Quick Sheet:
Document Name, Version Date and Version in eREB

This Quick Sheet describes how to upload documents into your eREB application with the correct name, version date and version.

Uploading Documents

Documents that require review (for example, the protocol, consent forms, etc.) need to be uploaded (attached) to the application in eREB. Questions involving uploads include a blue “Upload Documents” button:

To upload a document:

1. Press the blue “Upload Documents” button. This will open a pop-up window.

2. Press the blue “Browse” button to locate the file on the computer. This will open a pop-up window. Search for your document the same as you would if you were opening a saved file.
3. Select the file you wish to upload and press “Open”.
4. Update the Document Name.
5. Enter the Version Date and Version. These dates/numbers must match what is stated on the actual document being uploaded.
6. When all the information is entered, press the green “Upload” button.
7. Once the upload is complete, the information will be shown within the form:

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Name</th>
<th>File Name</th>
<th>Version Date</th>
<th>Version</th>
<th>Size</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protocol Protocol Protocol.docx</td>
<td>Jun-12-2024</td>
<td>1</td>
<td>11.3 KB</td>
<td>Download</td>
<td>Delete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Check that all information is correct - the Document Name, Version Date and Version will appear in the acknowledgement/approval letter.**

### Removing Uploaded Documents

If you have uploaded the incorrect document, need to correct the Document Name/Version Date/Version or wish to remove a document after HiREB’s review:

1. Navigate to the document in the eREB application
2. Press the red “Delete” button

Changes can only be made to the application at specific points during the review process. You cannot remove documents from an application that is currently with HiREB for review or that has been approved. Please contact the Ethics Coordinator/Junior Coordinator for your project if you would like to make changes while the application is with HiREB.

### Document Name

The Document Name field will default to the file name during the uploading process, but we recommend that it be revised to reflect the name you want displayed in your Acknowledgement/Approval letter.

**Changing the Document Name during the upload process will not change the file name. HiREB does not require that the file name match the Document Name.**
Version Date

The Version Date field requires a year, month and day. Completion of this field is currently mandatory (something must be entered to complete the document upload) but it can be left blank using the workaround described below.

If your document only has a year/month (does not have a day):
  - We recommend leaving the Version Date blank (see instructions below) and entering the version date and number in the free text “Version” field

If your document does not have a version date at all:
  - Please do not enter a fake version date.
  - To remove the date entirely/leave Version Date blank:
    - Pick the current date from the calendar
    - Manually change the year to 0000 (e.g., June 05, 0000)
    - The upload will display a blank version date
Version

The Version field is a free text field. Currently the Version field is mandatory - something must be entered in order to complete the document upload.

If your document does not have a Version:
- Please do not enter a fake version
- Enter “N/A” or “-”

Acknowledgement/Approval Letter

The information entered into the Document Name, Version Date and Version fields will appear in the HiREB Acknowledgement/Approval letter exactly as entered by the research team.

It is the responsibility of the research team to ensure the information is correct.

If you see an error:
- If the application is awaiting submission, you will need to remove the document and re-upload it with the corrected information.
- If the letter has been issued, please contact the Ethics Coordinator/Junior Coordinator for your project.
- If there is an error in the document itself (e.g., the version date is incorrect in different sections on the document) please submit an amendment to revise the document to make this correction.

Questions?
Please contact the eREB Help Desk:
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