

Job Aid Title	How to Print Stamped Consent Forms from eIRB
Relevant Users	Principal Investigator (PI), Study Staff
Covered Topics	<ul style="list-style-type: none"> Where to find the IRB-approved consent form in eIRB How to print the consent so the watermark is visible

Stamped consent documents included with an IRB approval **must** be used to obtain signed consent from subjects. The IRB approval stamp must be visible on each page of the printed consent form.

A. Where to find the IRB-approved consent form in eIRB

- Go to the approved study's **parent** workspace to find the current IRB-approved consent form(s).

IRB Studies

Go to the **parent** workspace of the approved study.

ID	Name	PI	Expiration Date	State	Last System Date
H00006097	Training Study XYZ	Foxtrot	2/17/2016	Approved	2/18/2015 2:52 PM
H00006051	Training Study ABCD	Beta	1/13/2016	Approved	1/14/2015 2:54 PM
H00006060	MNOP Study	Foxtrot	1/5/2016	Approved	1/6/2015 3:52 PM
H00006059	Test Study IJKL	Foxtrot	11/21/2015	Approved	12/11/2014 3:27 PM
H00006069	Quality Improvement	Foxtrot		Not Human Research	11/22/2014 10:56 PM

! Note: Do **not** go to an open follow-on submission (i.e., continuing review, modification, continuing review and modification) to find the document.

- Under the documents tab, look for the “stamped version” in the **RIGHT** hand column which contains IRB-approved/stamped documents.
- Print the consent from the **RIGHT** hand column in eIRB.

University of Massachusetts Medical School eResearch

Home IRB

IRB > IRB Studies > Training Study ABCD

Current State
Approved

IRB
Principal Investigator: Alex Beta
IRB Owner: Sharon Wang
Submitted Date: 11/8/2014
Approval Date: 1/14/2015
Expiration Date: 1/13/2016
Letter: Approved Letter_H00006051..pdf(0.01)

Documents | Project Personnel | Follow-On Submissions | Clarifications Requested | RNI | Full History | Summary History | Respond

Category	Original File Type	Date Modified	Stamped Version	Date Modified
Investigator Study Plan	Investigator Study Plan Version 1 dated 11.8.14 - 0.01 History	1/14/2015 2:53 PM	Investigator Study Plan Version 1 dated 11.8.14 - 0.01 History	11/8/2014 8:47 PM
Advertisements	Recruitment Flyer Version 3.pdf - 0.03 History	1/14/2015 2:53 PM	Recruitment Flyer Version 3.pdf - 0.03 History	1/14/2015 2:54 PM
Consent Document(s)	Informed Consent Form Version 3 dated 1.14.15..pdf - 0.03 History	1/14/2015 2:53 PM	Informed Consent Form Version 3 dated 1.14.15..pdf - 0.03 History	1/14/2015 2:54 PM
HIPAA	HIPAA Waiver of Authorization Version 1 dated 11.8..pdf - 0.01 History	1/14/2015 2:53 PM	HIPAA Waiver of Authorization Version 1 dated 11.8..pdf - 0.01 History	11/8/2014 8:47 PM
HIPAA	HIPAA Authorization Form Version 1 dated 11.8..pdf - 0.01 History	1/14/2015 2:53 PM	HIPAA Authorization Form Version 1 dated 11.8..pdf - 0.01 History	11/8/2014 8:47 PM

Print the approved consent from the **RIGHT** hand (stamped version) column.



B. How to print the consent so the watermark is visible

- The IRB approval stamp for research that requires signed consent will include the following watermark in the footer:
Approved UMass Medical School IRB Do not sign this form after this date: mm/dd/yyyy
- When you print the consent, make sure that the watermark is visible on each page.
- In the Print window, use **FIT** to printable area so that the watermark is not cut off.

! Note: Do **not** use Actual Size.

Printer: HP LaserJet P2015 PCL6 Properties Advanced Help

Copies: 1 Print in grayscale (black and white)

Pages to Print

- All
- Current page
- Pages 1 - 15
- More Options

Page Sizing & Handling

Size Poster Multiple Booklet

- Fit
- Actual size
- Shrink oversized pages
- Custom Scale: 100 %
- Choose paper source by PDF page size

Orientation:

- Auto portrait/landscape
- Portrait
- Landscape

Comments & Forms

Document and Markups

Scale: 94%

8.5 x 11 Inches

Page 1 of 15

Use **FIT** to printable area to ensure the watermark is visible on each printed page.

Watermark must fit in printable area

Page Setup... Print Cancel