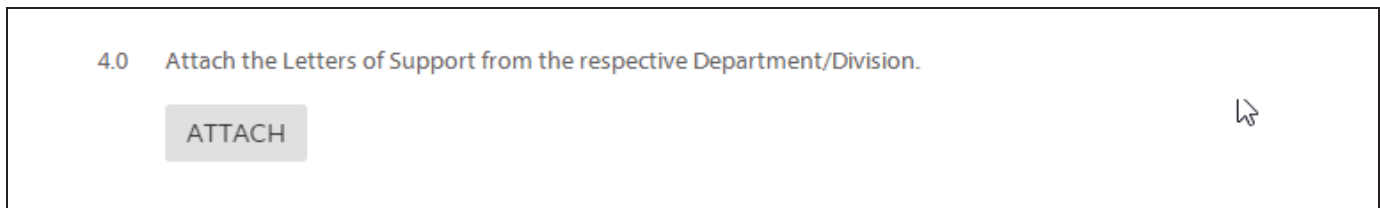


Attachments

Attachment fields allow you to upload one or more files to the study, or to include hyperlinks as "attachments".

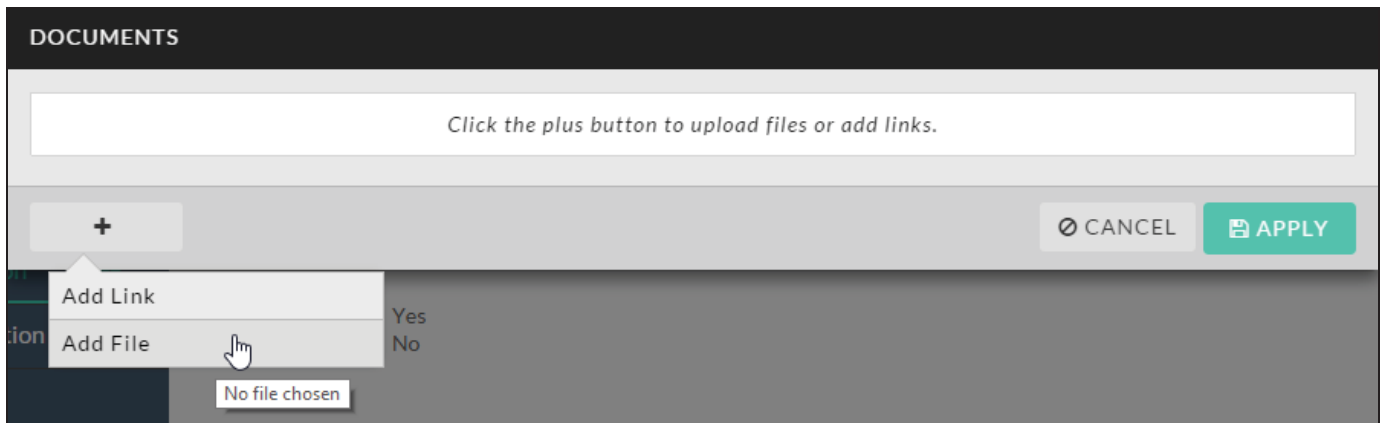


4.0 Attach the Letters of Support from the respective Department/Division.

ATTACH

A mouse cursor is positioned over the ATTACH button.

Click **Attach** to open the **Documents** window. To add a file or link, click the + button and choose to add a URL or file.



DOCUMENTS

Click the plus button to upload files or add links.

