CoeusLite Online Submission

Attachment Upload Naming Conventions

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| --- | --- | --- | --- |
| Document Type: | Description: | Description: Extension I | Description: Extension II |
|  |  |  |  |
| Application Narrative | Application Narrative |  |  |
| Consent Documents | Consent Form\* | Parent, Teacher, Participant, etc. | Informed, Online, etc. |
|  | Assent Form | Student, Child, etc. |  |
|  | Information Sheet | Participant, Student, etc. |  |
|  | Letter of Permission/ Authorization | Authorizer Name and/or Facility |  |
|  | Letter for Culture Appropriateness | Authorizer Name and/or Facility |  |
|  | HIPAA Documents |  |  |
| Study Instruments/ Surveys/ Questionnaires | Questionnaire, Interview Protocol | Questionnaire, Survey, Measure, Scale, Interview, etc. | Demographics, Teacher, Focus Group, name of Measure/Scale |
| Recruitment Materials | Recruitment | SONA |  |
|  |  | Flyer |  |
|  |  | Letter, Script, E-mail |  |
| Investigator Correspondence | Investigator Correspondence |  |  |
|  |  |  |  |
| Other Attachments | CITI Certificate | Name on certificate |  |

\*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.

It is also advisable to 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.