Respond to a Clarification Request

The goal, as always, is to submit forms and documents that do not require clarification or revision. Review by Alice Pasvogel in the Office of Research & Scholarship and for students by their DNP Project/Dissertation Chair will hopefully avoid the need for clarification or revision once submitted in eIRB.

If you receive a request for clarification, follow the steps below to review and respond to the request.

**To review the request details**
You will receive an email with a request for clarification. Click the submission ID link in the email to open it.

Log on to eIRB and click the **History** tab for the project and review the Clarification Requested activity.

Click **Edit Study** to view the Smart Forms.

Reviewer comments appear in textbox icons next to sections that need a response.
Click the icon to view the comment, make the change requested and submit a response. In the Notes box, state the change that was made in response to the reviewer comment.

**To submit response**
Once you have made all the changes requested, on the submission workspace, click **Submit Response**.

In the Notes box, outline the changes that were made in response to the reviewer’s comments. Click **OK**.

The study has moved back to the reviewer’s inbox to continue the review. On the Workflow Map, your project should have moved from Clarification Requested back to Pre-Review. If you have addressed all the comments, your project is ready for review by the Chair. Once this review is complete, you will be notified. On the Workflow Map, your project will move to Review Complete and your Determination/Approval letter will be available to download.