Job Aid Title	Find Added Documentation
Relevant Users	Principal Investigator (PI), Study Staff, Additional Contact
Covered Topics	Where to find added documentation, such as HRP-215 Non-UMass Personnel Lists and IRB authorization agreements

1. **View the "Full History" tab for the parent study.**

When the IRB office adds documentation to a study, the Full History tab tracks the activity as "Documentation added." Documentation such as IRB authorization agreements and individual investigator agreements should appear on the Full History tab for the *parent study* even if the agreement was executed during a *follow-on submission*.
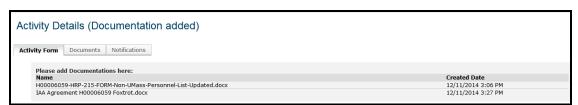

2. **Sort by the "Activity" header to find the most recent occurrence of "Documentation added."**

"Documentation added" may not be the most recent activity, and there may be multiple occurrences of it. Click on the "Activity" header to sort by activity and to find the most recent occurrence of "Documentation added."

3. **Click on the <u>most recent</u> occurrence of "Documentation added." The "Activity Form" tab in the Activity Details shows the name of each added document and its "Created date."**
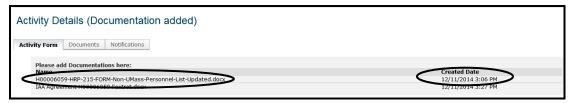
If you click on earlier cases of "Documentation added," then you will not see documents that were added at later points in time.

4. **If the document you are looking for has the most recent "Created Date" on the "Activity Form" tab, you will be able to access it on the adjacent "Documents" tab.**

5. **If the document you are looking for has an earlier "Created Date," it may not appear on the "Documents" tab. Use the "Created Date" to find the corresponding "Documentation added" back on the "Full History" tab.**

Find the "Created Date" for the document that you are looking for.

Return to the "Full History" tab and find the corresponding "Documentation added."

The document you are looking for will be on the "Documents" tab adjacent to the "Activity Form" tab.