Initial Submission Form Troubleshooting

Please follow these instructions if you are receiving the message below when trying to open the initial submission form from the HSCL website. You can either save the form to your desktop OR you can change your browser settings so that you can open the form within the browser.

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/products/acrobat/readstep2.html.

For more assistance with Adobe Reader visit http://www.adobe.com/support/products/ acrreader.html.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Instructions on saving the document to your desktop:

Step 1: Right click on the "Initial Submission Form" link and click "Save link as..."

Investigator Documents

Documents Checklist 📄

Application Form	• Initial Submission Form 📄 (required for all new studies)
	• Modification Requ... already approved
Consent Document(s)	Refer to Consent templ...
Recruitment Materials	Flyers, emails, letters, e...
Supporting Documents	If Applicable: • Surveys, instruments • Data collection sheets • Subject instructions, diaries, etc. • HIPAA documentation • Etc.
Other Administrative Documents	

Context menu:
- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Inspect element   Ctrl+Shift+I

OR: Click on the "Initial Submission Form" link and on the "Please Wait" page, click the Save icon at the bottom right corner.

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

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For more assistance with Adobe Reader visit http://www.adobe.com/support/products/acrreader.html.

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Step 2: Save the document to your desktop and open the document from there.
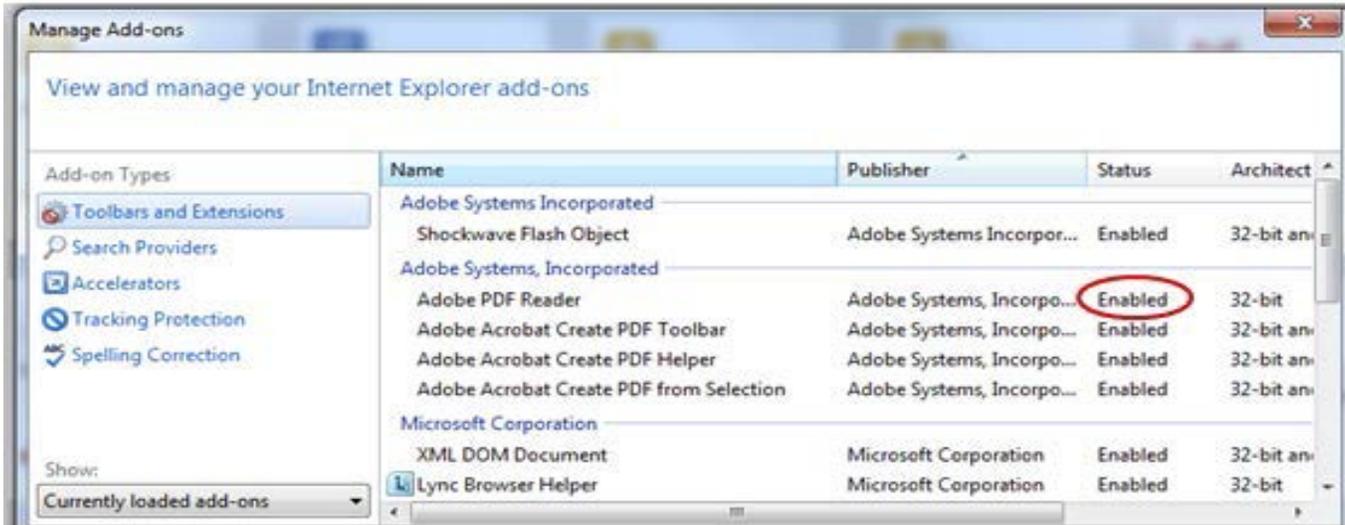
Instructions on how to change the display behavior for your specific browser:

Internet Explorer: Ensure that the Adobe PDF Reader Extension is enabled.

Step 1: From the menu, Choose Tools and click Manage Add-ons
Step 2: Under Add-on types, select Toolbars and Extensions
Step 3: Ensure that the Adobe PDF Reader is "enabled."

Google Chrome: Chrome has its own PDF viewer but it does not work well with the initial submission form and must be disabled.

Step 1: In the Chrome browser bar, enter the text: *chrome://plugins*
**Step 2:** Find the Chrome PDF viewer and the Adobe Reader plug-in.
Step 3: Ensure that the Chrome viewer is disabled (grayed out) and that the Adobe Reader is enabled.

