Respond to Clarification Requests

WORK INSTRUCTIONS:

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...
  
  o 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.
  
  o 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.