

SharePoint Submission Guidelines

1. Folder Structure

- Please use one folder per submission.
- Do not create subfolders within the same submission folder unless it is a re-submission of an existing application.

2. File Naming and Numbering

- Number the file names clearly so that the documents are arranged in the correct sequence.

Example:

Folder name (Amendment Apr 2022)

- 1.1 PIEC study amendment cover note
- 1.2 Annex B
- 1.3 Annex C
- 1.4 Annex H
- 2. Protocol
- 3. Informed Consent Form (ICF)
- 4.1. Document Name

Submission Notes:

- All documents must be submitted in **PDF format only**. Please ensure all files are converted to PDF before uploading to SharePoint.
- Name the files clearly with the correct document title, version number and date.
- For amendments, submit the revised documents in both clean and tracked change versions (showing all changes).
- Keep each filename within 100 characters.
- Create specific file names that reflect the documents' content and version.

Some examples:

- 1. Document Type: Interview Questionnaire Survey
File Name: QoL.adult.questionnaire.v3.24MAR2010.doc
- 2. Document Type: Adult Consent Form
File Name: 11-1011 AdultCF healthy Ver23MAR2012.doc
- 3. Document Type: Investigator Brochure
File Name: 11-1011_IB_mynewdrug_V3_26MAR2012.doc

3. Email Notification

- Please notify us by email at piec@ihhhealthcare.com once the upload is completed.

4. Access Validity

- Each granted access is valid for 90 days only. If access has expired or is denied, please submit a request and email us at piec@ihhhealthcare.com.