



Centrale Commissie Mensgebonden Onderzoek




ccmo Onderzoek met Mensen
Portaal voor medisch-wetenschappelijk onderzoek in Nederland

Adding Documents

Submissions ← Back Preview

Documents
NL-009725 • PI-01.01



No documents have been added yet

Press the button below to add a document. The documents you can or should add vary by type of research. For MDR research, look at [file MDR](#), for IVDR research at [file IVDR](#), for DCRF research at [file DCRE](#) and for other WMO and Embryo Act research at [file WMO](#).

Add document

- 0 Introduction
- 1 Administrative
- 2 Identification research
- 3 Design
- 4 Condition
- 5 Intervention
- 6 Study population
- 7 Burden
- 8 Execution
- 9 Patient engagement
- 10 Financial
- 11 Summary
- 12 Documents**
- 13 Verification
- 14 Ethics committee
- 15 Submit

It is important to note that the Research Portal serves solely as a submission platform. Documents cannot be downloaded directly from the Research Portal. Once your submission is complete, you will receive an email with an attached PDF summarizing your submission. This PDF will include a detailed overview of all the documents submitted.

Click on section 12 – *Documents* – and select *Add Document*.

The screenshot shows the 'Add document' form within the CCMO portal. The form is titled 'Add document' and includes the following fields and instructions:

- Document type***: A dropdown menu with the option 'Choose an option'.
- Document date***: A date input field containing '01-01-2025' and a calendar icon.
- Document version**: An empty text input field.
- Reference**: An empty text input field.
- Add clean version of the file here:***: A dashed box containing the text: 'Upload your file PDF (.pdf) or Excel (.xlsx) by dragging it to this area or press the button below to do it manually. The maximum size of the document should be 50MB.' Below this text is a blue 'Select file' button.
- Add the file with highlighted changes here:**: A label for a second file upload area, which is partially visible at the bottom of the form.

The background shows a sidebar with a navigation menu for 'SAE' with steps: 0 Introduction, 1 Notification, 2 Documents (highlighted), 3 Verification, and 4 Submit. The top header includes the CCMO logo and the text 'Research with human participants' and 'The Netherlands medical research portal'.

Depending on the type of submission (e.g., PI, amendment, progress report, SAE, etc.), you can upload different types of documents.

ccmo Research with human participants
The Netherlands medical research portal

SAE

- 0 Introduction
- 1 Notification
- 2 Documents
- 3 Verification
- 4 Submit

Add document

Document type*

Choose an option

Search...

- K. Other documents
- L. Safety information

Document version

Reference

Add clean version of the file here:*

Upload your file PDF (.pdf) or Excel (.xlsx) by dragging it to this area or press the button below to do it manually. The maximum size of the document should be 50MB.

Select file

Add the file with highlighted changes here:

For example, when submitting an SAE, you can choose from the following document types:

K. Other Documents

L. Safety Information

You can specify the document version and include a reference.

The screenshot displays the CCMO Research with human participants portal. The header includes the CCMO logo and the text "Research with human participants" and "The Netherlands medical research portal". On the left, a sidebar menu lists the steps: 0 Introduction, 1 Notification, 2 Documents (highlighted), 3 Verification, and 4 Submit. The main content area shows a form with a "Reference" field, a section for "Add clean version of the file here:" with a "Select file" button, and a section for "Add the file with highlighted changes here:" with another "Select file" button. At the bottom of the form are "Cancel" and "Add" buttons.

You can upload both the clean version of the document and the version with tracked changes.

When submitting a new version of a document:

1. Add the updated document, including all implemented changes, at the top.
2. Include the version with tracked changes below.

The maximum file size for a document is 50 MB. If your document exceeds this size, it must be divided into smaller sections for submission.