CoeusLite Naming Convention for Attachments

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| --- | --- | --- | --- |
| Document Type: | Description: | Description: Extension I | Description: Extension II |
|  |  |  |  |
| Exempt Research Request | Exempt | Category #(1 – 6) |  |
| Application Narrative | Application Narrative, v1 |  |  |
| Consent Documents | Consent Form\* | Parent, Teacher, Participant, etc. v1 | Informed, Online, etc. |
|  | Assent Form | Student, Child, etc. v1 | Ages 7 – 11, etc. |
|  | Information Sheet | Participant, Student, etc. v1 |  |
|  | Letter of Permission/ Authorization | Authorizer Name and/or Facility date of authorization |  |
|  | Letter for Culture Appropriateness | Authorizer Name and/or Facility date of authorization |  |
|  | HIPAA | Authorization v1 |  |
| Study Instruments/ Surveys/ Questionnaires | Questionnaire, Interview Protocol, | Questionnaire, Survey, Measure, Scale, Interview, etc. v1 | Demographics, Teacher, Focus Group, name of Measure/Scale |
| Recruitment Materials | Recruitment | SONA, v1 |  |
|  |  | Flyer v1 |  |
|  |  | Letter, Script, E-mail, v1 |  |
| Investigator Correspondence | Topic/date |  |  |
| Appendix | Description, v1 |  |  |
| Other Attachments | CITI Certificate | Name on certificate |  |
| Continuing Review Request |  |  |  |
| Amendment to Approved Study |  |  |  |
| Personnel Amendment Table |  |  |  |
| Closure Report |  |  |  |

All documents should carry a footer which contains the protocol number, page number, and the date or version number of each documents. It is strongly advised that this version control appear in the document description.

\*Consent Forms can be uploaded in groups to help ease the uploading process. Suggestions would be: Group 1, Group 2, Session 1, Session 2, etc. Pair the English and Translated versions of the same form in the upload. For example, English Parent Consent and the translated Spanish Parent Consent Forms can be uploaded together in one attachment.