

When the IRB Requests Revisions

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• Uncheck Complete in order to make the requested changes.

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• On the left side of the page, click the symbol (red circle or yellow triangle) with the exclamation point center.

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• Click reply to respond to the reviewer.

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• Make all requested changes and reply to each comment. Once all changes are made, check Complete at the top of the page.

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• Go to the Assignment page by clicking the top left column. If you have co-investigators on the project, click Assign to Self.

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