

Office for Human Research Studies

OHRS Submit Submissions

OHRS is receiving a significant number of incomplete submissions, password-protected documents and other documents which we cannot open. To make sure that your submission is processed in a timely fashion, please note the following:

- OHRS Submit specifically states: *Upload only PDF, DOC and XLS files. We cannot open ZIP files or Outlook Message files.* We are working with IS to help resolve this issue. In the meantime, please do not submit these document types.
- OHRS is not receiving all needed documents for each submission. Please make sure to include all documents needed for OHRS to process your submission (e.g. front sheet). Incomplete submissions cause delays and extra work for both OHRS and study staff.
- Please also be sure to submit all documents under one submission type (e.g. Amendment - Research Team Update).
- Some submissions include password-protected documents. If you are submitting such documents, please also submit a word document with the password to open and print these attachments.

Please do not hesitate to contact OHRS if you have any questions or require additional information.

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(Please note: OPRS is now the Office for Human Research Studies – OHRS.)