Naming Conventions

Velos e-Research will provide a place to archive all documents associated with a study. To do that properly, the Office of Clinical Research has established a set of naming conventions for coordinators to use when uploading documents. Please refer to and use these formats for all documents uploaded to Velos.

**Initial Submissions**
- Protocol_VersionNumber_DateofProtocol
- ICF_SponsorTemplate_Date
- Budget_SponsorTemplate_Date
- Contract_SponsorTemplate_Date

**Subsequent Protocols**
- Protocol_Version_ProtocolDate

**Amended or annual ICFs**
- ICF_versionnumber_Date

**Signed Patient Consent Forms that are uploaded into Velos**
- ICF_PatientInitials_DateConsentSigned

**Regulatory Documents/Other**
- 1572_Datesigned
- TrainingLog_Date(of training)
- DOR_Date(date signed by PI)
- FinancialDisclosure_Initials_Date(signed by individual)
- TelephoneScript_PtInitial_Dateofcall
- LabManual_Version_Date
- SponsorMemo_Date