



## **Respond to a Clarification Request**

If a reviewer has questions or requires you to provide additional information about disclosure profile or preapproval request, you will receive an e-mail notification indicating this. Review the request details and then respond to the request. Depending on the request, you may need to update your disclosure profile or pre-approval request. Log on to the system and navigate to your disclosure profile to respond to this request.

## To review the request details and submit your response

1. On the disclosure workspace, click **Submit Response**.

Action Required	İ
Disclosure profile last completed: 1/8/2021 Training last completed: 1/4/2021	
1/4/2022	l
→ Submit Response	

Click Update on the request you are responding to.
 Note: There may be multiple clarification requests outstanding at the same time.

Submit Response	
Clarifications have been requested regarding to the second sec	Edit COI Clarification
1. Pending clarification requests: Request Date Requestor	Clarification requested for Research certification for Juan Pablo (pi3)-TE0000087
Update 12/10/2021 System Administra	<ol> <li>Request date: 12/10/2021</li> <li>Requestor: System Administrator</li> <li>Request source: Research</li> <li>Request text:</li> <li>Request text: There are no items to display</li> </ol>
	* Required OK Cancel



- 3. In the Request text field, review the request sent by the reviewer.
- 4. Review any attached documents.
- 5. In the Response text field, type your response to the reviewer and click **OK**. You can also attach documents that explain your response.

Note: If you responded to the reviewer's request in a document, you can add the document in the Response documents field.

6. Click **OK**.

After you have responded to all outstanding clarification requests, your Instruction Center will be updated accordingly. If your disclosure profile is in a No Action Required state, you can log off the system.