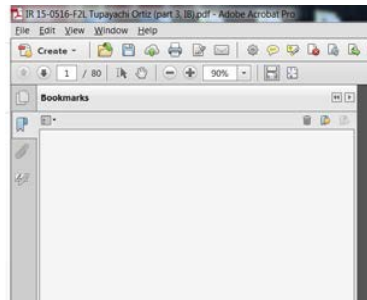
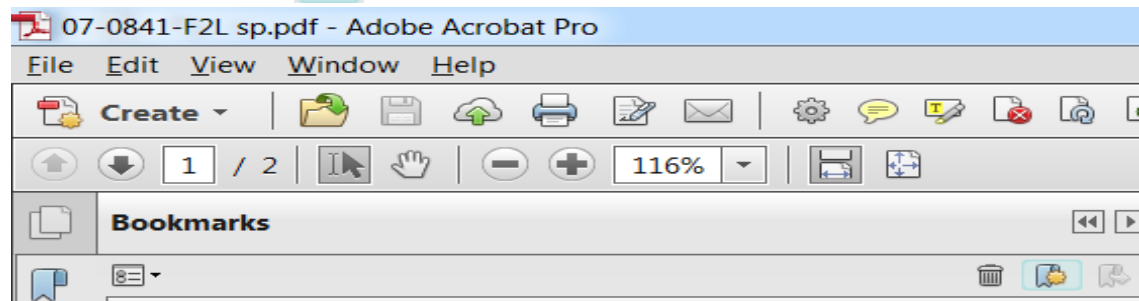


H. LABELING BOOKMARKS TO GUIDE IRB REVIEW:

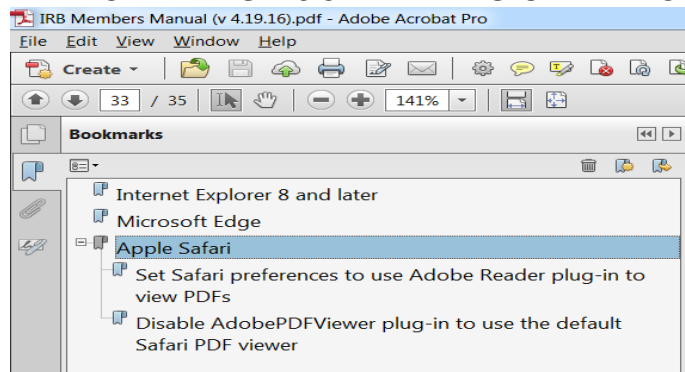
1. CLICK BOOKMARK ICON. 



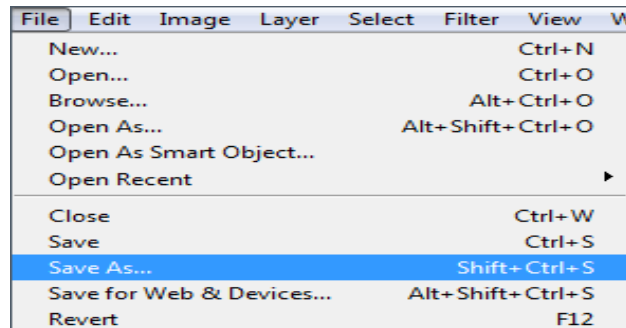
2. CLICK NEW BOOKMARK ICON. 



3. ON THE FIRST PAGE OF EACH SECTION, LABEL EACH BOOKMARK WITH NAME OF FORM.
REFER TO *NAMING BOOKMARKING CHART* FOR NAME OF FORM.



4. CLICK FILE THEN CLICK SAVE AS.
SAVE AS CR IRB# PI'S LAST NAME.



[CLICK HERE TO RETURN TO STEPS](#)

I. NAMING BOOKMARKS CHART FOR CONTINUATION REVIEWS:

<i>Form</i>	<i>Bookmark Title</i>
Memo	CR MEMO/IRB#/PI's Last Name *
CR Form	CR/IRB#/ PI's Last Name
Final Abstract	Abstract
Study Personnel	A/SP List
Disclosure of Financial Interest Form	A/DFIF
Research Description	B/Research Description
Protocol Summary	Protocol Summary
Progress Report	Progress Report
Signed Consent Form	C/Signed CF
Signed Assent Form	D/Signed AF
Clean Consent Form	C/Consent Form
Non-English Speaking Consent Form	C/Language/CF ex: C/Spanish/Consent Form
Clean Assent Form	D/Assent Form
Unanticipated Problems & Safety Reporting	UP/SR

**PI's last name needs to be included in the title of the first bookmark.*

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