

Guidance: File Naming for Application and Appendices

(Last Updated 1/2/2023)

OVERVIEW

To assist the IRB Committee with reviewing application packets and to adhere to filing systems, a file naming procedure is in place.

For each PI and co-investigators, please utilize the last names of each applicant within. Each document needs to be ***specifically*** named to indicate the content of the document.

Investigators should utilize the following file naming procedure when applying to the UT IRB:

<LAST NAME>_<FILE CONTENT>

For instance, if a PI of Dr. Jones (with co-investigators of Smith, Hanes, and Wilson) were to submit an IRB application, he/she would need to specify which documents are theirs and which are the co-investigators.

Example of the above application packet:

- Jones CITI IPS
- Jones CITI RCR SBR
- Jones IRB Application
- Jones Consent Form
- Jones Recruitment Flyer
- Jones Survey
- Smith CITI IPS
- Smith CITI RCR SBR
- Hanes CITI IPS
- Hanes CITI RCR SBR
- Wilson CITI IPS
- Wilson CITI RCR SBR

NOTE: If files are not named as outlined above, your IRB Application packet will be rejected and you will need to rename your files and resubmit in a fresh email thread.