

# File naming conventions

## Introduction

A requirement of your research application in Research GEMS is to upload any relevant and available files at the time of submission. This user guide aims to provide you with information about how to correctly name and describe uploaded files.

This information is important for the review and approval of the correct documents in GEMS, and for easy identification of files within the system.

When uploading files, you will be prompted to select a:

1. document type
2. document descriptor
3. document version
4. document date
5. file name

for all uploaded files. See image below.

## 1. Document type

Research GEMS provides a drop-down list of available document types.

Multiple files can be uploaded with the same document type but need to have unique descriptors and file names.

If your file doesn't match any of the types provided, select "Other".

## 2. Document descriptor

Provide a brief description of the document.

For example:

"Study protocol"

"Participant information sheet – Site 1"

"Ethics approval letter from (external) HREC"

**DO NOT include the version and date details in this descriptor section, as it will remain the same even if future versions are uploaded.**

## 3. Document version

Enter the document version number. This information should match the document footer.

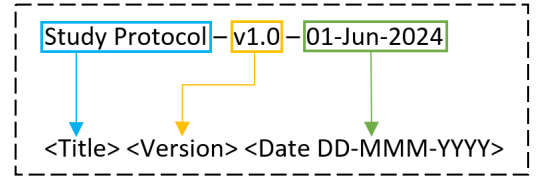
## 4. Document date

Enter the date the document was finalised. This information should also match the document footer.

## 5. File name

Your file names should be unique and accurately describe the file, **including version numbers and dates.**

For example:



Other example file names may include:

- Study Protocol – V1.0 – 01-JUN-2024.docx*
- Advertisement – V2.0 – 01-JUN-2024.pdf*
- Approval letter – External HREC – 01-JUN-2024.pdf*

## General tips for all files

- Documents uploaded during project registration are automatically added to the ethics and/or site-specific applications. These documents can be updated, added, and removed when completing the subsequent forms.
- File names cannot contain non-alphanumeric characters (@ # & ; etc)
- Individual attachments are limited to 20MB in size.
- The cumulative size for all attachments must not exceed 100MB.
- For larger files, contact the relevant research office.

Example of the file upload section in Research GEMS

The screenshot shows a form with the following fields and elements:

- Document type - please select from the list \***: A dropdown menu with a red '1' next to it.
- Document descriptor - your name for the file \***: A text input field with a red '2' next to it.
- Document version \***: A text input field with a red '3' next to it.
- Document date \***: A date picker field with a red '4' next to it.
- File upload area**: A dashed box with a red '5' next to it, containing the text "Drop files to attach, or [browse](#)".
- Maximum file size is 20.00 MB**: Text below the upload area.
- + Add row**: A button at the bottom left.
- Red square icon**: A small red square icon on the right side of the form.