

**BruinIRB Quick Reference Guide: How to Respond to IRB Requests (04/2021)**

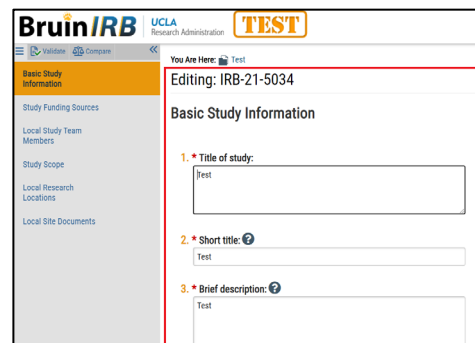
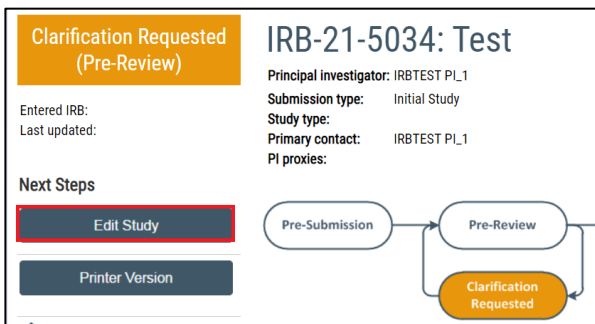
**Responding to IRB Requests**

If a reviewer has questions or requires you to make changes to your submission, you will receive an email indicating this.

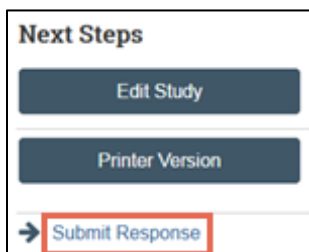
1. Open the submission and click the **History** tab and review the **Clarification Requested** activity.



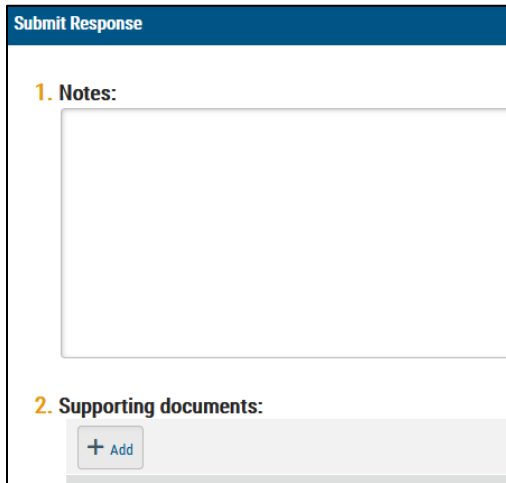
2. Revise the study application as requested using the **Edit Study** activity. You may begin to make changes to the application.



3. Once you have made the requested changes, save and exit the application. In the submission workspace, click **Submit Response**.



4. In the **Notes** box, explain your response to the reviewer and attach any supporting documents.



The image shows a screenshot of a web form titled "Submit Response". The form has a blue header bar with the text "Submit Response". Below the header, there are two main sections:

- 1. Notes:** This section contains a large, empty rectangular text area for entering a response.
- 2. Supporting documents:** This section contains a button with a plus sign and the text "+ Add", used for uploading files.

5. Click **OK** and **Submit**.