

The IRB Administration accepts electronic submissions through the eDocs system, which is accessible at <http://research.ucdavis.edu/edocs>

Please submit each document as a separate file in order to facilitate administrative processing. PDF Packaging of the submission so that each document remains as a separate file within the package is acceptable. Submissions incorporating multiple documents as a single PDF or Word document will be returned for splitting into separate documents. Missing documents can cause delays in the review and approval of your submission.

Submitting your materials to the IRB via E-Docs

1. Go to <http://research.ucdavis.edu/edocs>
2. Click on “eDOCS Page”.
3. Click on “Drop off your documents”.
4. Enter your information in the “From:” section.
5. Determine which IRB mailbox you wish drop off the documents utilizing the following descriptions:
 - a. **IRB Applications:** use when submitting new, continuing review, modifications, closure requests, and administrative approvals.
 - b. **IRB New Reportable Information:** only use when submitting form *HRP-214 Adverse Events, Deviations & Unanticipated Problems*
6. Highlight by clicking once on the desired mailbox and then click “Add >>”.
7. Click the “Choose File” button to browse your computer for the file you want to send. Select file, then click “Open”.
8. Repeat step 7 to attach all files for a complete submission. The complete package of materials must be submitted all together through eDocs. Do not transmit one document at a time or piecemeal documents as they will not be accepted and will be deleted.
9. Click “Send” to notify IRB Administration that the files are ready to be picked up through the eDocs system.
10. For questions or problems, please contact IRBadmin@ucdmc.ucdavis.edu.

If you have more than one consent form, advertisement, survey, etc., please include a one to two word identifier in the footer of the document to easily distinguish the documents of the same type from each other. *Document files should be named such that they are easily identifiable.*

Please note:

- **We highly recommend you utilize the drop down “Notify me of receipt”,** to be informed when the document is picked up by IRB Administration staff
- If you inadvertently submit an incomplete package of materials, please immediately email IRBadmin@ucdmc.ucdavis.edu.