FORMAN
>> Z. UPLUAD N	EWLY-CREATED CONSENT FORMS
	n to upload your newly-created consent forms not already listed below. Select the
appropi	cument Type; click Browse to locate the edited consent form on your computer; ansent Form.
appropr	
appropried Click Up	irst time only for each form; once uploaded, revise and replace using step 3 belo
appropr	irst time only for each form; once uploaded, revise and replace using step 3 belo
appropried Click Up Use ste Document Type	irst time only for each form; once uploaded, revise and replace using step 3 belo

**IMPORTANT**: Upload only New documents at **Step 2**. <u>Do not use this step to upload revised (replacement) documents</u>.

Is this section to upload your newly-created consent forms not already listed below. Select the propriete Document Type; click Browse to locate the edited consent form on your computer; lick Upload Consent Form.  Is step 2 the first time only for each form; once uploaded, revise and replace using step 3 belongs.		
Document Type: 🔍		
CONSENT-RELATED MATERIALS	^	
Adult Consent Form		
Assent Form Ages 15-17		
Assent Form Ages 7-14		
Consent Addendum for Current Subjects		
Debriefing		
External Consent Form		
Focus Group Consent		
Foreign Language Consent Form		
HIPAA Authorization		
Information or Fact Sheet	~	
Attachment:	>	
New Documents Only	Browse	

- Documents uploaded at **Step 2**, will be listed at **Step 3**.
- If the Document Type matches the corresponding Step 1 requirement, the requirement will be satisfied (Red X will be converted to Green check, Step 1).

## Document Management: Consent Forms Step 3 (Revise/replace existing document)