Firefox: Firefox comes with a PDF "Preview in Firefox" setting that needs to be changed to "Use Adobe Acrobat (in Firefox)" for the form to work properly.
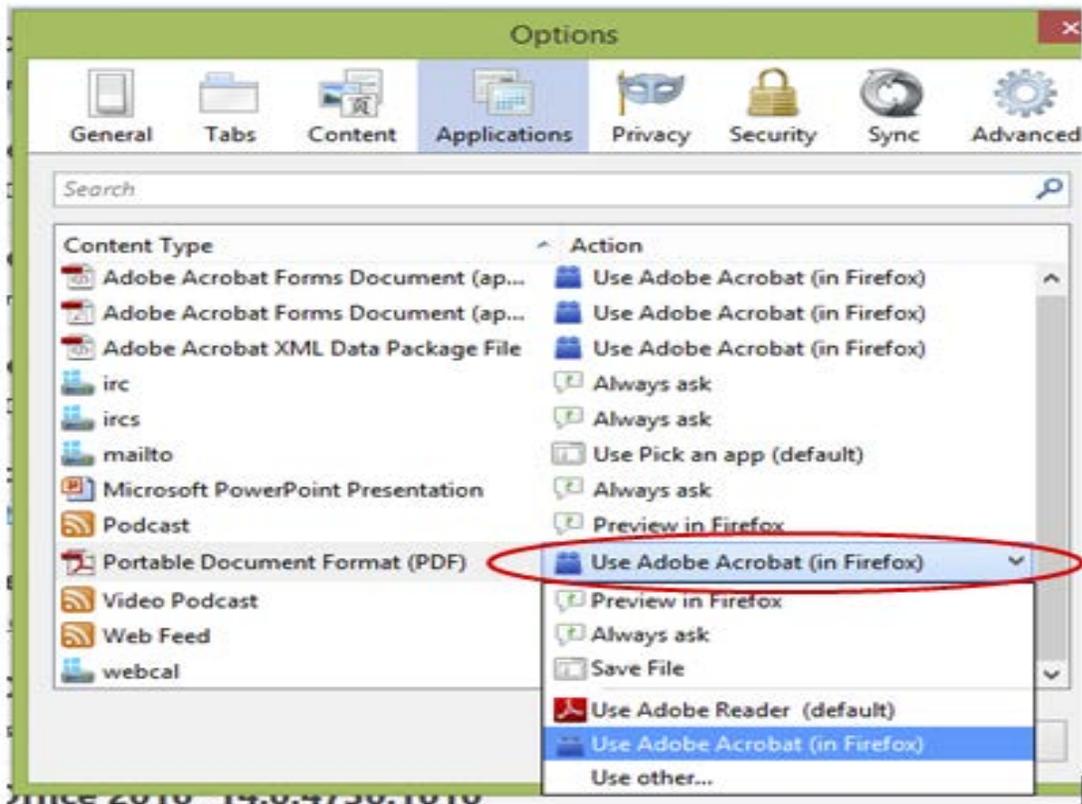
Step 1: From the menu, choose Tools and click Add-ons
Step 2: Select the Plugins tab and ensure Adobe PDF Plug-in is "always activated"
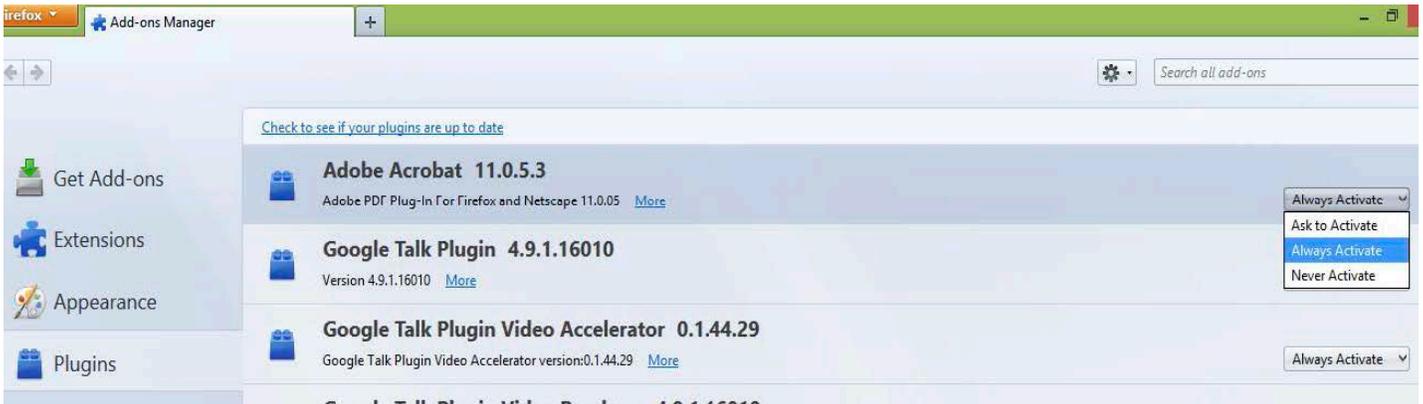
Step 3: From the menu, choose Tools and then click Options
Step 4: Under the Application tab and in the Content Type column, select Portable Document Format (PDF). Ensure that the associated action is "Use Adobe Acrobat (in Firefox)"

