INSTRUCTIONS FOR COMPLETING INTERNAL COLLEGE FORMS

The College forms are in a protected form at that allow only certain areas of the form to be filled out by the applicant. When prompted for a password, leave the window blank and hit "enter." Clear the next message by clicking on the "OK" button. The form will open as a protected document that allows only designated fields to be filled in. The forms were created in Word 6.0 for Windows format and will print correctly when using most laser and ink-jet printers. The margin threshold of your printer must be able to accommodate the 0.5 inch margin setting of each form.

Navigating the Forms:

Moving around the form can be accomplished by either tabbing, hitting the "Enter" key or pointing with the mouse device to a specific form-fill field. Tabbing is the preferred method since it systematically advances to each area of the form where a response may be required. A response field is highlighted by a black rectangle, a drop down arrow or a bold-bordered check box. Responses may be left blank where appropriate. Investigator, Chairmen and Committee signatures must be signed in ink prior to submission to the Office of Research Administration. Responses where the P.I. is asked to initial must also be in ink.

The form-field responses on the accompanying forms are of three types:
The first form-field style is a **checkbox** where the **"X"** may be toggled on or off by pressing the spacebar, or by typing in an **"X"** in the box or by using the mouse device to "click" on the checkbox. If it is necessary to remove an **"X"** this can be accomplished by using any of the above methods to reverse the action.

The second form-field style is a **standard text field** similar to a regular word processor. It appears on the form as a black rectangle of various sizes. Font style, size and density is preset and may not be altered. Responses of this type should be entered in upper and lower case letters. Due to spacing considerations, responses should not be typed in all upper case letters.

The third form-field style is a **drop down form field.** Here responses are chosen from a pre-typed list that is viewed by "clicking" on the small button with a down pointing arrow. Clicking on this arrow with a mouse device shows the list of available choices. Dragging the highlighter over the preferred response and releasing the mouse button will add that response to the form field. Similarly, using the ALT + ↓ keys will activate the list and allow you to choose your response. If your desired response does not appear on the list, leave the field blank and fill in later using a typewriter.

To view the instructions and guidelines (i.e. Guidelines for Preparation of Informed Consent, Instructions for Projects Involving Vertebrate Animals and various other protocols and instructions that accompany the College forms) use the scroll bar to the right of your viewable area to read down through the instructions. **Note:** Tabbing or hitting "Enter" will bypass instruction pages and guidelines since they do not contain any form-fill fields.

Certain form fields provide **"help"** which appear at the bottom of the screen in what is known as the **status bar**. Such help may be useful in clarifying questions and in formulating responses.