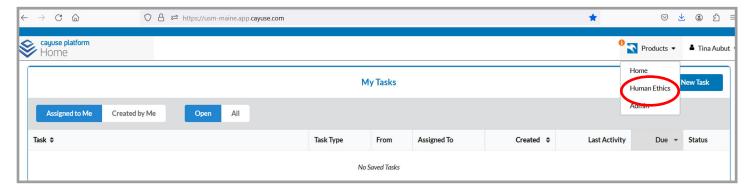
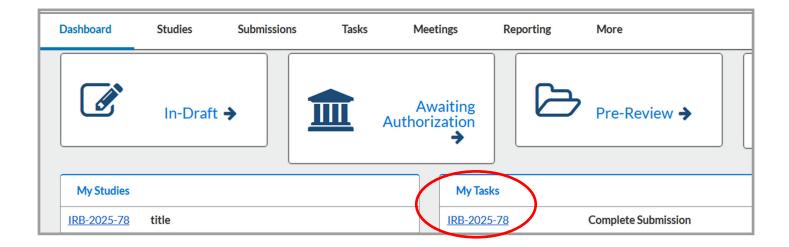
## Replying to Comments

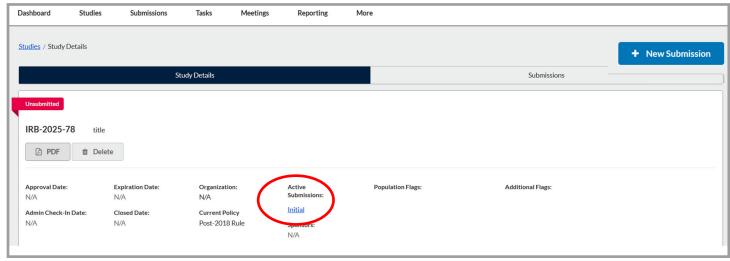
After logging in, select **Human Ethics** from the Products drop-down.



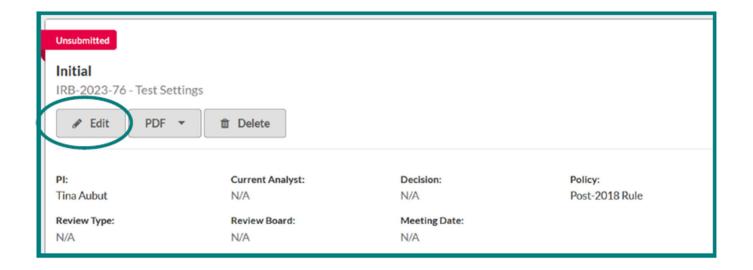
Click on the protocol under My Tasks.



From either Study Details or Submissions choose the active submission.

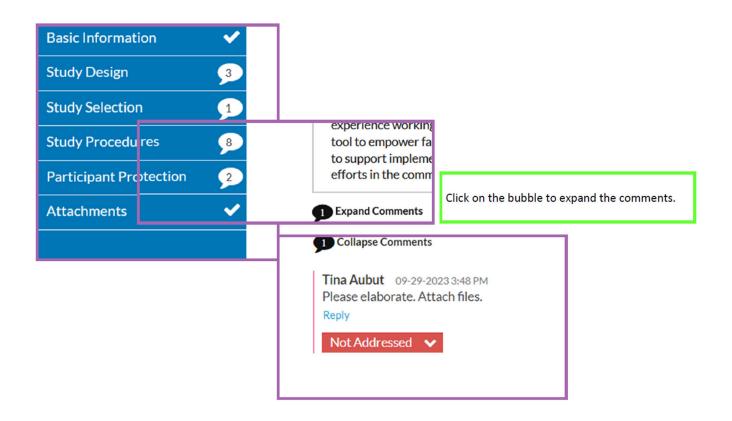


## Click Edit



Sections with comments will show with "bubbles" and the number of comments in that section.

Find the comment bubble(s) within each section.

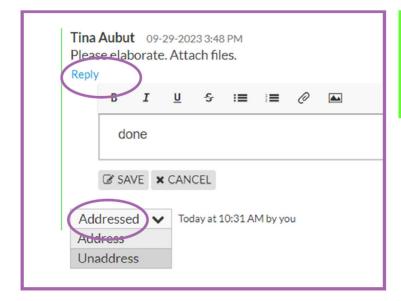


After making changes to the protocol itself for each comment, reply to each comment stating your alteration, then mark the comment as Addressed with the drop-down.

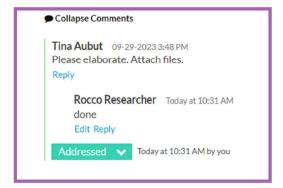
Any attachments should go directly in the appropriate section and <u>not</u> in the comment reply.

-Word or pdf copies are best. Links, such as Google or SharePoint, cannot be accessed by external reviewers.

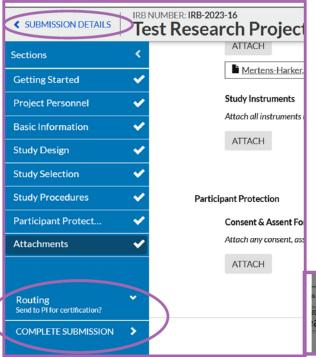
ATTACH



Click on Reply to show the comment box. Type your reply, then Save the comment. Mark the reviewer's comment as Addressed from the drop-down.



Complete Submission. Then return to Submission Details.



Each Principal Investigator will need to Certify the responses and return the submission to ORIO.

