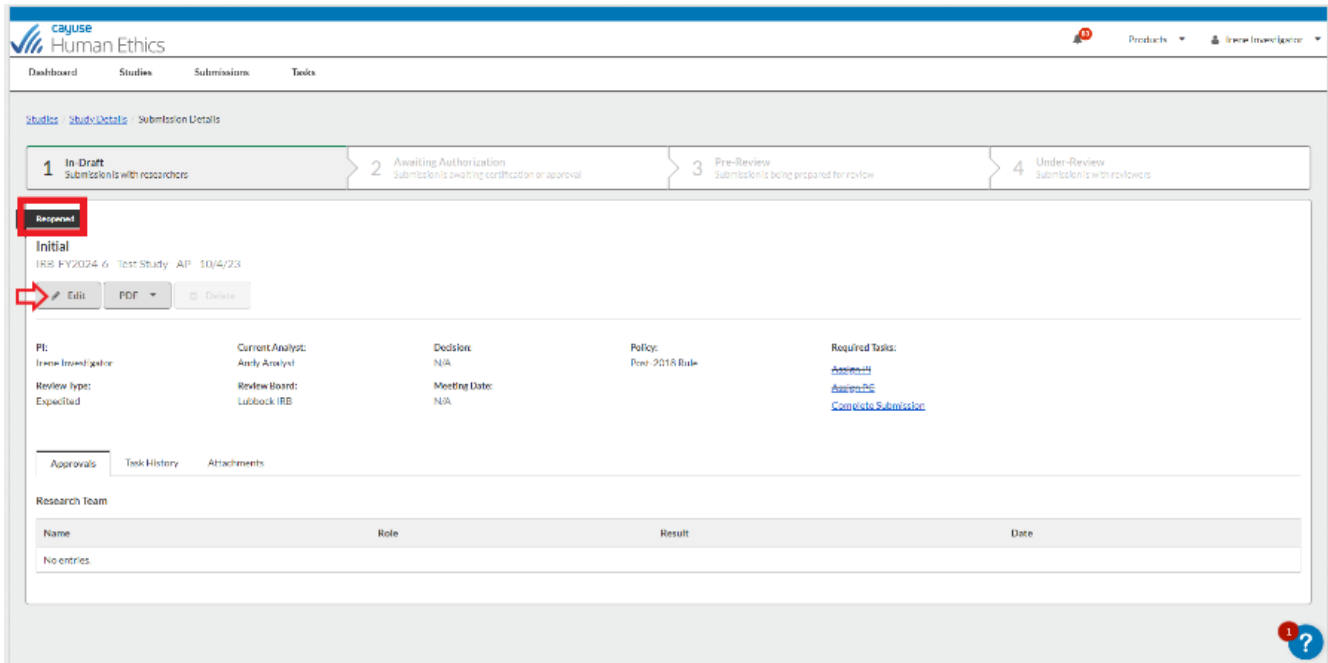
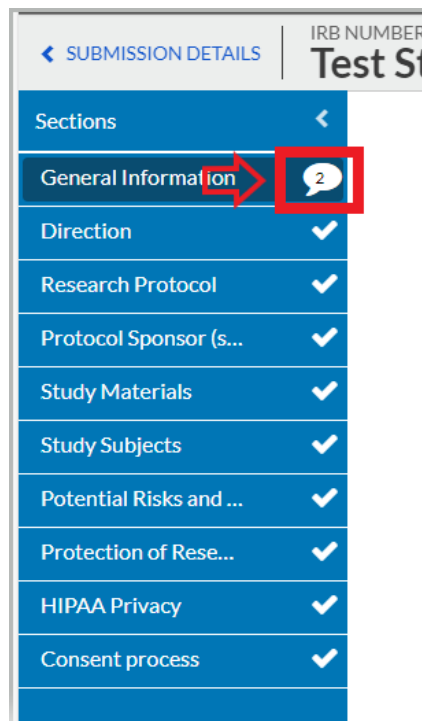


Addressing Comments in Human Ethics

The Analyst will return the submission to the investigators/study team, at that point the team will need to open the form to see what comments need to be addressed.



Sections with unresolved comments have a comment bubble icon indicating the total number of unresolved comments in that section. Click on the section to see which questions have a comment attached.



Addressing Comments in Human Ethics

Click on the numbered comment bubble to view the unaddressed comments associated with each question. Click **Reply**. Enter your reply and click **Save**. Don't forget to implement the necessary changes to the application section and/or documents attached.

The screenshot shows the 'Test Study - AP - 10/4/23 - Initial' submission page. The 'General Information' section is highlighted with a red box and contains a comment bubble icon. Below the submission details, there are two tables listing investigators and co-investigators. A comment from the IRB Reviewer asks, 'Are there any additional contacts for this study?'. The status of this comment is 'Not Addressed', indicated by a red dropdown menu. A red box highlights the 'Collapse Comments' button, and another red box highlights the 'Expand Comments' button. At the bottom, there are radio buttons for selecting the IRB: 'Amarillo IRB' and 'Lubbock IRB'.

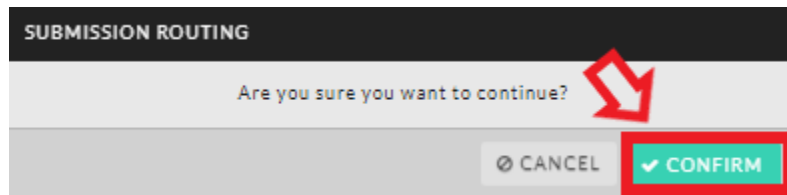
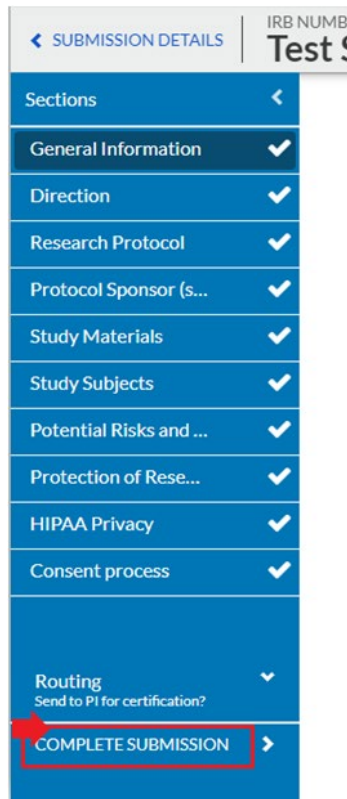
Once you have resolved an issue, change the status drop-down from **Not Addressed** to

Addressed

The screenshot shows the same submission page, but now the comment status has been updated to 'Addressed', indicated by a green dropdown menu. A red arrow points to the 'Addressed' status. The 'General Information' section is still highlighted with a red box. The 'Expand Comments' button is now highlighted with a red box. The 'Department Chair' table now includes a new entry: 'Shelby Grey Grubelnik' from 'Research Lbk'.

You must address all comments before the submission can be completed.

Addressing Comments in Human Ethics



Once all comments on the submission have been addressed and the submission has been completed, the PI will need to re-certify the submission to return it to the Analyst.

Note: If the submission is a **Modification** or **Incident** the IRB can "Administratively Certify" the submissions as we get to it in the que. The PI can certify these submission types if they chose to do so.