MUSC eIRB Watermark Information and Instructions

* Only informed consents/information sheets, HIPAAs, and ads/subject recruitment materials are to have the MUSC eIRB watermark in the footer to be stamped (by the IRB) with the IRB protocol number and approval date.
* Other documents have been stamped in the past because of sponsor request, normally to be able to verify that it’s been approved. This is generally not the normal practice for the MUSC IRB. Therefore, it’s best to find out from sponsor if these are required and submit accordingly.
* MUSC does not require posted/published advertisements to be displayed with the stamp.
* If displaying any advertisements or recruitment materials at the RHJ VAHCS, per VAHCS policy, the IRB stamped version must be displayed.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Document | Does the document need to be submitted to the IRB? | | Does the document need an MUSC IRB watermark? | | Does the stamped version with the IRB approval date need to be used or displayed? | | |
|  | YES | NO | YES | NO | YES | NO | N/A\* |
| Informed Consent | X |  | X |  | X |  |  |
| Information Sheet (associated with a consent process) | X |  | X |  | X |  |  |
| HIPAA Authorization (if separate from consent) | X |  | X |  | X |  |  |
| Patient Instruction Sheets | X |  |  | X |  |  | X |
| Questionnaires | X |  |  | X |  |  | X |
| Advertisement/Recruitment Materials (i.e., ads, flyers, recruitment brochures, etc.) | X |  | X |  |  | X  *See note above about VAHCS* |  |
| Patient Diaries / Logs | X |  |  | X |  |  | X |
| Newsletter / Patient Booklet | X |  |  | X |  |  | X |
| Recruitment / Cold Calling Scripts | X |  | X |  | X |  |  |
| Physician-to-Patient Letters or E-mails, Physician-to-Physician Letters or E-mails | X |  | X  *If used for recruitment* |  |  | X |  |
| Appointment Cards / Thank You Cards |  | X |  | X |  |  | X |
| *\*These items are N/A because MUSC IRB does not normally stamp these. If previously stamped, it was at the sponsor’s request.* | | | | | | | |

Instructions for using the eIRB Watermark:

* Do not edit the watermark in any way. Copy and paste the eIRB watermark from the [MUSC Watermark for All Documents (DOC)](https://research.musc.edu/-/sm/research/resources/ori/irb/forms-files/musc-watermark.ashx?la=en) as is into the footer of your documents.
* If documents are in .doc (Microsoft Word) format, then the entire watermark (IRB protocol number, approval date, and MUSC logo) needs to be copied and pasted into the footer of the document.
  + In Word, open the document.
  + Open the footer in the document (Insert > Footer).
  + Paste the copied Text and MUSC logo from the [MUSC Watermark for All Documents (DOC)](https://research.musc.edu/-/sm/research/resources/ori/irb/forms-files/musc-watermark.ashx?la=en) into the opened footer of the document ensuring that the watermark is within the printable margins of the document to prevent any portion from being cut off.
  + Save your document and upload it to the eIRB application.
* If documents are in .pdf (Adobe) format, then copy and paste the MUSC logo ONLY from the watermark in the footer of the document. The eIRB system is programmed to automatically stamp the rest of the watermark (IRB protocol number and approval date) in the center of the footer.
  + In Adobe, open the document.
  + Copy and paste the MUSC logo only from the [MUSC Watermark for All Documents (DOC)](https://research.musc.edu/-/sm/research/resources/ori/irb/forms-files/musc-watermark.ashx?la=en) into the footer of the document.
  + Save your document and upload it to the eIRB application.
  + The IRB is unable to move this once stamped, so if displaying recruitment material with the stamp, please be sure that there will be no information covered.
* If you are using the MUSC IRB Informed Consent Template from the IRB [Forms](https://research.musc.edu/resources/ori/irb/forms) Website:
  + Open the Informed Consent Template.
  + Modify the body of the Template as required for your study.
  + Do not modify or alter the eIRB watermark already located in the Template’s footer.
  + Save the document.
  + Upload the document to the eIRB application.