Subject: SimpleTrials Did you Know about the eISF Portal?
Date: Thursday, July 31, 2025 at 4:25:27 PM Eastern Daylight Time
From: Trial By Fire Solutions
To: Marissa Moore

[View this email in your browser](#)

Hello SimpleTrials user,

We hope your journey with SimpleTrials is going well! Did you know that premium and premium plus clients have access to the eISF portal in the SimpleTrials system? The eISF portal is a secure document exchange between the study team and the site team, allowing both teams to have access to the documents needed for their respective internal files.

Tips for using the eISF portal for your workspace:
- The 'Documents for Download' is the list of documents the study team has provided the site to download and add to their site files
- The 'Documents for Upload' is the list of documents the study team has requested the site uploads into the eISF portal
- Study team users can track which site users have downloaded/uploaded documents including posted/downloaded dates

ISF Documents

Welcome to the electronic Investigator Site File (eISF)! Below are the documents the study team have defined as required to either be added to your site files or retrieved from your site. Use the blue links to download and upload the appropriate files.

Select your Study and Site: * 2020-FLU | 1001 : : USA : Smith, Sam

Documents for Download

This section includes all the documents that are required for download. Download each file using the "DOWNLOAD FILE" link. See "Tips" for more help!

Document Title	Required for Activation	File for Download	Version	Version Date	Latest?	Comments	Posted Date	Downloaded By	Date Downloaded
2020 FLU Investigator Brochure.Jan2021.docx	No	2020 FLU Investigator Brochure.Jan2021.docx	Jan2020		Yes		04 Nov 2021		
2020-FLU 1572 TEMPLATE.docx	No	2020-FLU 1572 TEMPLATE.docx			No	STARTUP PACKET - Complete and return to study team	04 Nov 2021		
2020-FLU Financial Disclosure TEMPLATE.docx	No	2020-FLU Financial Discolure TEMPLATE.docx			No	STARTUP PACKET - Complete and return to study team	04 Nov 2021		
Original Protocol FINAL 15Feb2021.docx	No	Original Protocol FINAL 15Feb2021.docx	Original	15 Feb 2021	No		04 Nov 2021		
Protocol Amendment 1 25May2021.docx	No	Protocol Amendment 1 25May2021.docx	Am 1	25 May 2021	Yes		04 Nov 2021		
Regulatory Authority Decision	No	Central IRB Approval Letter (WIRB) 15Jun202.docx			No		04 Nov 2021		

Documents for Upload

This section lists all the documents that are required to be uploaded from your site. Use the "Upload" link to upload the document. If there are additional documents that are required from your site and not listed below, you can add those using the "Add " button. See "Tips" for more help!

Document Type	Document Title	Required for Activation	Uploaded File	Signature Date	Expiration Date	Expiration Status	Comments	Posted Date	Uploaded By	Date Uploaded
1572	1572	Yes	1001.Smith- 1571 signed 10Oct2021.docx	10 Oct 2021		Current	STARTUP PACKET	04 Nov 2021	Curtain, Jen	04 Nov 2021
PI Med License	PI Med License - Smith	Yes	1001.Smith Med Lic.docx			Current	STARTUP PACKET	04 Nov 2021	Curtain, Jen	04 Nov 2021
PI CV	PI CV - Smith	Yes	1001.Smith - PI CV signed 02Mar2021.docx	02 Mar 2021	02 Mar 2023	Current	STARTUP PACKET	04 Nov 2021	Curtain, Jen	04 Nov 2021
Confidentiality Agreement		Yes	Upload				STARTUP PACKET	04 Nov 2021		
ICF		Yes	Upload				STARTUP PACKET	04 Nov 2021		
IP Accountability Log		No	Upload					04 Nov 2021		
IP Destruction Certificate		No	Upload					04 Nov 2021		
IP Storage Details		No	Upload					04 Nov 2021		
IRB/EC Approval		Yes	Upload				STARTUP PACKET	04 Nov 2021		
IRB/EC Roster		Yes	Upload				STARTUP PACKET	04 Nov 2021		

v5.0.118 (master) | Page load timestamp: 04 Nov 2021 09:21PM UTC | CTMS Workspace | Release Notes | Product Website | Server Log | Copyright © 2021 Trial By Fire Solutions

Within the eISF portal, site users can:

- Download and upload study documents
- Search and sort for specific documents
- Add signature date, expiration date, and expiration status for uploaded documents
- Export both lists as an external list for internal reference

If you have any questions or if we can be of any assistance, please contact your assigned client manager (Premium Plus clients) or email us at customersuccess@simpletrials.com.

Sincerely,

The SimpleTrials Team