

# Respond to Comments

- 1) Log in to [eProtocol](#) 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.

Buttons: Create Protocol, Clone Protocol, Delete Protocol

Tabs: IACUC, IRB

Protocols (In Preparation / Submitted)

Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
<a href="#">14-07-3748</a>	EMP-FACULTY TEST	Type your study title here...	<a href="#">Comments Received (Cycle 1)</a>	ACUC	08/04/2014
<a href="#">14-07-3750</a>	EMP-FACULTY TEST	Test Protocol #2	<a href="#">Yet to Submit to IACUC</a>		
<a href="#">14-07-3749</a>	EMP-FACULTY TEST	Test Protocol	<a href="#">Yet to Submit to IACUC</a>		

Callout: Click on **Protocol Event** link to see & respond to comments

- 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:

Protocol ID: [14-07-3748](#) (EMP-FACULTY TEST)  
Cycle: [1](#)

Buttons: Get Protocol, Show All Comments, Submit to IACUC

Comment 1  
Select Section: Personnel Information  
Comments from Reviewers appear here

Response Necessary for Approval  
 Suggestion Not Necessary for Approval

Response:  
The Investigator types responses here

Buttons: Save, Clear

Callouts:  
- Click **Get Protocol** to make necessary changes  
- Click **Submit to IACUC** to submit responses and send the protocol back to the IBC  
- Type responses here and click **Save**

- 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](#)
[Clone Protocol](#)
[Delete Protocol](#)

IACUC		IRB				
Protocols (In Preparation / Submitted)						
NEW						
Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date	
<a href="#">14-07-3748</a>	EMP-FACULTY TEST	Type your study title here...	<a href="#">Responses Sent (Cycle 1)</a>	ACUC	08/04/2014	
<a href="#">14-07-3750</a>	EMP-FACULTY TEST	Test Protocol #2	<a href="#">Yet to Submit to IACUC</a>			
<a href="#">14-07-3749</a>	EMP-FACULTY TEST	Test Protocol	<a href="#">Yet to Submit to IACUC</a>			

- 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 Protocols							
Protocol ID	Principal Investigator	Title	Approval Date	Last Approval Date	Expiration Date	Review Decision	Form Type
<a href="#">14-07-3748</a>	EMP-FACULTY TEST	Type your study title here...	08/04/2014	08/04/2014	06/30/2017	Designated Review	NEW