

Addressing Comments

When a submission has been certified and sent to the IRB Analyst, the Analyst may comment on various questions on the form. The Analyst will return the submission to the investigators with any comments if you need to correct an issue, add additional information, etc.

Sections with unresolved comments have a comment bubble icon to their right indicating the total number of unresolved comments in that section. Questions with new comments show a gray comment bubble and the number of comments for that particular item underneath the question:

The screenshot shows the 'cayuse IRB' interface. The user is logged in as 'IRB User' and has the role of 'Researcher'. The study title is 'Social effects of early onset hair loss - Initial'. The left sidebar shows navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area displays 'Section 1 Assignments' with a comment bubble icon containing the number '1'. Below this, there are two tables: one for 'Principal Investigator' and one for 'Primary Contact'. Both tables have columns for Name, Organization, Address, Phone, and Email. The 'Expand Comments' link is visible at the bottom of the section.

You may see comments from the IRB Analyst, your Organizational Approver, or from the IRB member(s) reviewing the submission, depending on how far the submission progressed through the approval process.

Click on the **Expand Comments** link to view the comments associated with each question. You can then reply to the comment below.

This screenshot shows the same interface as the previous one, but with the 'Expand Comments' link clicked. The comment from the 'IRB Analyst' is now visible, asking 'Are there any additional contacts for this study?'. Below the comment is a reply box with a text area containing 'No, there are no additional contacts.' and a 'REPLY' button. The 'Not Addressed' dropdown menu is also visible.

Enter your reply and then click to save it.

Once you have resolved an issue, change the status dropdown from **Not Addressed** to **Addressed**. Addressed comments have a green sidebar and the comment count no longer appears on the comment bubble icon for that question (unless there are other unaddressed comments for that question). You must mark all comments as addressed before the submission can be re-certified.

The screenshot displays the Cayuse IRB interface for a submission titled "Social effects of early onset hair loss - Initial". The user's role is "Researcher". The submission is associated with IRB number "IRB-FY2016-3559". The interface includes a sidebar with navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area shows a "Primary Contact" table with the following data:

Name	Organization	Address	Phone	Email
IRB User2	Biomedical	440 Exchange, Irvine, CA	714 265 7498	irbuser2@evisions.com

Below the table, there is a "Collapse Comments" section. The comments are as follows:

- IRB Analyst** (Today at 1:21 PM): Are there any additional contacts for this study?
Reply
- IRB User** (Today at 2:09 PM): No, there are no additional contacts.
Reply
- Addressed** (Today at 2:08 PM by you): [Marked as Addressed]

Once all comments on the submission have been addressed, the PI (or Co-PI, depending on your institution's settings) will need to re-certify the submission to return it to the IRB Analyst.