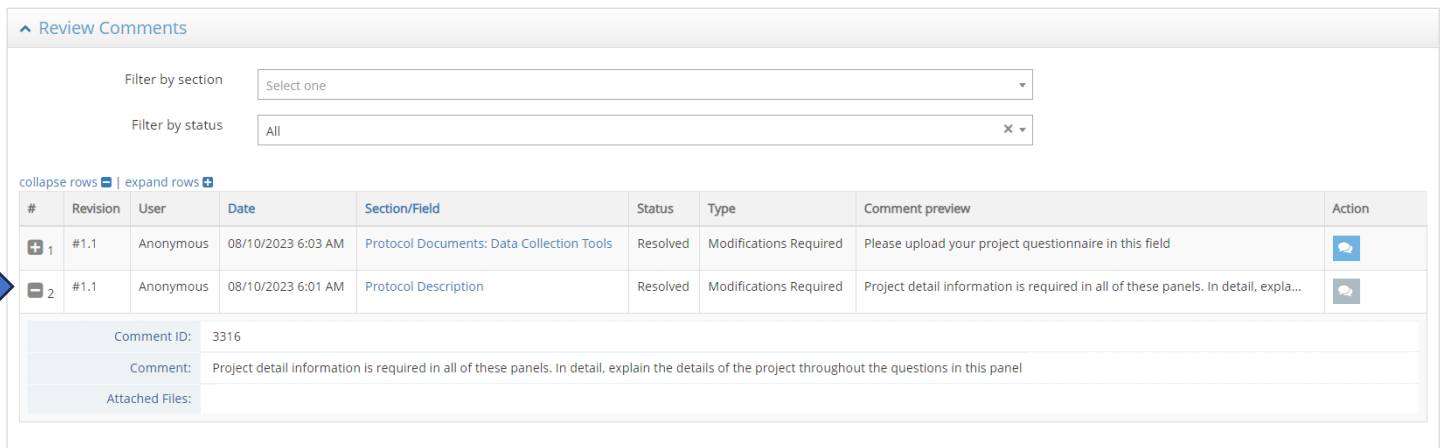


# FAU IRB NOVELUTION

## Responding to Modifications Required

Modifications Required can be found in the Review Comments panel, which is the first panel that will appear at this stage of the project.

Each comment represents a modification required and you can click the plus sign or anywhere in the comment row to have the field expand so you can read the whole comment.




The screenshot shows the 'Review Comments' panel with filter options for section and status. Below the filters is a table of comments. A blue arrow points to the plus sign in the first column of the second row. Below the table, the expanded comment for row #2 is shown, including the comment ID, the full text of the comment, and an attached file section.

#	Revision	User	Date	Section/Field	Status	Type	Comment preview	Action
+	#1.1	Anonymous	08/10/2023 6:03 AM	Protocol Documents: Data Collection Tools	Resolved	Modifications Required	Please upload your project questionnaire in this field	
+	#1.1	Anonymous	08/10/2023 6:01 AM	Protocol Description	Resolved	Modifications Required	Project detail information is required in all of these panels. In detail, expla...	

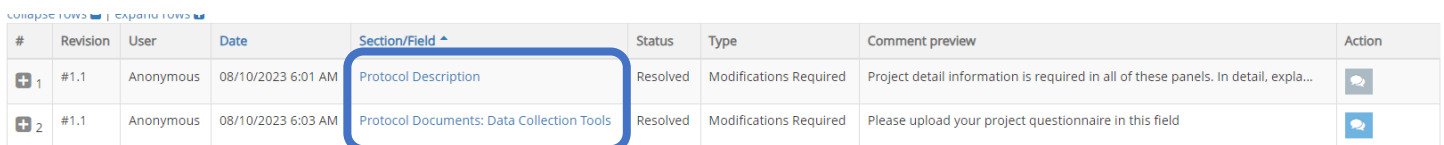
Comment ID: 3316  
Comment: Project detail information is required in all of these panels. In detail, explain the details of the project throughout the questions in this panel  
Attached Files:

Using the Section/Field column you can click to sort the comments to see them in order from top to bottom of the submission. Use the Panel Shortcuts to see that order.



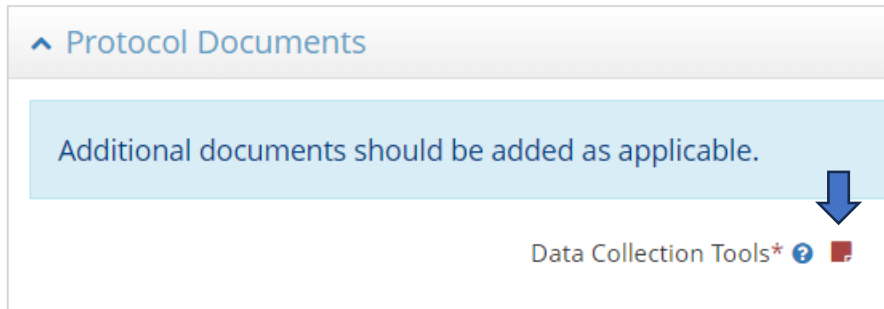
#	Revision	User	Date	Section/Field	Status	Type	Comment preview	Action
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Comments can be addressed in any order as you will be led straight to the part of the project that needs modifications by clicking on the comment link.



