



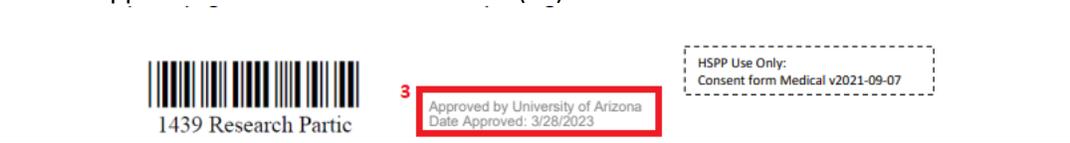
## Instructions for downloading consents from UA IRB, Advarra, or WCG IRB

### UA IRB

1. Log in with your netID at <https://eirb.arizona.edu/IRB>
2. Click IRB at the top, then select the Active tab to see your approved studies that are overseen by the UA IRB. By default, studies are sorted by the date of the most recent activity in eIRB, with the most recently modified studies at the top. Click on the name of the appropriate study.
3. Select the documents tab to find a list of the currently approved documents. Consent forms appear in the Site Related Documents section, and should be listed with Consent Form in the Category section. The final approved version is on the right, in the Final column (#1 on the screenshot).
4. The date the consent form was sent to the study team is listed under Last Finalized (#2).

History	Funding	Contacts	COI	Documents	Follow-on Submissions	Reviews	Snapshots
<b>Study Related Documents</b>							
Draft			Category	Final		Last Finalized	Document History
			IRB Protocol			3/29/2023 3:42 PM	History
<b>Site Related Documents</b>							
Draft			Category	Final		Last Finalized	Document History
ICF NAME.docx			Consent Form	1 ICF NAME.pdf		2 3/29/2023 3:42 PM	History

To view the date of approval, open the consent form and scroll to the bottom of the first page. The approval date is listed in the footer (#3).



### Advarra

1. Log in at <https://www.cirbi.net/CIRBI/>
2. The page that opens has a list of the studies that you have access to. By default, studies are listed alphabetically by the PI's first name. Click on the name of the appropriate study.
3. The study page opens to the IRB Issued Documents tab. Informed Consent Documents are available in the top section, with the most recent versions at the top. Click on the most recent version of the consent you need to download it (#1 in screenshot).
  - a. The date in the consent name is the most recent date that version was updated, NOT the approval date or the date it was sent to the site
  - b. Spanish consents will have "ES-US" at the end



Document Download

**IRB Issued Documents**

**Informed Consent Documents:**

Name

PI Main ICF Pro000xxxxx DATE\_ES-US.pdf

**1** PI Main ICF Pro000xxxxx DATE.pdf

**Correspondence Letters:**

Name

PI Initial Approval with Modifications Notice **2** Apr2022.pdf

- If you need to check the date that the consent was approved or sent to the site, view the associated approval letter under Correspondence Letters. The date in the name of the approval letter is the date that the documents were sent to the site (#2). You will need to open the letter to view the Approval Date (#3).

**PRINCIPAL INVESTIGATOR APPROVAL WITH MODIFICATIONS**

**DATE:** **2** 20 Apr 2022  
**TO:** PI Name  
**PROTOCOL:** Protocol Name

**SITE APPROVAL:** **3** 15 Apr 2022  
**IRB EXPIRATION:** 8 Sep 2022

**WCG IRB**

- Log in at <https://connexus.wcgirb.com/>
- Click on Sites at the top to view a list of the studies you have access to. By default, studies are listed alphabetically by PI’s last name. Click on the PI name to access the appropriate study.
- Select the Outcome Documents tab to see a list of all documents sent by the IRB. Documents are listed by the date they were sent to the site, with the most recent documents at the top. Look for the most recent Final – Consent Form (of the correct type, if the study has more than one consent) and click on the name to download (#1 in screenshot).
- The approval date and date that documents were sent to the site are both visible in the document list. The approval date is under Reviewed (#2), and the date the document was sent to the site is under Transmitted (#3).

<input type="checkbox"/>	File Name	Reviewed	Transmitted	Document Type
<b>1</b> <input type="checkbox"/>	<b>Final - Consent Form [IN1]</b>	<b>2</b> 02-JUN-2022	<b>3</b> 10-JUN-2022	Consent Form

