

REQUEST FOR CORRECTIONS – SCANNED CONSENT PROCESS

Date: \_\_\_\_\_

Protocol Title: \_\_\_\_\_  
\_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Prepared By: \_\_\_\_\_

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Dear PI or Authorized Representative,

The enclosed Informed Consent forms are being returned to you for the following correction(s).

Please complete the form, re-submit consent forms (as necessary) and return to the Research Service, 3A-125.

**Incomplete Face Sheet**

\_\_\_\_\_ Missing Protocol Title

\_\_\_\_\_ Missing PI

\_\_\_\_\_ Missing Clinic Name

\_\_\_\_\_ Missing IRB Validation Date or VA R&D Approval Date

**Incomplete Electronic Chart Contents**

\_\_\_\_\_ Clinic not found

\_\_\_\_\_ Participant not found in CPRS

\_\_\_\_\_ Enrollment Progress Note not found

**Incomplete Consent Form**

\_\_\_\_\_ Poor Print Quality of the Informed Consent Form

\_\_\_\_\_ Missing Page(s) of the Informed Consent Form. Page(s) #: \_\_\_\_\_

\_\_\_\_\_ IRB Validation Stamp or Protocol # is Not the Same on All Pages of the Consent Form

\_\_\_\_\_ Invalid or Missing IRB Validation Stamp

\_\_\_\_\_ Participant Signature is Not Legible – Identify and List below

- \_\_\_\_\_ Missing/Incorrect Participant's Social Security Number
- \_\_\_\_\_ Missing Participant's Signature/Date \*
- \_\_\_\_\_ Missing Legal Guardian's Signature/Date\*
- \_\_\_\_\_ Missing PI or Authorized Representative's Signature/Date\*
- \_\_\_\_\_ Missing PI's Signature/Date of Awareness of Participation\*
- \_\_\_\_\_ PI's Signature of Awareness Dated Prior to Participant's Signature\*
- \_\_\_\_\_ Conflicting Dates of Consent Process (CPRS vs consent document)\*
- \_\_\_\_\_ PI Signing the Consent Form is Not Listed on the Informed Consent Form\*
- \_\_\_\_\_ Other: \_\_\_\_\_

Comments: \_\_\_\_\_

\* Requires memo to file by PI/study staff. See FAQ section after CPRS algorithm.

Corrections completed by (sign): \_\_\_\_\_

(Print): \_\_\_\_\_

(Date): \_\_\_\_\_