





Job Aid Title	itle Find Added Documentation				
Relevant Users	Principal Investigator (PI), Study Staff, Additional Contact				
Covered Topics	Where to find added documentation, such as HRP-215 Non-UMass				
	Personnel Lists and IRB authorization agreements				

1. View the "Full History" tab for the parent study.

When the IRB office adds documentation to a study, the Full History tab tracks the activity as "Documentation added." Documentation such as IRB authorization agreements and individual investigator agreements should appear on the Full History tab for the *parent study* even if the agreement was executed during a *follow-on submission*.

Documents	Project Personnel	Follow-On Submissions	Clarifications Requested	RNI	Full History	Summary History	Respond to IRB Decision
Filter by 🙆	Activity 👻	Go	Clear Advanced		1		
	Activity		Author		🖸 Ac	tivity Date	
	Edited Research Staff		Foxtrot, Evelyn	•	12/1	1/2014 3:08 PM EST	
○	Documentation added	>	Wang, Sharon		12/1	1/2014 3:06 PM EST	
i	Mod CR Closed		Wang, Sharon		12/1	1/2014 3:05 PM EST	
🖪 Followup	submission Modification	n and/or Continue Review H0	0006059_2 closed				
00	Generate Snapshot		Wang, Sharon		12/1	1/2014 3:05 PM EST	
📝 Snapshot generated after updating changes from folloup submission							
O	Modification Completed	1	Wang, Sharon		12/1	1/2014 3:05 PM EST	

2. Sort by the "Activity" header to find the most recent occurrence of "Documentation added."

"Documentation added" may not be the most recent activity, and there may be multiple occurrences of it. Click on the "Activity" header to sort by activity and to find the most recent occurrence of "Documentation added."

Documents	Project Personnel	Follow-On Submissions	Clarifications Requested	RNI	Full History	Summary History	Respond to IRB Decision
Filter by 🎯	Filter by 🖗 Activity 🔹 🕼 🕞 Clear Advanced						
	Activity		Autho	r i i		Activity Date	
Assigned Designated Reviewer			Wang	Sharon		11/22/2014 10:42 PM EST	
U	Change Tracking			t, Evelyn		11/20/2014 2:34 PM EST	
	Conducted Pre-Review			Sharon		11/22/2014 10:42 PM EST	
○	Documentation added			Sharon		12/11/2014 3:27 PM EST	
0	Documentation added			Sharon		12/11/2014 3:13 PM EST	
<u> </u>	Documentation added		Wang	Sharon		12/11/2014 3:06 P	M EST
	Documents Finalized		Wang	Sharon		11/22/2014 10:43	PM EST
	Edited Consumer - Lay S	ummary	Foxtro	t, Evelyn		11/20/2014 2:27 P	M EST

3. Click on the <u>most recent</u> occurrence of "Documentation added." The "Activity Form" tab in the Activity Details shows the name of each added document and its "Created date."

Activity Details (Documentation added)					
Activity Form Documents Notifications					
Please add Documentations here:					
Name	Created Date				
H00006059-HRP-215-FORM-Non-UMass-Personnel-List-Updated.docx	12/11/2014 3:06 PM				
IAA Agreement H00006059 Foxtrot.docx	12/11/2014 3:27 PM				



If you click on earlier cases of "Documentation added," then you will not see documents that were added at later points in time.

4. If the document you are looking for has the most recent "Created Date" on the "Activity Form" tab, you will be able to access it on the adjacent "Documents" tab.

Activity Details (Documentation added)	
Activity Form Documents Notifications	
Please add Documentations here: Name HODOGGGGO HPP 215 FORM New I Mass-Personnel-List-Updated.docx IAA Agreement HO0006059 Foxtrot.docx	Created Date 12/14/901-006 DM 12/11/2014 3:27 PM
Activity Details (Documentation added)	
Activity Form Documents Notifications IAA Agreement H00006059 Foxtrot.docx	

5. If the document you are looking for has an earlier "Created Date," it may not appear on the "Documents" tab. Use the "Created Date" to find the corresponding "Documentation added" back on the "Full History" tab.

Find the "Created Date" for the document that you are looking for.

Activity Details (Documentation added)					
Activity Form Documents Notifications					
Please add Documentations here: Name HO0006059-HRP-215-FORM-Non-UMass-Personnel-List-Updated.docz IAA Agreement H9999660E0 Foutpat docu	Created Date 12/11/2014 3:06 PM 12/11/2014 3:27 PM				

Return to the "Full History" tab and find the corresponding "Documentation added."

Documents	Project Personnel	Follow-On Submissions	Clarifications Requested	RNI	Full History	Summary History	Respond to IRB Decision
Filter by 🧐	Activity 👻	G	Clear Advanced				
	Activity		Autho	r		Activity Date	
	Assigned Designated Rev	viewer	Wang	, Sharon		11/22/2014 10:42	PM EST
3	Change Tracking		Foxtr	ot, Evelyn		11/20/2014 2:34 F	M EST
	Conducted Pre-Review		Wang	, Sharon		11/22/2014 10:42	PM EST
0	Documentation added		Wang	, Sharon		12/11/2014 3:27 F	M EST
0	Documentation added		Wang	, Sharon		12/11/2014 3:13 F	MEST
° (Documentation added)	Wang	, Sharon		12/11/2014 3:06 F	M EST
	Documents Finalized		Wang	, Sharon		11/22/2014 10:43	PM EST
	Edited Consumer - Lay Su	ummary	Foxtr	ot, Evelyn		11/20/2014 2:27 F	M EST

The document you are looking for will be on the "Documents" tab adjacent to the "Activity Form" tab.

