

ADOBE pdf

The IRB submission forms are available in Adobe (pdf) format only. Any form submitted to the IRB should be typed and, if a signature is required, should contain the original signature of the Principal Investigator. Note that Adobe Writer must be installed on your computer in order to save any information you type on a form.

Please also note that if you are using a computer in the Medical Center, it is probable that Adobe Writer is not installed on that computer and you will not be able to save any changes you make to a form opened on that computer until you install Adobe Writer.

Please read the following prior to filling out forms:

- 1) The IRB will accept forms written in Adobe versions 6.0 and higher.
- 2) If you wish to fill out the form online and print a hard copy (without saving what you have typed), then you only need Adobe Reader on your computer. (Available online for free at <http://www.adobe.com/products/acrobat/main.html> .) A hard copy should be retained for your files.
- 3) If you wish to **save the completed form**, you must purchase the Adobe Writer program. Please contact your department regarding this issue. Once Writer is installed, for any form you wish to save the blank form must **first** be saved on your computer. Then all information typed thereafter may be saved. If you type any information before saving the blank form, the information will not be saved.
- 4) When printing the forms, there is an option on the print screen with a check box for “shrink oversized pages to paper size” or “Page scaling” option. Please turn this option **off** or check “none” before printing, as these forms have non-standard margins.