#	Revision	User	Date	Section/Field	Status	Type	Comment preview	Action
+	#1.1	Anonymous	08/10/2023 6:01 AM	Protocol Description	Resolved	Modifications Required	Project detail information is required in all of these panels. In detail, expla...	
+	#1.1	Anonymous	08/10/2023 6:03 AM	Protocol Documents: Data Collection Tools	Resolved	Modifications Required	Please upload your project questionnaire in this field	

In this case the comment has been made on a field or in other words: a specific question. Fields with modifications required will have a red paper icon noted next to it such as in this example of Data Collection Tools.



Click the red paper icon to view the comment again as needed.

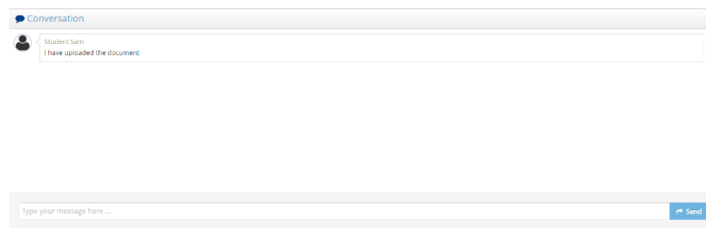
Comments ×

Filter by status  ×

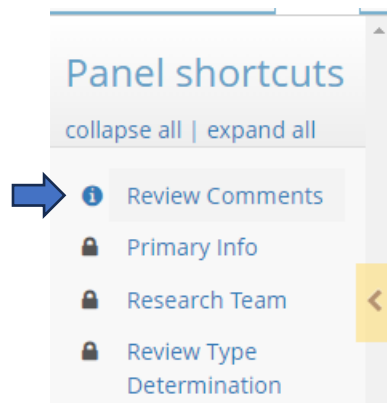
collapse rows | expand rows

#	Revision	User	Date	Section/Field	Status	Type	Comment preview	Action
1	#1.1	Anonymous	08/10/2023 6:03 AM	Protocol Documents: Data Collection Tools	Open	Modifications Required	Please upload your project questionnaire in this field	

You can also use the chat bubble in the action column to respond to the comment directly. The IRB Admin and/or IRB Reviewer will be notified that you have made a response. They can also respond to your comment directly, and this chat will stay with your project for future reference.

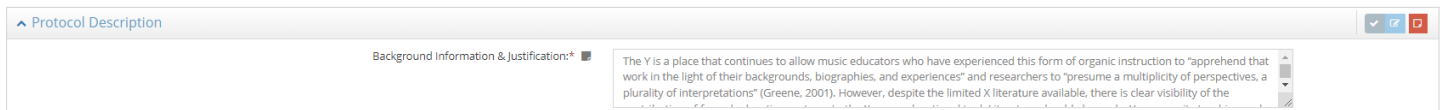


To view the additional modifications required, you can use the Panel Shortcuts to click back to the Review Comments panel, then click on the next comment.