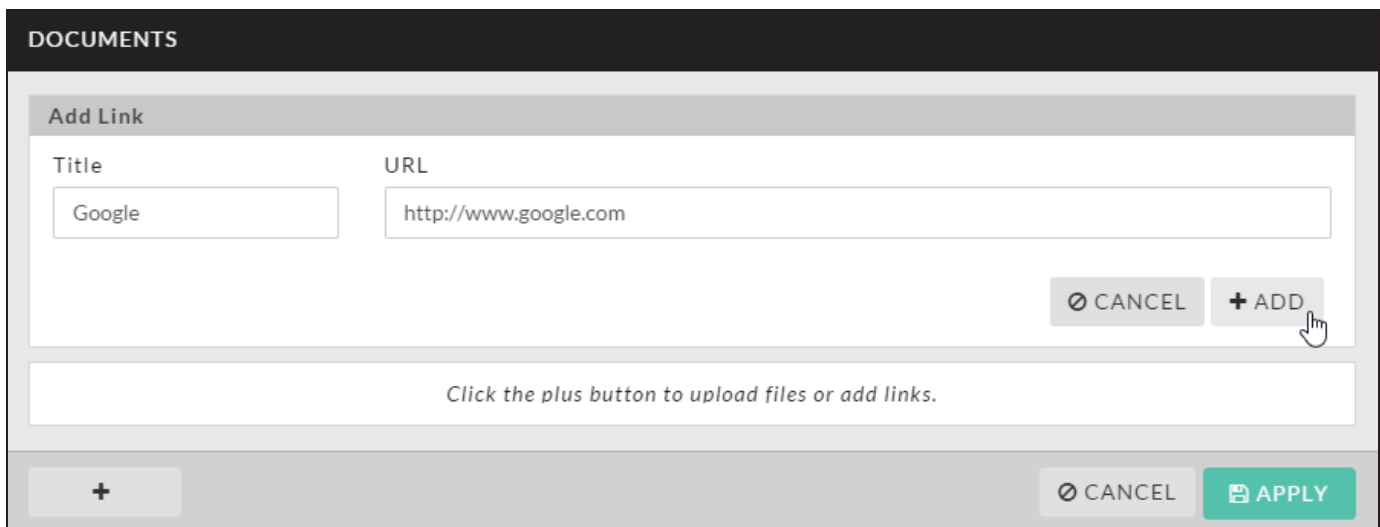
+ CANCEL APPLY

Add Link
Add File

Yes
No

No file chosen

Choosing **Add File** launches the default file browser on your system. Choosing **Add Link** opens a text area where you can enter the URL and a title for the page:



DOCUMENTS

Add Link

Title URL

Google http://www.google.com

CANCEL + ADD

Click the plus button to upload files or add links.

+ CANCEL APPLY

Enter the desired URL or select the desired file, then click **Apply**.

Supported File Types

Cayuse IRB supports the following file types. Each file can be a maximum of 20 MB in size.

File Type	Extension
Text	txt
Adobe	pdf
Raster image formats	png, bmp, gif, tif, tiff, jpg, jpeg, jp2, jpx
Vector image formats	wmf, emf, svg
Microsoft Word	doc, docx, docm
Microsoft Excel	xls, xlsx, xlsxm
Microsoft PowerPoint	ppt, pps, pptx, pptm, ppsx, ppsm, sldx, sldm

Deleting Attachments

To delete an attachment, click the **X** icon next to the attachment. You can also download file attachments by clicking on the filename.

The screenshot shows the Cayuse IRB interface for a researcher. The top navigation bar includes the logo, a hamburger menu, the role 'My Role: Researcher', a notification bell, and the user 'IRB User'. The main header displays 'STUDY' and the study title 'Social effects of early onset hair loss - Initial' with the IRB number 'IRB-FY2016-3576'. Action buttons for 'CREATE PDF', 'COMPARE', and 'SAVE' are visible. A left sidebar contains navigation options: Dashboard, Studies, Submissions, and Tasks. The main content area shows a list of sections: General Information (checked), Location of Research (checked), Study Information (checked), Subject Information, and Advertisements. The 'Study Information' section is active, showing a required question: '1. Does this research fall under any other committee?' with radio buttons for 'Yes' and 'No'. Below this is a question '2. Attach Protocol' with an 'ATTACH' button and a file attachment 'Study Protocol.pdf' with a delete icon.

Required Questions

Some questions have a red asterisk (*) next to the question number. This indicates a required question that must be answered before you can submit.

Saving Your Changes

Sections that have unsaved changes have an asterisk next to the section name in the menu. To save your changes, click the Save button in the upper right.