

ADDING A CONSENT TO AN IRB REVIEW

UPLOAD THE NEW VERSION OF THE CONSENT FORM

1. Navigate to **Menu > Protocols > PC Console > Reviews > IRB**.
2. Click the [Edit](#) hyperlink next to the IRB review that needs a consent. (**Note:** consents must be attached to a specific IRB review and should not be added separately.)

IRB Action History (* denotes a global amendment)													
											Filter by Review Reason: <input type="text"/>		
GWU											Add		
	Review Date	Submit Date	IRB Committee	Review Reason	Review Type	Review No.	Action	Action Date	Expiration Date	Delete?			
1.	11/02/2019	11/02/2019	GWU IRB	Initial Review	Full		Approved	11/02/2019	11/20/2020	<input type="checkbox"/>	Details		
				Communications									Edit
				Details (Type / Amendment No / Received Date / Description / Version Date)									
				Treatment Consent				11/20/2019		11/02/2019			

3. Click the **[Add]** button.

Details (1) Reviewers (0) Communications (0) Notes											
Details										Add	Select Previous Details/Docs
Type	Amendment No.	Received Date	Version Date	Description	Comments	Global?	Reconsent Required?	Delete?			
Treatment Consent	<input type="text"/>	11/20/2019	11/02/2019	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>			
Test_ICF.docx. Release: <input checked="" type="checkbox"/> Delete: <input type="checkbox"/>											

4. In the detail row that appears, select the review item from the **Type** dropdown list. For the main ICF, this Type will always be **Treatment Consent**. The other consent types represent consent types that can be used in addition to the main ICF, but do not replace the need for a main ICF to be documented (assuming one exists).
5. Enter the **Version Date** of the consent.
6. Enter the **Description** for the consent.

This description is very important for protocols with more than one consent. A good description will help the consenters find the correct consent (and the correct consent version) to use later in the Subject Console when they are consenting subjects to this study.
7. The **Comments** field is a good place to provide additional details about the consent; if you have multiple consents, you can note the version number here. (If you only have one consent, you could use the Description field for this instead.)
8. Click **[Save]**. **NOTE: You have created a detail line that only describes the consent. You still need to attach the actual consent document (see next steps).**
9. Under the consent detail line you just created, click the [File](#) hyperlink.
10. Click **[Browse]** to locate and select the consent on your local computer or Box drive.
11. Click **[Open]**.
12. Click **[Submit]** to save this document to this record.
13. **Select the [Release] checkbox.**
14. Click **[Submit and Close]**.