Documenting an IRB Review and Adding a Consent:

In PC Console, navigate to the Reviews tab. You will see a summary of any PRMC and/or IRB reviews that have taken place.

The IRB horizontal tab is where you’ll go to add new reviews and attach documentation (such as consents).

Click the IRB horizontal tab to see details about IRB reviews.

To document a new review, click the “Add” button.
Click the “Edit” button to start the process of adding documentation to an existing review. (If you’re adding a document to a new IRB review that you’re in the middle of recording, you’ll already be in the right place—no need to worry about “Edit.”)

Once you’ve clicked “Edit,” find the Details tab and click “Add.”

To add a document—such as a consent—to an existing review, click “Edit.”

Click the “Add” button. First you’ll add details about the document, and then you’ll attach the document itself.

Select the type of document you will be attaching and record information about it.

Click “Save” when you are done.
The next step is to actually attach the document.

Finally, release the document. Your consent (or other IRB-related documentation) will be attached and available in Document Search. (If you no longer want a consent or other document to show up in Document Search—because it’s been superseded by a newer version—uncheck the “Release” box next to it.)