



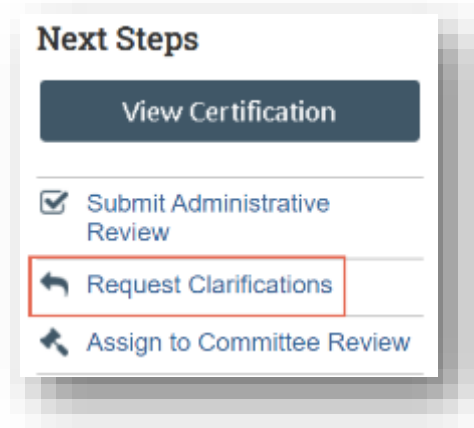
Request Clarification

If you have questions for the discloser, use the Request Clarification activity to send a message. When the discloser submits a response, you will be able to review the response as well as any updates that were made before completing your review.

Note: The Request Clarifications activity is available in certifications, pre-approval requests, and management plans. In management plans the discloser initiates the Request Clarifications activity, the management plan reviewer or management plan creator does not initiate the Request Clarifications activity.

To request clarification

1. From the project workspace, click **Request Clarifications**.



2. Type the details of your clarification request.
3. If required, add supporting documents.
4. Click **OK**.

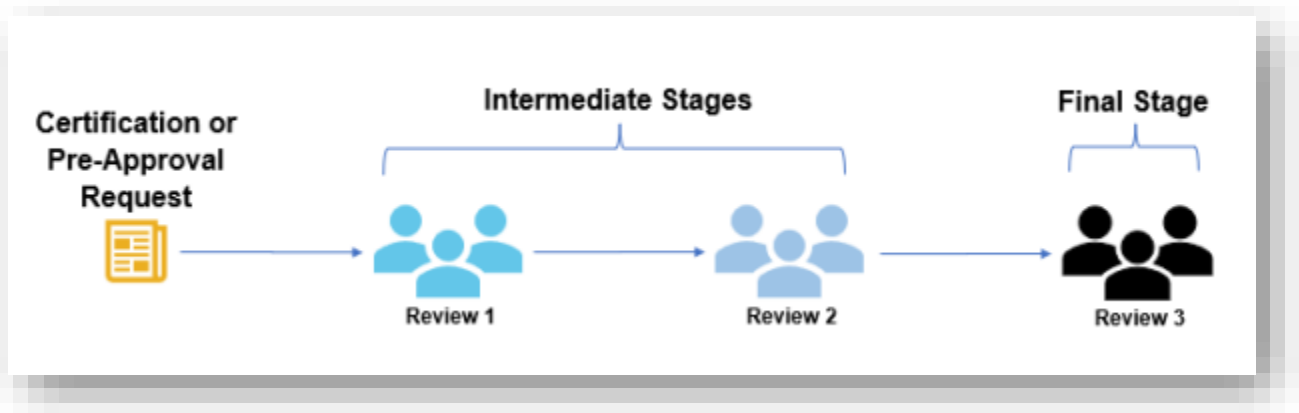
The discloser will receive an e-mail notification about your request.

Review Workflow

A certification or a pre-approval request can have multiple review stages depending on your institution's settings. A review workflow can have intermediate and final stages. A review workflow does not have to include intermediate review stages, but there must be a final stage configured for all reviews.

The reviewers in the intermediate stages provide input that can be used by the reviewer in the final stage. The reviewer in the final stage is responsible for making the determination by referring to the input provided by intermediate reviewers.

For example, a certification or pre-approval request can have two intermediate stages and a final stage of review.



Submit My Review activity is available for intermediate reviewers and Submit Review activity is available for the final reviewer.

On the project workspace, you can view the current review stage, for example Department Review or Central Compliance Office. Additionally, you can view where this review stands in the review progression, for example the image below shows the review is in Review Stage 1 of 3.

CERT00000038: Research certification for Rebecca Simms (pi)-57575

Certification type: Research
Assigned reviewer: Fred Smith (coicch)
Current review stage: Department Review
Review stage: 1 of 3

Discloser: Rebecca Simms (pi)
Discloser's employer: Radiology
Has significant financial interest: Yes
Research project: 57575
Research project name: [REDACTED]