



RAP IRB RESPONDING TO CLARIFICATION REQUEST OR MODIFICATION 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.

ID	Name	Date Created	Date Modified	State
MOD00000021	Modification / Update #1 for Study Kittens	11/17/2020 2:25 PM	11/17/2020 2:40 PM	Clarification Requested (Pre-Review)
STUDY00000067	Step by step	11/12/2020 3:35 PM	11/16/2020 3:56 PM	Modifications Required

3. 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

- Edit Modification/CR
- Printer Version
- Submit Response
- Manage Ancillary Reviews
- Add Comment
- Withdraw
- Discard



Activity	Author
Clarification Requested Please see the attached letter for pre-review clarifications required. Do let us know if you have any questions! Pre review clarifications required.pdf	Max (irbc), Orlando



Review level: Expedited

Next Steps

- Edit Study
- Printer Version
- Submit Response
- Assign Primary Contact
- Assign PI Proxy
- Manage Ancillary Reviews
- Manage Guest List
- Add Related Grant
- Add Comment
- Copy Submission
- Discard



History	Funding	Contacts	Documents	Reviews	Snapshots
Filter by Activity <input type="text" value="Enter text to search for"/> + Add Filter ✕ Clear All					
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.

Next Steps

- Edit Study
- Printer Version
- Submit Response

Basic Study Information
Study Funding Sources
Local Study Team Members
Study Scope
Local Research Locations
Local Site Documents
Other Study Information
CITI Training

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: ?

Document	Category	Date Modified	Document History
<input type="button" value="Update"/> A RAP Application - Initial Review v11122020.0.docx(0.02)	IRB Protocol	11/16/2020	History



- 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"



- 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 **do not upload documents** (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 Version

→ Submit Response

1. Notes:

The protocol materials have been revised. Please let us know if you need any further information.

2. Supporting documents:

+ Add

Name

There are no items to display

- 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.