

WIC Procedure Naming Convention for Restricted Study-Related Documents

In an effort to maintain consistency and greater POC user understanding, each document will be saved to the Restricted Documents section of the WICShare website using all of the elements listed below in sequential order, with each element separated by an underline:

- Abbreviation (see key below) for institution requesting deferral
- The number '2'
- Abbreviation (see key below) for institution to which study is being deferred
- Numerical month of document
- Numerical year of document (4 digits)
- Lead PIs last name (up to first 5 digits)
- Type of document (see list below)

For example, *MC2MCW_3_2009_Smith_PReq* would be the naming convention for a study for which Marshfield Clinic is requesting deferral to the Medical College of Wisconsin in March of 2009. The study PI is John Smith, and the document being saved is the pending deferral request form.

Institution Abbreviations

AHC = Aurora Health Care
MC = Marshfield Clinic
MCW = Medical College of Wisconsin
UWMad = University of Wisconsin-Madison

Type of Document Abbreviations

Pending Request for Deferral Form = PReq
Approved Deferral Request Form = AReq
Denied Deferral Request Form = DReq
Approval Letters = AppLtr
Consent Forms = CF
Protocols = Prot

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