# Notes for Submission Coordinators: *Stamping Tools*

You can use IRBNet to electronically stamp informed consent documents or other documents you would like to mark with approval dates or any other committee information. Stamping Tools can be customized to fit your institution's needs.

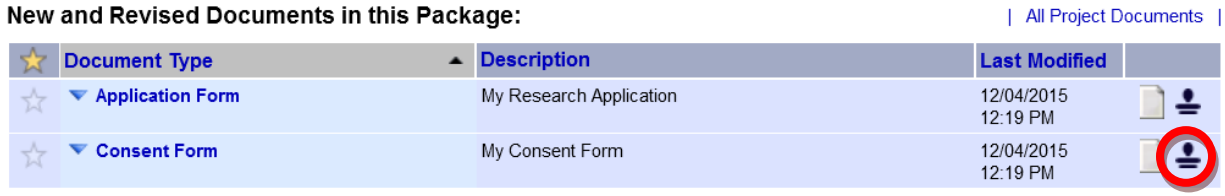
## Stamping Explained

Stamps can be applied to submitted Project Documents and to documents contained in the Board Documents section. Your stamp will appear on every page of the stamped document. Stamps may include virtually any custom information you wish and are set up in a process similar to your committee Letter Templates.

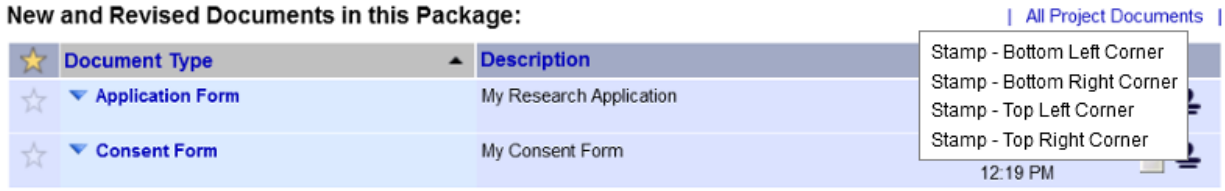
When a Stamped Document is created, it is placed in a Document Family that is linked to the source document. As revisions are made to the original document over time, then stamped versions of these revisions will be grouped together. This allows researchers to more easily retrieve stamped versions of the document as it continues to be revised.

## Stamping Submitted Project Documents

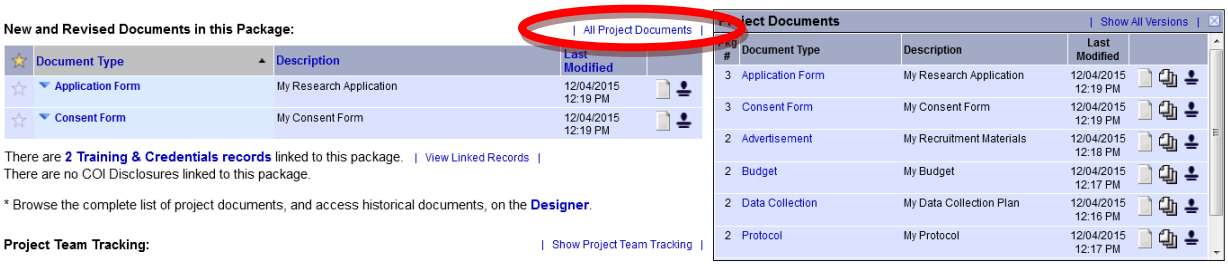
Go to the Submission Detail page and click on the stamp icon ( ) next to a submitted document or Board Document.




When is clicked you will see all institutionally customized stamps. Most institutions use multiple stamps for different locations, to ensure proper placement on documents.




You may also apply stamps to submitted Project Documents in other packages by clicking the 'All Project Documents' link on the Submission Detail page. When a stamp is applied to a Project Document not found in the current package, then the Stamped Document will be listed as a Board Document in the current package.



## Stamping Board Documents

Just as you may stamp a document submitted by a member of the research team, you may also stamp any document placed in the Board Document section.

**Board Documents:** When should I publish?

| Status | Document Type | Description | Last Modified | Publish Date | |
|---|---|---|---|---|---|
| Final | Approval Letter | Approval Letter | 12/04/2015 02:17 PM | 12/04/2015 02:18 PM | |

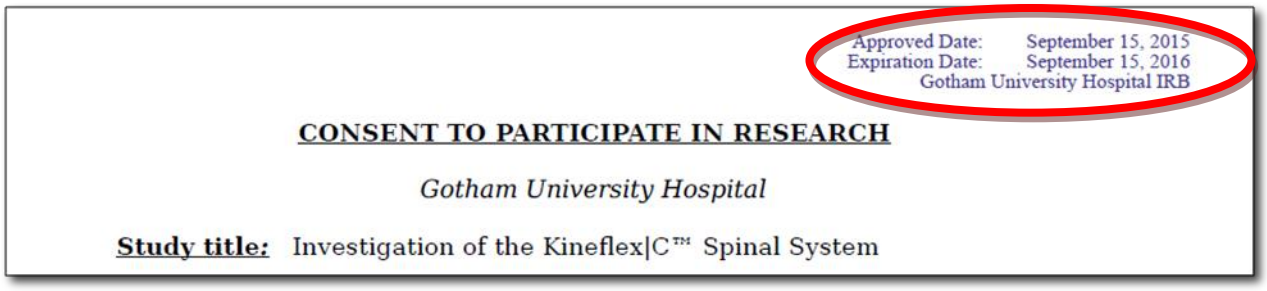
## Stamp Output

Once completed, a new stamped copy of the document will be created as a PDF file. The Stamped Document will be added to the Board Documents section in DRAFT status.

**Board Documents:** When should I publish?

| Status | Document Type | Description | Last Modified | Publish Date | |
|---|---|---|---|---|---|
| DRAFT | Stamped Document | Consent Form - My Consent Form (stamped) | 12/04/2015 02:18 PM | Publish Final | |
| Final | Approval Letter | Approval Letter | 12/04/2015 02:17 PM | 12/04/2015 02:18 PM | |

You may download the file and view it in the PDF viewer of your choice.


Approved Date: September 15, 2015
Expiration Date: September 15, 2016
Gotham University Hospital IRB

CONSENT TO PARTICIPATE IN RESEARCH

*Gotham University Hospital*

**Study title:** Investigation of the Kineflex|C™ Spinal System

When you have confirmed that the Stamped Document is ready, then you can Publish the document to make it available to your researchers. Researchers with "Full" access to the project will be notified via email when the Stamped Document has been published.

**Note:** Once a document is published, then it becomes a permanent part of the electronic audit trail and cannot be deleted.