

Frequently Asked Question (FAQ) Library

I need to revise my IRB-approved eConsent. How do I create a new version of my eConsent?

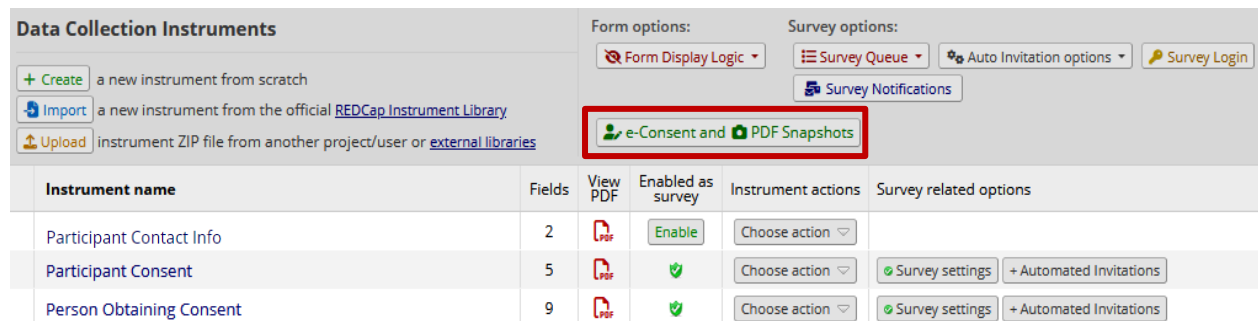
For legacy eConsent projects built before eConsent 2.0 (REDCap Version 14.5, Fall 2024):

If you are updating your consent form version for the *first time* after the eConsent 2.0 update, you will build new instruments for eConsent. Please follow the instructions in [FAQ: Build PDF Upload](#) at Step 2: Build your eConsent instrument. Once built, the new eConsent instruments can be managed using current FAQ tutorials.

To revise your eConsent, you will upload the new version of the consent form into the 'placement of consent form' field you have selected to display your consent form versions (see [FAQ: Build PDF Upload](#)). The new uploaded version will be immediately active for new records. Each record will display the econsent version that was active at the time of the record's form completion.

Upload a new version of the Participant Consent Form

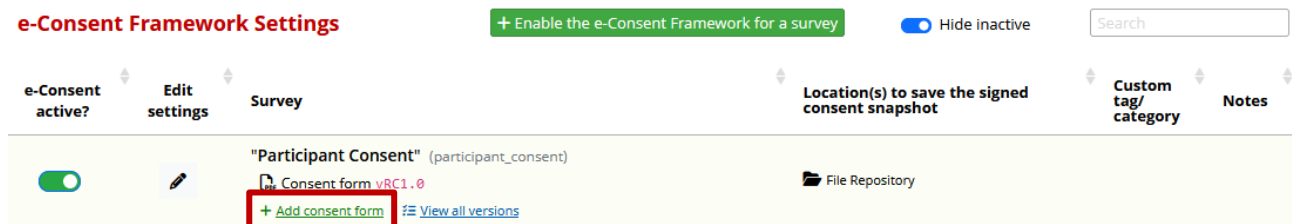
1. Open the Online Designer and click on **e-Consent and PDF Snapshots**.



The screenshot shows the 'Data Collection Instruments' section of the REDCap Online Designer. At the top, there are buttons for '+ Create', '+ Import', and '+ Upload'. Below these is a table of instruments. The 'e-Consent and PDF Snapshots' button is highlighted with a red box.

