In submissions to the IRB, explicit change tracking in uploaded documents promotes clarity and consistency, making it easier for the IRB to review the changes and determine whether the research continues to meet regulatory standards.

Many applications, including Microsoft Word, Excel, and PowerPoint, as well as some PDF software, offers a tracked changes feature, which marks revisions made to a document. The study teams are expected to provide the track-change copies of the study documents for IRB review.

A **Compare** feature has been built into eResearch Regulatory Management, which enables users to compare two versions of the same document by displaying change tracking. This feature can be accessed by the regulatory staff and/or the board members at the following locations in eResearch when documents are uploaded for review:

1. IRB application (Edit/View interface) sections
2. The **Change Tracking** tab in HUM, CR, and AE/ORIO submissions
3. The **Amendment audit trail** for AMEs when they include revised documents

This U-MIC provides additional information and screenshots for each of the scenarios listed above.

1. **IRB application (Edit/View interface) sections**

To use this feature within the IRB application, first enter the **Edit/View** interface, either from the submission’s main workspace or from a section link in the reviewer checklist.

Submission workspace:

![Image of Edit/View interface]

Or, the reviewer checklist:
From an eResearch section that prompts users to upload documents—such as 10-1.1, where consent documents are uploaded, or 5.1.1, where researchers upload their protocols—click the ellipsis to view additional options. Note that these options are not available from the “Printer Friendly Version” interface.

Choosing the View History option opens a pop-up window; check the boxes next to the document versions you want to compare and click the Compare button, which launches Microsoft Word.

Note that any changes you make to the downloaded comparison document are not saved to the document file stored in eResearch.

The ellipsis also offers a Compare with Previous Version option, which opens the two newest versions of a document within a stack for comparison. Keep in mind, however, that multiple versions of a document may be
Uploaded during a submission and review cycle, so the Compare with Previous Version option may not, for example, show all changes made between the time of the document’s most recent approval and that of submission of a new draft in an amendment application.

2. The Compare function is also accessible from the Change Tracking tab in HUM, CR, and AE/ORIO submissions.
Clicking any Change Log link on the audit activity list opens the Activity Details page for the document in question. If a revision has been uploaded as part of a particular change, a Compare button appears within that document’s row.

3. In amendments, the Compare function is accessible in the amendment audit trail.
NOTE: The system does not allow IRB staff and reviewers to use the Compare function by clicking through from the Reviewer Checklist. This brings up only a one-page, non-sortable “Change Log for Submission” view, which may display a Compare button, but it is unfortunately nonfunctional.
Document version comparison in eResearch

To compare documents from different eResearch document stacks—or even from different studies—the user may download both documents to their desktop and then utilize Microsoft Word’s **Compare** function, which is located under the **Review** tab.

For more information about Word’s Compare feature, search Microsoft’s [http://search.office.com](http://search.office.com) page with the terms “compare” or “compare documents.” For additional information about eResearch’s Compare feature, consult ITS Training Resources for eResearch Regulatory Management. [https://its.umich.edu/academics-research/research/eresearch/regulatory-management/reference-materials](https://its.umich.edu/academics-research/research/eresearch/regulatory-management/reference-materials).

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