

## RAP IRB RESPONDING TO CLARIFICATION REQUEST OR MODIFICAITON REQUIRED NOTIFICATION

- 1. Go to irb.rap.uoregon.edu and login using your Duck ID. If you are having issues logging in, email RCS.
- 2. Once logged in, the system will take you to your **dashboard**. The projects in **My Inbox** require action from you in some way. For example, if there is a protocol clarification request from RCS, you will find that here.

Dashboa	rd Fac	ilities IRB		
Create 👻	My Inbox My Re	views		
Viewed	My Inbox			
Vieweu	Filter by 😢 ID	<ul> <li>Enter text to search for</li> </ul>	Add Filter X Clear All	
0021: tudy Kittens	ID	Name	Date Created - Date Modified	State
000016: Kittens	MOD0000021	Modification / Update #1 for Study Kittens	11/17/2020 2:25 PM 11/17/2020 2:40 PI	I Clarification Requested (Pre-Review)
0016:	STUDY0000067	Step by step	11/12/2020 3:35 PM 11/16/2020 3:56 PI	M Modifications Required
.elsey's test	2 items		✓ page 1 of 1 ▶	
0016:				

 Click on the study name to open the study. On the **History** tab, you will see either "Clarification Requested" or "Letter Sent". Clarifications may or may not include a letter. In either case, the changes will be clearly outlined by the IRB Coordinator.

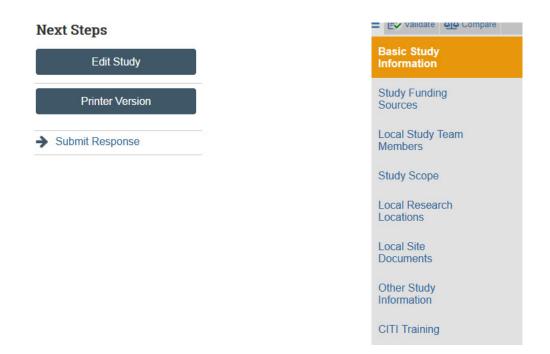
Next Steps





Next Steps	Keview level: Expedited
Edit Study	
Printer Version	
➔ Submit Response	Pre-Submission Pre-Review IRB Review Post-Review Review Complete
Assign Primary Contact	Clarification (Clarification)
🛃 Assign PI Proxy	Requested Requested Required
Manage Ancillary Reviews	
Manage Guest List	
Add Related Grant	History Funding Contacts Documents Reviews Snapshots
Copy Submission	Filter by 2 Activity   Enter text to search for   Activity   Enter text to search for   Content of the search for
O Discard	Activity Author
	Letter Sent     Max (irbc), Orlando     Correspondence_for_STUDY00000067.pdf

4. To make the changes to the study, click on **Edit Study** under "Next Steps". Once you have entered the application, you may use the navigation to the left of the screen to navigate to each smart form.



5. Make the requested edits. Note: if any attachments require revisions, use the "Update" feature to attach the revised document. Revisions to Word documents do not require changes to be tracked or marked. All other formats require revisions to be tracked.

8. \* Attach the application form, appendices and any other materials identified in the application form: 😮

+ Add					
	Document	Category	Date Modified	Document History	
C Update	a RAP Application - Initial Review v11122020.0.docx(0.02)	IRB Protocol	11/16/2020	History	



6. Once you have made the necessary revisions, exit the study after saving any changes. You may also continue through each page until the end and choose "Finish"



7. You will then be returned to the study home page. Your final action will be to choose the "Submit Response" button under "Next Steps". A pop-up window will appear, and you have the option to add a comment to the IRB coordinator and upload a response letter, but <u>do not upload documents</u> (e.g., the consent forms) here. In order for the forms to be stamped and approved, they must be uploaded into the study application (by clicking "Edit Study"), as described above.

		Next Steps			
		Edit Study			
		Printer Versi	on		
		➔ Submit Response			
1.	Notes:				
	The protocol mate further informatio	erials have been revised n.	l. Please let u	ιs know if yoι	ı need any
2.	Supporting do	cuments:			
	+ Add				

8. Once you are ready to submit, click "OK" in the lower right corner of the window. The notes will now show up in the **History** tab and the study will be removed from your inbox.

Name

There are no items to display