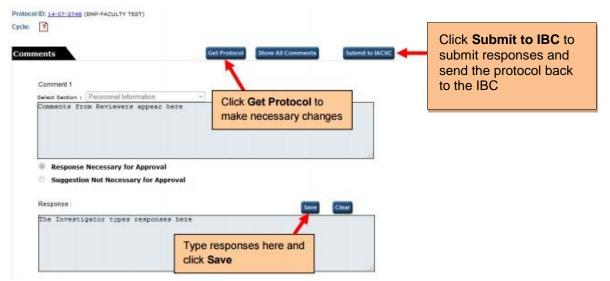
Respond to Comments

- 1) Log in to <u>eProtocol</u> with your Net ID & password.
- 2) If there are reviewer comments to respond to, the PI, Co-Investigator, Lab Supervisor, and Study Coordinator will receive an email notification from eProtocol.
- 3) The protocols that you see at the top of the Investigator Home Page are protocols with pending action. The Protocol Event column of the table will show you that you have received comments. To view and respond to the comments, click on the **Comments Received (Cycle #)** link.

| IACUC | IRB | | Create Protocol Clon | e Protocol | Delete Protocol |
|--|------------------------|--|-----------------------------|------------|-----------------|
| Protocols (In Preparation / Submitted) | | Click on Protocol Event link to see & respond to comments | | ş | |
| NEW | | | 1 | | * |
| Protocol ID | Principal Investigator | Title | Protocol Event | Panel | Meeting Date |
| 14-07-3748 | EMP-FACULTY TEST | Type your study title here | Comments Received (Cycle 1) | ACUC | 08/04/2014 |
| 14-07-3750 | EMP-FACULTY TEST | Test Protocol #2 | Yet to Submit to IACUC | | |
| 14-07-3749 | EMP-FACULTY TEST | Test Protocol | Yet to Submit to IACUC | | |

4) The Comments page will show comments, the section of the protocol associated with the comment, and whether or not a response is necessary for approval. To respond to comments:



- a. To make changes to the protocol, click on the **Get Protocol** button.
- b. A popup will ask if you want to open the protocol for editing. Click on Edit. The protocol will open in a separate window. Revise protocol, save it, then close window.
- c. Provide a response to *each* comment in the **Response** box and click **Save**.
- d. Once protocol has been revised and responses to all comments have been written, click on **Submit to IBC**.
- 5) When the comments have been sent, the **Protocol Event** column on your homepage will say "**Responses Sent (Cycle 1)**".

| | | | Create Protocol | Clo | me Protocol | Delete Protoco |
|--|--|-------------------------------------|--------------------------------------|---------------------------------------|-------------|---------------------------------|
| IACUC | IRB | | | | | |
| rotocols (In Pr | reparation / Submitted) | | | | | * |
| | | | | | | |
| NEW | | | - | | | 3 |
| | Principal Investigator | Title | Protocol Event | | Panel | Meeting Date |
| Protocol ID | Principal Investigator EMP-FACULTY TEST | Title Type your study title here | Protocol Event Responses Sent (C) | vde 1) | Panel | The second second second second |
| NEW Protocol ID 14-07-3748 14-07-3750 | | and the second second second second | | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | 11000 | Meeting Date |

- 6) The comments and review cycles will continue (Cycle 2, Cycle 3, etc.) until the Reviewers can recommend the protocol for approval.
- 7) Once the protocol is approved, the PI, Co-PI(s) and Designated Editors will be notified via email, and the protocol will appear in the **Approved Protocol** section at the bottom of the Investigator Homepage.

| approved Proto | and the second se | | | 100000 | | | 11 |
|----------------|---|----------------------------|------------------|--------------------------|--------------------|----------------------|-----------|
| Protocol ID | Principal Investigator | Title | Approval Date | Last Approval Date | Expiration Date | Review Decision | Form Type |
| 14-07-3748 | EMP-FACULTY TEST | Type your study title here | 08/04/2014 | 08/04/2014 | 06/30/2017 | Designated Review | NEW |