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey related options
Participant Contact Info	2		Enable	Choose action	
Participant Consent	5			Choose action	Survey settings + Automated Invitations
Person Obtaining Consent	9			Choose action	Survey settings + Automated Invitations

2. Click **+ Add consent form** under your participant consent survey.



The screenshot shows the 'e-Consent Framework Settings' page. At the top, there is a toggle for '+ Enable the e-Consent Framework for a survey' and a 'Hide inactive' toggle. Below this is a table of surveys. The '+ Add consent form' button is highlighted with a red box.

e-Consent active?	Edit settings	Survey	Location(s) to save the signed consent snapshot	Custom tag/category	Notes
<input checked="" type="checkbox"/>		"Participant Consent" (participant_consent) Consent form vRC1.0 + Add consent form View all versions	File Repository		

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3. Define the REDCap consent version in the **# Consent form version** field. The **Placement of consent form** field should default to the existing descriptive field you selected to display the consent document. If you have site-specific or translated** versions of your IRB-approved consent form, define the Data Access Group and language for the version you are uploading. ****Note: 21 CFR Part 11 REDCap only supports English consent at this time.**

Consent form version:

It is required to version each consent form (e.g., "1.1", "2.3.1 2024-06-01") so that you may manage any future changes and differentiate all versions of the consent form. It is recommended that you do not begin the version number with the letter "v".

Placement of consent form:

Choose a Descriptive field on the survey that will serve as the location of the consent form. The consent form will be displayed immediately below this field on the survey page. Note: The Descriptive field selected must be the same for all consent forms specified for this survey. If the field is changed, it will be changed for all consent forms for this survey.

Display for specific DAG:

Only display this consent form when the record is assigned to the selected data access group. Note: The default option will be used if no DAG-specific consent forms exist.

Display for specific language:

Only display this consent form when viewing the survey in the selected language.

4. Click the **Consent Form (Inline PDF)** tab.
 - a. Click **Choose File** to upload the PDF of your new consent version.
 - b. Once the upload is complete, click **Add new consent form**.
 - c. NOTE: The new consent form will go live immediately, and your prior version will be automatically inactivated. You will not be able to preview the PDF you have selected prior to activation.

[Consent Form \(Rich Text\)](#) **[Consent Form \(Inline PDF\)](#)**

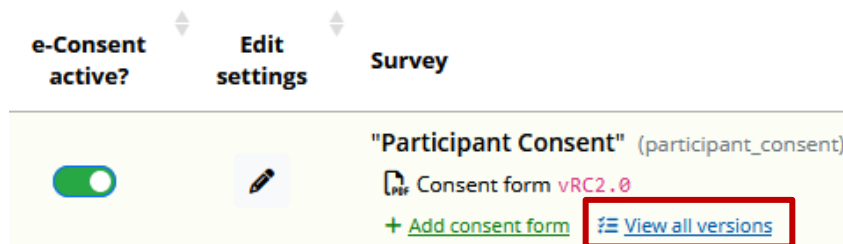
Provide your consent form as a PDF file that will be displayed inline on the page directly below the field selected for 'Location of consent form' on the instrument/survey.

Upload your PDF consent form: No file chosen [Reset](#)

- d. After adding, you will see the message "The consent form was successfully replaced".

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- The new version of your consent form will appear in the e-Consent Framework Settings under “View all versions”.
- Click on View all versions, to view your upload and see what version is active.



- Click the new ‘Consent form text or file’ you uploaded to view and verify the PDF is correct.
 - If a consent form is incorrect or outdated, manually inactivate the consent form by selecting ‘Set as inactive’. NOTE: eConsent ‘Version’ numbers cannot be reused or replaced.

View all consent forms and versions ✕

The table below lists all the consent forms and their versions that have been added for the survey "Participant Consent".

Active?	Version	Time added	Uploaded by	Number of records consented	Data Access Group	MLM Language	Consent form text or file	Set consent form as inactive
	RC1.0	10-14-2024 11:37	bt24 (Baylah Tessier-Sherman)	0			2021JULY19_Circadian Rhythm consent.pdf	
✓	RC2.0	10-14-2024 11:37	bt24 (Baylah Tessier-Sherman)	0			2023JUNE01_Circadian Rhythm consent.pdf	Set as inactive

- When a new eConsent record is completed, the version number of the consent form will be displayed in the footer of the PDF Snapshot.