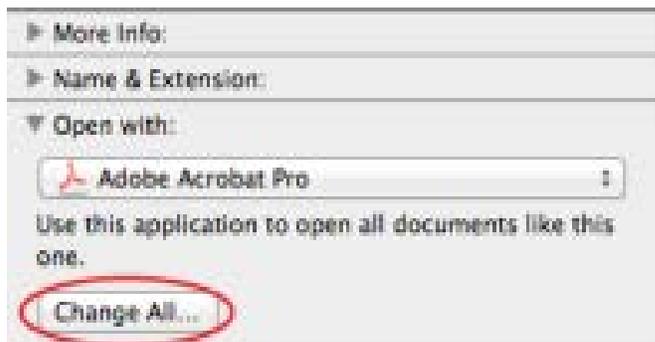**Make Acrobat or Reader the default viewer for PDFs**
Step 1: In the Finder, select PDF and choose File and then click Get Info.
Step 2: Click the arrow next to Open With to expose the product menu.
Step 3: Choose either Adobe Acrobat or Adobe Reader from the application menu.
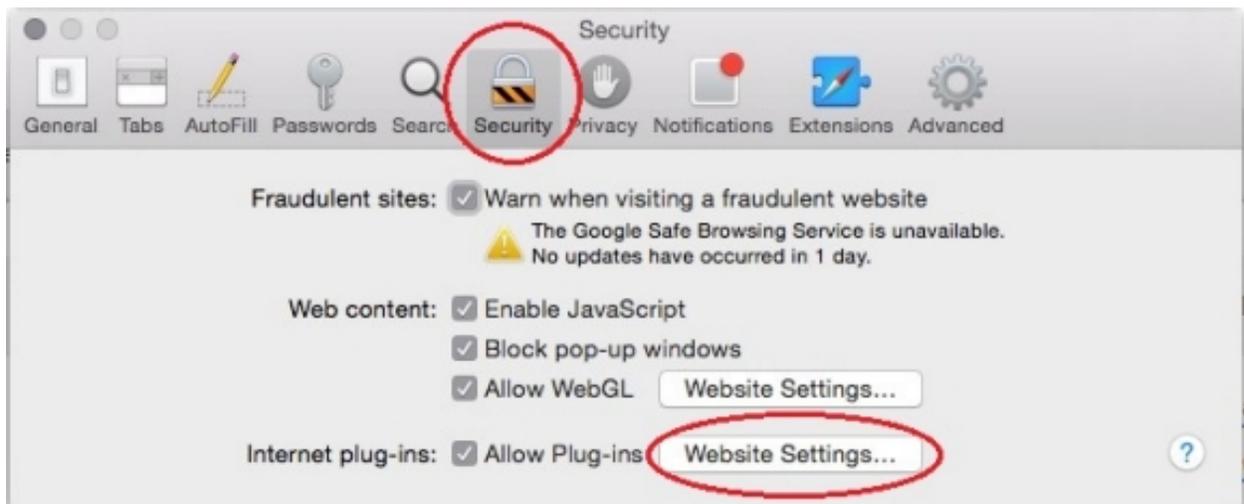

Step 4: Click the Change All button.

Step 5: When asked if you want to change all similar documents, Click continue.

Step 6: Launch Safari and go to "Preferences"

Step 7: In the "Preferences "window click on "Security" and then click on "Website Settings" button under "Internet Plug-ins"

Step 8: Now select "Adobe Reader" in the list of plugins. Under the option "When visiting other Websites" in the drop down list, select "Allow Always" and click "Done."