



Tip Sheet: Uploading Documents

1. Start with Clear File Names

Before uploading a document, give it a meaningful name that clearly identifies both the document and its version.

- Consent_Form_v1
- Recruitment_Email_v1
- Participant_Information_Letter_v1

2. Anticipate Document Revisions

Feedback during the review process may result in the need to change the content of one of your previously uploaded documents. Since reviewers need to understand and confirm **what** was changed, not just see the final version, make sure to create **both** a tracked copy (the one with the visible edits) and a final version when making any changes.

3. Upload Tracked and Clean Copies

Follow the prompts in the form and make sure to upload **both** the tracked and clean versions of any revised documents. Identify each one clearly in the file name.

- Consent_Form_v2_Tracked
- Consent_Form_v2_Clean

4. Remove Outdated Versions

Please **delete** any old versions from your submission. At any stage of your REB application, whether an initial submission, a revision, or an amendment, **only the most current version of supporting documents should be attached**.

Removing outdated versions makes your application easier for everyone to review and navigate.

Video Resources

Need help enabling change tracking in **Microsoft Word**? [Tracking Changes in Word](https://www.youtube.com/watch?v=z8rBKUgvKIA) (https://www.youtube.com/watch?v=z8rBKUgvKIA)

If you use **Google Docs**, tracking changes requires you to use "suggestions mode" – here's a great video that walks you through those steps: [Tracking Changes in Google Docs](https://www.youtube.com/watch?v=CU9a3Q_oKTO) (https://www.youtube.com/watch?v=CU9a3Q_oKTO)

On the [EthOS Hub](https://uoguel.ph/ethos) (uoguel.ph/ethos), we have a new video for Applicants on [Uploading Documents](#).

Example: Lifecycle of a Consent Form

The diagram to the right follows an example Consent Form from its initial application through a series of changes and form submissions.

