

YNiC Upload System – May 2021

Prior to scanning a new participant, investigators should make sure the participant is registered at YNiC by completing and submitting the YNiC general consent form. Covid-19 restrictions have made acquiring this information and a physical signature more challenging, however YNiC now has a new system in place allowing participants to upload their completed general consent forms to a secure system. As before, completed general consent forms *must* be received by YNiC *at least one working day* in advance of the scan session. It is the investigators responsibility to ensure this is done in a timely manner.

Procedure for uploading a new general consent form:

- Investigators must send a copy of the general consent form (version 2) to their participants. This can be downloaded as a pdf from the following link: <https://www.ynic.york.ac.uk/forms>
- Investigators should check whether participants have access to a printer, and whether they are able to complete the form digitally. If not, they can send a physical copy of the form to the participants in the post. Investigators can also provide an digital copy which participants can print and complete.

Investigators must ask participants to complete the form fully to ensure YNiC can register the participant. Any missing information e.g. General Practitioner address may result in your participant not being registered. A physical signature is required on the form, even if all other details are filled in electronically.

- Participants can scan in their completed general consent form at home if they have a scanner

OR

- Participants can take a photo of the completed form using a phone or tablet, for example. Please ensure the quality is good and all information is legible, allowing YNiC staff to upload the correct information to the database.
- Investigators need to share the following link and password to the participant to allow them to upload their completed and signed general consent form.

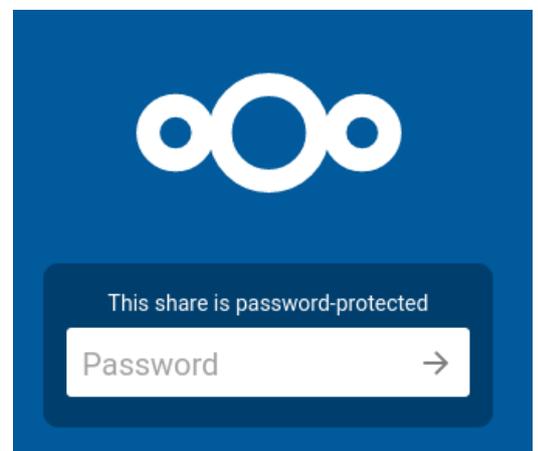
Link to the YNiC upload system:

<https://www.ynic.york.ac.uk/nextcloud/s/DY3sXHrcrGTHXXM>

- This will take participants to a browser (shown in the image on the right) where they will be prompted for a password.

Password: eQuBUuipJ7mN

- Participants should copy and paste the following password and click the → button.



- Participants will then be able to upload their completed form. Simply click the option to 'Select or drop files'.
- Participants need to navigate to the location where their general consent photo / scanned document is located, and select it.
- Once the document has been uploaded – a notification below the 'Select or drop files' button will appear as shown on the right.
- Finally, investigators **MUST** ensure that participants bring the physical copy of the general consent form with them on the day of their scan so that we can scan it into the YNiC database.



Upload files to Upload

↑ Select or drop files

Uploaded files:

 GeneralConsent(6).pdf

If you have any queries, please contact YNiC at support@ynic.york.ac.uk