Editing and Submitting a Reopened Submission

(returned by IRB for changes)
On the Dashboard, click here to view your studies.
Click on the Study that Requires Changes
Click on the appropriate Submission
Click here to edit the Submission
A bubble with the number of comments will display in each section needing changes.

Clicking on Expand Comments will allow you to read and address the Reviewer’s comments.
Click here once you have made the requested changes and select "Address"

Changes/information must be added to the questions and/or text boxes themselves, not just in a reply to a comment
Once you have addressed all comments, select “COMPLETE SUBMISSION” to send the submission to the PI to certify.
The PI must certify the submission in order for it to be returned to the IRB.