



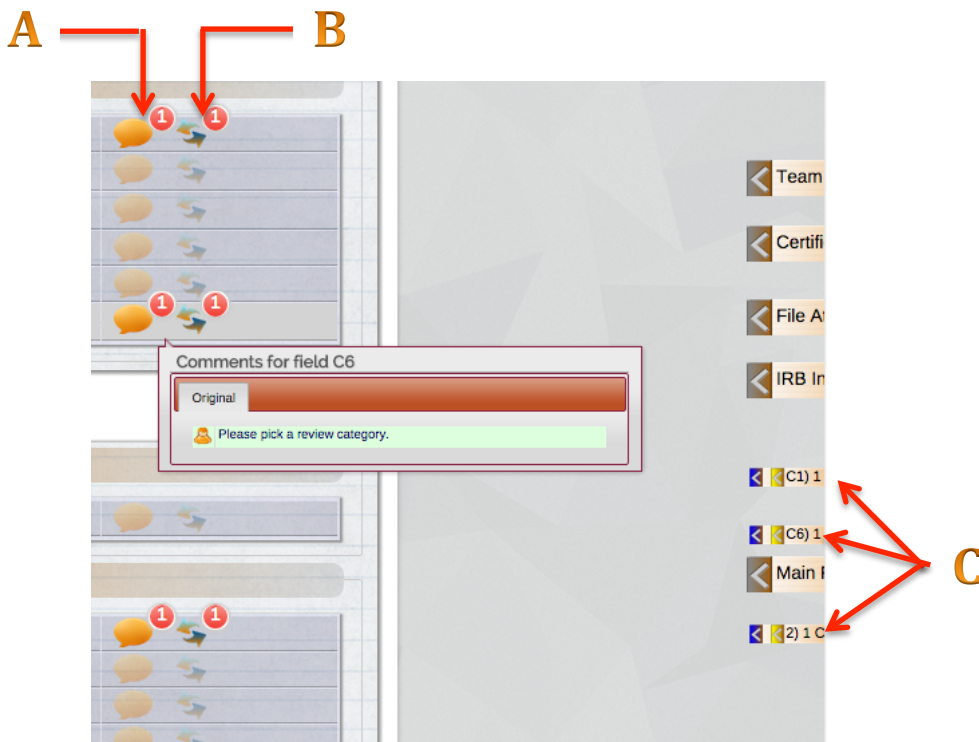
## How to Amend and Resubmit an Application

During the IRB Review process, the committee may find questions or other elements of the application that require further detail or information. The IRB Chair or designated head approver reviewer will return the application to the PI with comments. The PI will click the “Amend” link to the right of the application, which will be located in the “Returned Applications” section of the submission list. After making the necessary changes to the application and acknowledging that each comment has been addressed, the PI will click the Finalize button to route the application back through for team sign-off and then resubmitted to continue the review process.

### •How to review comments (general and by question) and revisions

To review comments on a returned application, click the edit link to the left of the application that appears in the “Returned Applications” category of either the “Your Submissions” or the “Proxy Submissions” panels on the Forms and Submissions Page depending on your role in the application.

On the “Application Editing” page there will be small word-bubble icons  next to a question to indicate where a comment has been made about that field **(A)**. Click or hover over the comment bubble to view the text of the comment(s). After viewing and making the necessary changes to address the comment, be sure to click the “addressed checkbox”   next to the comment to indicate that you have acknowledged it.



After all comments have been addressed and you have saved your application, new revisions will be noted by the revision icon and an associated badge number **(B)**. You can click or hover over the revision icon to view the associated revisions as well as the detail of the revision. Multiple revision tabs will appear if the application is returned and resubmitted multiple times.

Using the tab control you can easily view comments and revisions and easily navigate to those comments throughout your application **(C)**. Just click on the comment tab or revision tab to quickly scroll to that specific comment and/or revision section.

After all comments have been addressed the application can be re-finalized, re-routed for team sign-off and resubmitted to continue the review process.