

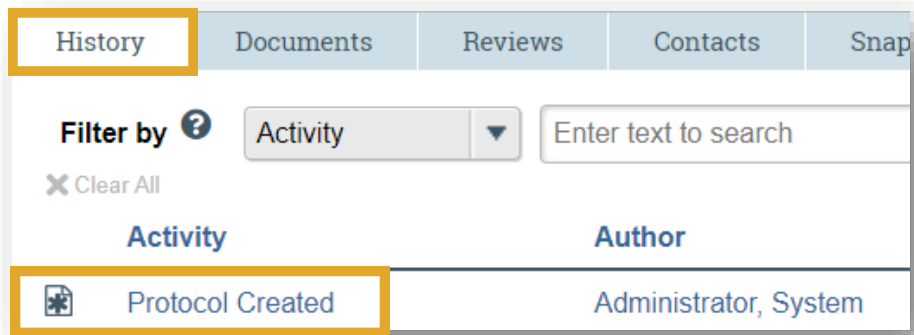


## Respond to a Clarification Request

If a reviewer has questions or requires you to change your submission, you will receive an e-mail indicating this. Review the request details and then respond to the request.

### To review the request details

1. Click the e-mail link to open the submission. If you no longer have the e-mail, click the name of the submission from My Inbox.
2. From submission workspace, click History tab to view the reviewer comments.
3. On the History tab, click the **Clarification Requested by Specialist** activity and read the comments.



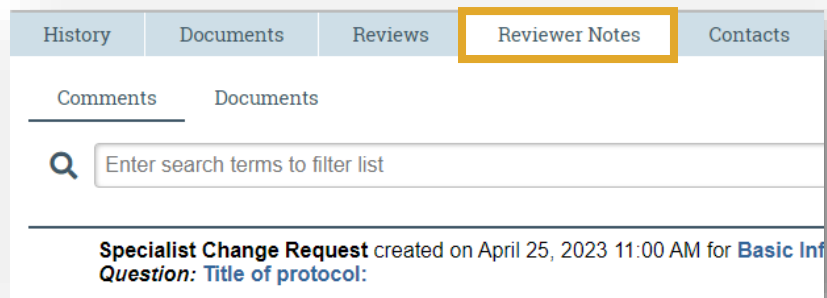
4. If the reviewer added reviewer notes, click the **Reviewer Notes** tab and respond to each note. If not, you can submit the response.

**Note:** Response Required means the protocol cannot move forward in the workflow until you respond to the Reviewer Note.

### To respond to reviewer notes

For each reviewer note:

1. Click the name of the question to jump to that question in the SmartForm.

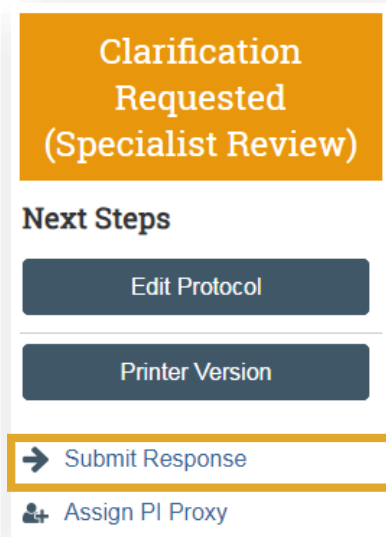


2. On the page, click the Note icon to view the Reviewer Note.
3. Click **Reply** and then type your response.
4. Attach files if needed and click **OK**.

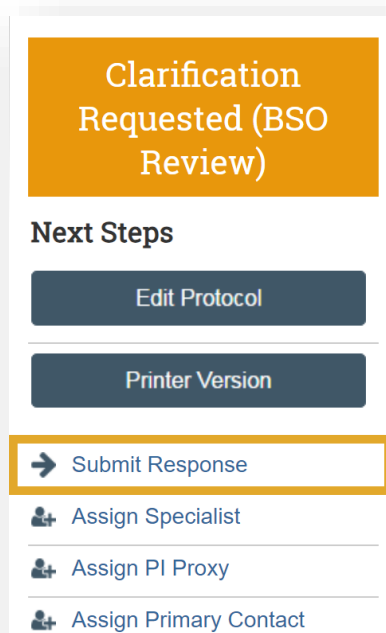
5. Close the Reviewer Note.
6. Respond to all other Reviewer Notes and when done, submit the response.

**To submit the response**

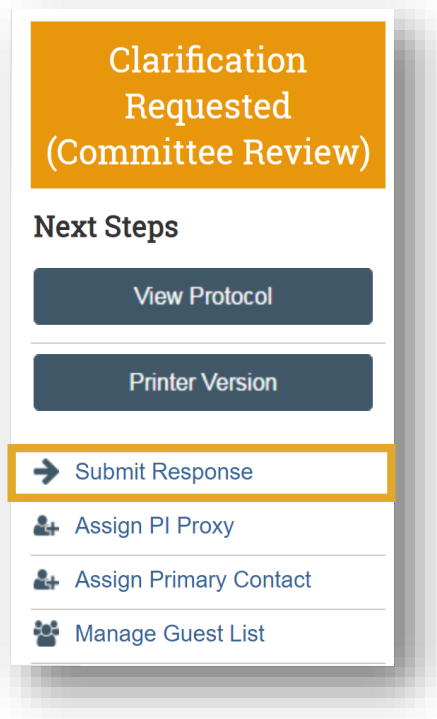
1. On the protocol workspace, click **Submit Response**.



2. In the Comments box, type a response for the reviewer.
3. Click **OK**.



Clarification Requested (BSO Review) may occur after a preliminary review by the Biosafety Officer. Review by full committee will be delayed if questions and concerns raised during the preliminary review are not addressed and response submitted at least one week before the next scheduled IBC meeting.



Clarification Requested (Committee Review) may occur after full committee review. Questions and concerns raised during the committee review must be addressed within **30 days** of receipt of the letter from the IBC and before full approval is given.