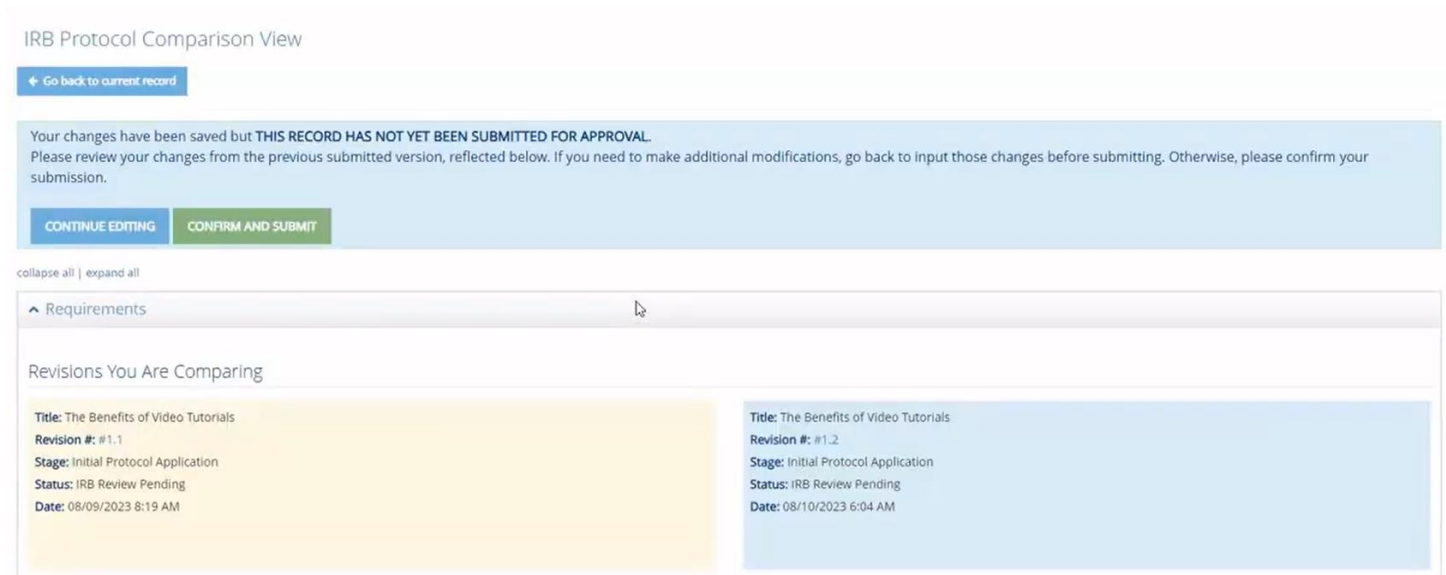


When a whole section has modifications required, the red paper icon will appear at the top right-hand corner of the panel name such as in this example for Protocol Description.

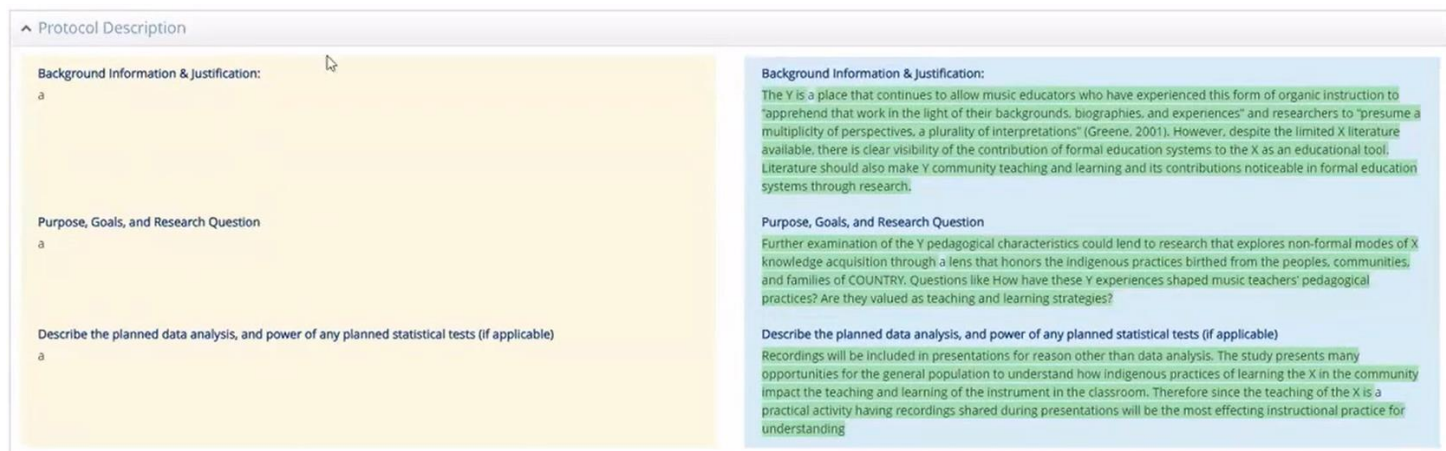
Here too, click the red paper icon to view the comment as needed, and click the table to expand the comment to view the full details.



Complete the modifications as indicated in the comments by clicking directly into the fields and entering responses. Once you have completed your responses, click to review, and submit.



On the IRB Protocol Comparison page, you will be able to see a side by side comparison of the changes you have made to the document. On the left side in the yellow box you will see the original submission, and on the right side in the blue box, you will see revisions made.



In the text fields for instance, you will see that new text is highlighted in green.

You will also see a link to download any document that has been added.

Once you have reviewed your changes, scroll back up to the top and either click to Confirm and Submit if finished or Continue Editing to make additional changes.

The screenshot shows the 'IRB Protocol Comparison View' interface. At the top left, there is a blue button with a left-pointing arrow and the text 'Go back to current record'. Below this, a light blue banner contains the text: 'Your changes have been saved but **THIS RECORD HAS NOT YET BEEN SUBMITTED FOR APPROVAL.** Please review your changes from the previous submitted version, reflected below. If you need to make additional submission.' At the bottom of the banner, there are two buttons: a blue button labeled 'CONTINUE EDITING' and a green button labeled 'CONFIRM AND SUBMIT'.

Once you Confirm and Submit, the project returns to the IRB Admin for processing.

You'll see the confirmation screen that the application has been saved and submitted for approval. This lets you know you have successfully submitted your project back to the IRB for review.

- ✓ Application saved and submitted for approval: 08/10/2023 7:05 AM
- ✓ This task has already been completed