Using the Differencer: Comparing Different Versions of Documents or Forms

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**What Can Be Compared Using the Differencer?**

- You can compare different versions of the following items:
  1) the Application;
  2) Consent Documents or Other Study Documents; and
  3) Submission Forms, such as the Continuing Review Form;

**Starting Out**

- Click on **IRB Study Assistant** to open the menu, then click on **My Studies**.
- Open the study from the My Studies list.

Hint: Informed Consent Documents and Other Study Documents can only be compared if they originally were uploaded as Microsoft Word files.
Comparing Documents or Forms

- On the Submissions page, select the item you want to compare, such as the Study Application, or Informed Consent Documents.

- Click the Yellow Folder icon to see all versions of the form or document.

- Check the box next to the two versions you want to compare. Then click Compare Two Selected Versions.

- The comparison opens in a pop-up window. The older version is on left and the newer version is on right.

**Important notes:**

- For forms like the Study Application, you will only see the sections that have been revised.

- The files can be large and take time to load, so please be patient.

Hint: You may need to adjust your browser settings to allow pop-ups.
Comparing Submission Items from the Review Response Form

- When a submission has been returned to you with stipulations, you will be able to compare revised documents and forms associated with the submission from the Review Response Form.
  
  o After you have made the document/form revisions, click on the Yellow Folder to see all versions of the item.
  
  o Check the boxes next to the two items you want to compare and click Compare Item(s).