In this month's tip we'll show you where to find older consent documents and how the IRB uses the new "Archived Consent Materials" heading in the Attachments Section. Please see the attached tip.

For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site. Previous tips may also be accessed here.

The IRB Office

(314) 977-7744
eIRB Tip of the Month- November 2012

**Archived Consent Materials**--- This month we will show you where to find older consent documents and how to use the new “Archived Consent Materials” listing in the Attachments section.

Upon the approval of a subsequent IRB submission (e.g., Amendment, Continuing Review, etc.), the IRB Office will move older versions of consent documents to the Attachments page under the “Archived Consent Materials” heading. Research teams should not do this step.

NOTE: The attached date and the submitted date under the “Archived Consent Materials” heading will be the date that the document was moved to the new listing. The date does not necessarily reflect the date of the consent document itself. Also, items listed under the “Archived Consent Materials” heading do not appear on the approval letter.
Within the protocol the main, active consents will be located on the Informed Consent Page (section 9 BSS, section 13 BIO).
When looking for consent documents in the Event History click on the “View Attachments” link. NOTE: View Attachments is a capture of the attachments submitted or approved with each version of the protocol.

The “Archived Consent Materials” heading will not appear under the View Attachments feature. Consent documents from the Informed Consent page of the application/protocol will be under the heading “Consent Background”. After the documents have been moved to the Archived Consent Materials heading by the IRB, they will be found under the Attachments heading.