

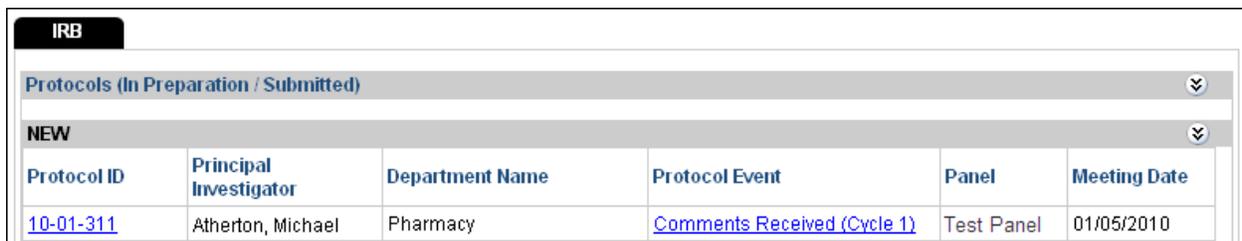
5.6. Respond to Comments

When Panel Manager and Reviewers review the protocol submitted, they may need few clarifications or may want you to provide detailed information in regards to certain aspects of the form. In such cases, Panel Manager submits his/her comments and also the comments written by the Reviewers for your feedback. You need to provide responses to the comments and also update the protocol form, if needed, and submit your responses to the Panel Manager.

Follow these steps to write and send responses to comments submitted by Panel Manager.

Navigate to **Home** page.

When you receive comments from Panel Manager, the event of the protocol form changes as 'Comments Received (Cycle 1)'.



IRB					
Protocols (In Preparation / Submitted)					
NEW					
Protocol ID	Principal Investigator	Department Name	Protocol Event	Panel	Meeting Date
10-01-311	Atherton, Michael	Pharmacy	Comments Received (Cycle 1)	Test Panel	01/05/2010

Fig 17: Home page

When you receive comments from Panel Manager, the event of the protocol changes as 'Comments Received (Cycle 1)'. To view and respond to comments, click the event. You are directed to **Comments** page, where you can view the comments sent by Panel Manager and the sections they commented on.

Home » Comments

Protocol ID: [10-01-311](#) (Atherton, Michael)

Cycle: 1

Comments
[Get Protocol](#)
[Show All Comments](#)
[Submit to IRB](#)

Comment 1

Select Section : Personnel Information

Please provide complete details of Co-PI.

Response Necessary for Approval
 Suggestion Not Necessary for Approval

Response :
[Save](#)
[Clear](#)

Fig 18: Comments

In the **Response** textbox below a comment, enter your response and click **Save**. Your response is saved.

Enter responses for the comments; especially the ones mentioned 'Response Necessary for Approval' which are mandatory. Click **Submit to Committee**. Confirmation popup is displayed.

If you made changes to your protocol, based on reviewer comments, both your revised protocol and responses will be submitted to the IRB. Are you sure you are ready to submit? You will not be able to edit your protocol or responses further.

OK
Cancel

Fig 19: Confirmation popup

Click **OK**. Your responses are sent to the Panel Manager. Panel Manager will also receive a mail with all the details.

Note:

- Protocol members with view-only privileges can also send responses.
- If the Panel Manager has allowed you to edit the protocol form, you can edit it as per the comments sent by him/her.
- You can edit the responses saved by the other protocol members before sending them to the Panel Manager. Similarly, other protocol members can also edit your responses.
- Click **Show All Comments** to view the comments/responses.

- Click **Get Protocol** button to view/edit the protocol. You can edit the protocol details only if Manager gives edit permissions to the protocol. Protocol details can be modified by other Protocol Personnel also as per the edit privileges configured by the Administrator.
- If you receive comments from Panel Manager after you send the first cycle of responses, they are displayed as new cycles like cycle 2, cycle 3, etc. on **Home** page.
- Click **Cycle Number** to view the respective Comments/Responses. Present cycle number is shown in red color.