How to Edit Applications to Address Comments from Primary Reviewer(s)

Office of Research and Sponsored Projects
NOTE:

• When your protocol is reviewed by a Primary Reviewer, there may be some areas that need more clarification and/or additional information is required.

• If your submission gets returned to you with comments, please see the following steps:
1. Log into your Cayuse IRB account and go to your submission.
2. Your protocol will be listed as “Reopened.” Click on “Edit” to view your application and
3. Once you open your application, you will see a comment icon in the sidebar next to each section that contains comments.

4. Click on the section you want to address first.

Please note: the number in the icon will let you know how many comments need to be addressed in each section.
5. A similar icon will appear underneath the questions that have comments on them. Click the **Expand Comments** button to view and respond to comments.

* Where will the research take place?

- [x] On Campus
- [ ] Off Campus

**Alice Analyst**  Today at 12:54 PM
You mention later in your application that the research will take place in a classroom of XYZ elementary school. You will need to select "Off Campus" as well and add the necessary information.

Reply

[Not Addressed]
6. Once you address a comment, change the dropdown from Not Addressed to Addressed.
7. As you address each comment, you will receive a checkmark in the sidebar. Once you have addressed all comments you can resubmit your application by clicking on 

Note: You will not be able to resubmit your application until **ALL** comments have been marked as “addressed” and you have received checkmarks on all sections.
REMINDER:

DO NOT forget to CERTIFY your submission once you complete it. The PI and ALL Co-PIs must certify after every submission.

STUDENTS: your Faculty Advisor must certify as well.