

Addressing Comments

When a submission has been certified and sent to the IRB Analyst, the Analyst may comment on various questions on the form. The Analyst will return the submission to the investigators with any comments if you need to correct an issue, add additional information, etc.

Sections with unresolved comments have a comment bubble icon to their right indicating the total number of unresolved comments in that section. Questions with new comments show a gray comment bubble and the number of comments for that particular item underneath the question:

The screenshot shows the 'cayuse IRB' interface for a researcher. The study title is 'Social effects of early onset hair loss - Initial'. The left sidebar shows navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area displays 'Section 1 Assignments' with a comment bubble icon containing the number '1'. Below this, there are two tables: one for 'Principal Investigator' and one for 'Primary Contact'. The 'Expand Comments' link is visible at the bottom of the section.

Name	Organization	Address	Phone	Email
IRB User	School of Medicine	440 Exchange, Irvine, CA	714 265 7841	irbuser@evisions.com

Name	Organization	Address	Phone	Email
IRB User2	Biomedical	440 Exchange, Irvine, CA	714 265 7498	irbuser2@evisions.com

You may see comments from the IRB Analyst, your Organizational Approver, or from the IRB member(s) reviewing the submission, depending on how far the submission progressed through the approval process.

Click on the **Expand Comments** link to view the comments associated with each question. You can then reply to the comment below.

The screenshot shows the 'cayuse IRB' interface with the 'Section 1 Assignments' section expanded. A comment from the 'IRB Analyst' is visible, dated 'Today at 1:21 PM'. The comment asks: 'Are there any additional contacts for this study?'. Below the comment is a 'Reply' box with a rich text editor containing the text: 'No, there are no additional contacts.'. There are 'REPLY' and 'CANCEL' buttons below the text box. A 'Not Addressed' dropdown menu is visible at the bottom of the comment area.

Enter your reply and then click to save it.

Once you have resolved an issue, change the status dropdown from **Not Addressed** to **Addressed**. Addressed comments have a green sidebar and the comment count no longer appears on the comment bubble icon for that question (unless there are other unaddressed comments for that question). You must mark all comments as addressed before the submission can be re-certified.

The screenshot displays the Cayuse IRB interface for a submission titled "Social effects of early onset hair loss - Initial". The user's role is "Researcher". The submission is associated with IRB number "IRB-FY2016-3559". The interface shows a sidebar with navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area is divided into sections: "Section 1 Assignme...", "Section 2 Other Items", "Section 3 Optional...", "Routing" (Send to PI for certification?), and "COMPLETE SUBMISSION". A "Primary Contact" table is displayed, listing contact information for "IRB User2" from "Biomedical" at "440 Exchange, Irvine, CA". Below the table, there are comments from "IRB Analyst" and "IRB User" regarding additional contacts. A green "Addressed" dropdown is visible at the bottom of the comment thread.

Name	Organization	Address	Phone	Email
IRB User2	Biomedical	440 Exchange, Irvine, CA	714 265 7498	irbuser2@evisions.com

Once all comments on the submission have been addressed, the PI (or Co-PI, depending on your institution's settings) will need to re-certify the submission to return it to the IRB Analyst.