Covenant Medical Center
Document Submission Requirements

1. Please upload documents that are in Microsoft Word or PDF format. **No other document types will be accepted.**

2. <u>Coversheets or cover letter</u> – This is Optional.   It is a good summary of all documents you are submitting and can be a cross check to ensure all the info you wanted submitted with the package has been delivered

3. <u>Frequently used documents (applications, continuing review forms, etc)</u> – Use the appropriate form (Revision, Closure, Continuing Review) when submitting a package. These documents can be saved in your own computer.

4. <u>Signatures</u> – It is strongly recommended that all documents that are submitted on IRBNet must be electronically signed by the investigator. A "wet ink' signature will be accepted.
    *   This is the final step that must happen when a project or package is submitted. In addition, all applicable forms have an attestation statement that verifies that the electronic signature is approved by the overseeing primary investigator.
    *   If providing a "wet ink' signature, confirm that all documents are signed, (conflict of interest form, confidentiality form, application, etc)

5. <u>CV/Resume/Human Rights Protection Education</u> –Please upload this as well unless you have open studies already and have previously submitted. If it has been greater than 2 years since you last conducted research at Covenant Medical Center, you <u>must resubmit both documents</u>.

6. <u>Investigator registration</u> - Unfortunately, I cannot register the investigators from my end. When the registration process is initiated, you are sent an email to your listed address, and you must click a link to complete the process. Until that step is complete you will not have access.

7. Upload all documents to the Full Board Committee. I will assign them for expedited review if appropriate. You can REQUEST in the comment section of your email upload that you would like expedited review, and your request will be evaluated

Please refer to the documents below which include screenshots for your reference
   1. *How to Submit a New item to an Open Study*
   2. *Registering a New User*
   3. *How to Submit a New Protocol*