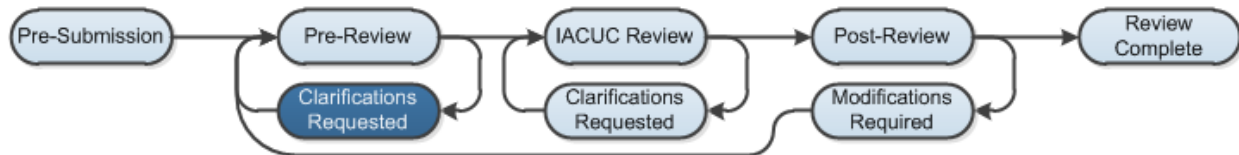




## Respond to Clarification Requests



### WORK INSTRUCTIONS:

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If the IACUC has questions or requires you to revise your submission during either the Pre-Review or IACUC Review stages, the *Principal Investigator (PI)* and any users designated as *PI Proxies* or *Primary Contacts* will receive an email from the system indicating so. Review the request details and then respond to the request.

1. Click the link embedded in the email notification to be taken directly to the Protocol workspace.

Alternatively, log in to the Click Portal as a *Principal Investigator*, then open the submission from **My Inbox**.

2. There are three options for viewing a submission's **Reviewer Notes**:
  - Click on the **Reviewer Notes** tab of the Protocol workspace.
  - On the top left hand side of the submission's workspace, click **Edit Protocol (Or Edit Amendment, Edit Annual Review, etc.)** to enter the submission. Each page of the **SmartForm** will have a yellow box at the top of the screen displaying any **Reviewer Notes** for that particular page. Click the **Next** and **Previous** buttons in the yellow box to move between pages that contain **Reviewer Notes**.
  - From the **History** tab of the Protocol workspace, find the most recent "**Clarification by...Requested**" activity, click on it, and read the **Reviewer Notes**. You cannot edit the submission or respond to **Reviewer Notes** from here.
3. To respond to each **Reviewer Note**:
  - Make the requested change(s) directly on each applicable page of the **SmartForms**. If you accessed the **Reviewer Notes** from the **Reviewer Notes** tab of the Protocol workspace, you can click the **Jump To:** link to go directly to the page of the

**SmartForm with that Reviewer Note.**

- If the IACUC requires that you provide a brief written acknowledgement/response to a particular **Reviewer Note** in addition to revising the submission, the **Reviewer Note** will be labeled with **(response required)** and red text will appear saying **Response required! Click here to respond...**
    - Click **Click here to respond...** and select a response from the drop down list that appears (**Change Request Completed**, **Change Request Not Completed**, or **Reviewer Information Only**). Elaborate on what you did in the text box, and then click **OK**.
    - A green **Change Request Completed** box will now appear indicating that you have responded to that **Reviewer Note**.
  - If there are no **Reviewer Notes**, proceed to Step 4.
4. Click **Submit Response** on the Protocol workspace, under **My Current Actions**. You have the option here to add any additional general **Comments** or **Supporting Documents**, if necessary, then click **OK**.
  5. The submission will move out of the **Clarifications Requested** state, and will return to either **Pre-Review** or **IACUC Review**.

