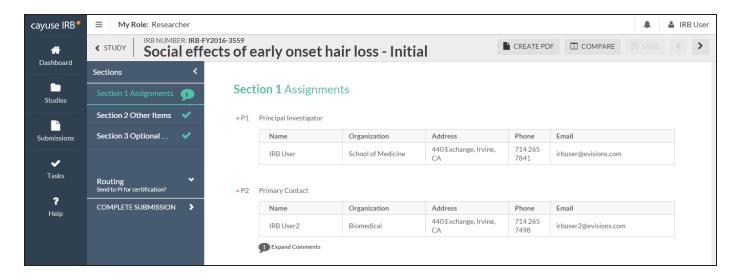
Addressing Comments

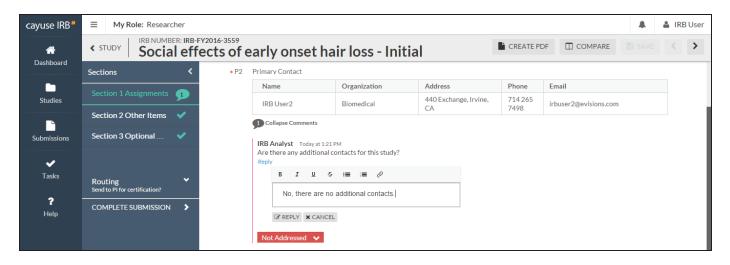
When a submission has been certified and sent to the IRB Analyst, the Analyst may comment on various questions on the form. The Analyst will return the submission to the investigators with any comments if you need to correct an issue, add additional information, etc.

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:



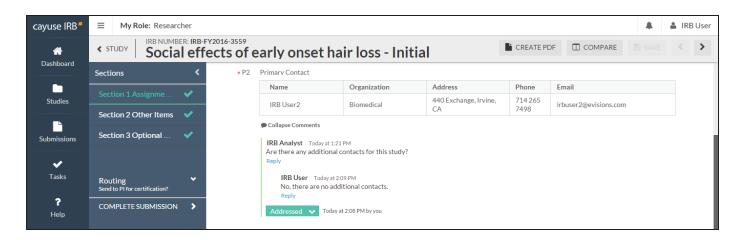
You may see comments from the IRB Analyst, your Organizational Approver, or from the IRB member(s) reviewing the submission, depending on how far the submission progressed through the approval process.

Click on the **Description** Link to view the comments associated with each question. You can then reply to the comment below.



Enter your reply and then click REPLY to save it.

Once you have resolved an issue, change the status dropdown from Not Addressed to Addressed 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.



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.