Respond to Comments

1) Log in to eProtocol with your CalNet ID & password at: https://eprotocol.berkeley.edu

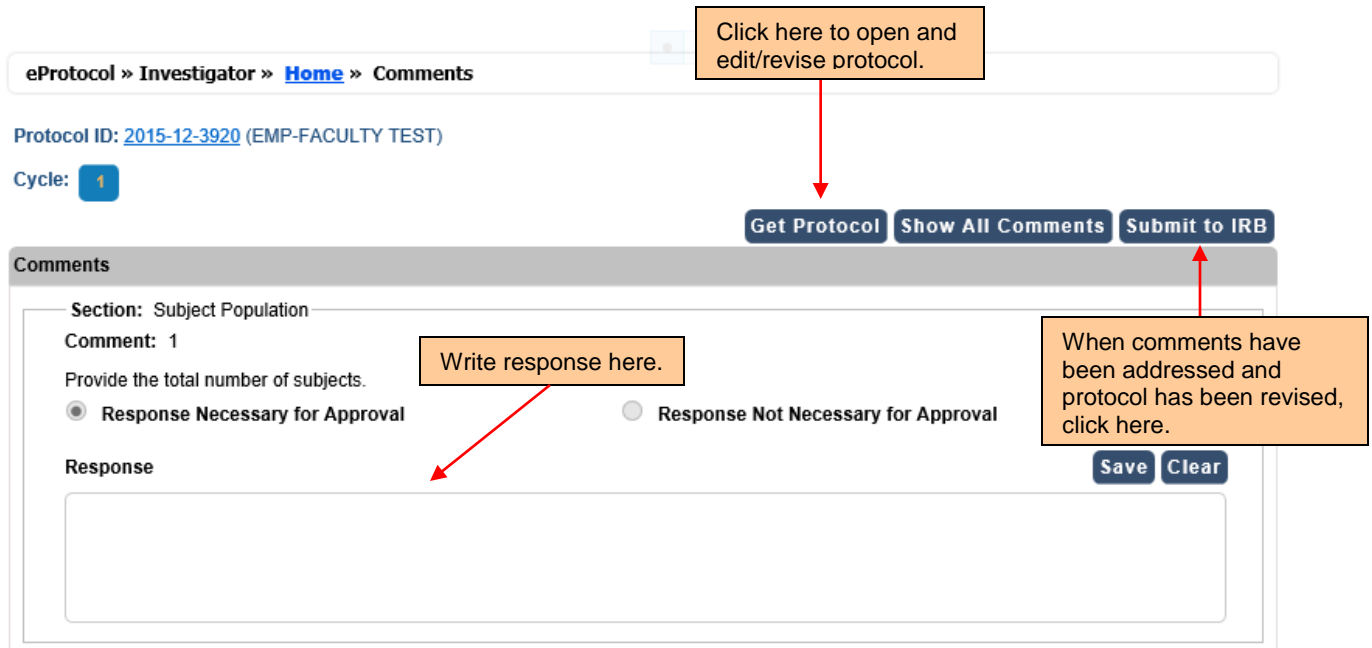2) Click on the **IRB** tab to see your Investigator Homepage for IRB Submissions.
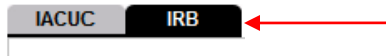
3) The protocols that you see on your IRB homepage are protocols with pending action. The Protocol Event column of the table will show that you have received comments. To view and respond to the comments, click on the **Comments Received (Cycle #)** link.

Protocol ID	Principal Investigator	Protocol Event		...ents	Panel	Meeting Date
2009-02-102	TEST, EMP-FACULTY	Comments Received (Cycle 1)		IN-PROGRESS	UCB Exempt Panel	04/01/2009
2009-02-100	TEST, EMP-FACULTY	Yet to Submit to IRB		NEW		

Click on link to see and respond to comments.

4) The Comments page will show comments, the section of the protocol associated with the comment, and whether or not a response is necessary for approval. To respond to the comment(s):

o Click on the **Get Protocol** button.

o A popup will ask if you want to open the protocol for editing. Click on the **Edit** button. The protocol will open in a separate window. **Revise** protocol, then **close** window.

o Provide a response to each comment in the **Response** box, revise protocol sections accordingly, and click on the **Save** button. Unless an explanation is needed, a brief notation such as "updated" will generally suffice. Do not paste updated protocol sections into response boxes.

o Once protocol has been revised and responses to all comments have been written, click on **Submit to IRB** button.

Click here to open and edit/revise protocol.

eProtocol » Investigator » **Home** » Comments

Protocol ID: 2015-12-3920 (EMP-FACULTY TEST)

Cycle: 1

[Get Protocol] [Show All Comments] [Submit to IRB]

Comments

Section: Subject Population

Comment: 1

Provide the total number of subjects.

● **Response Necessary for Approval**   ○ Response Not Necessary for Approval
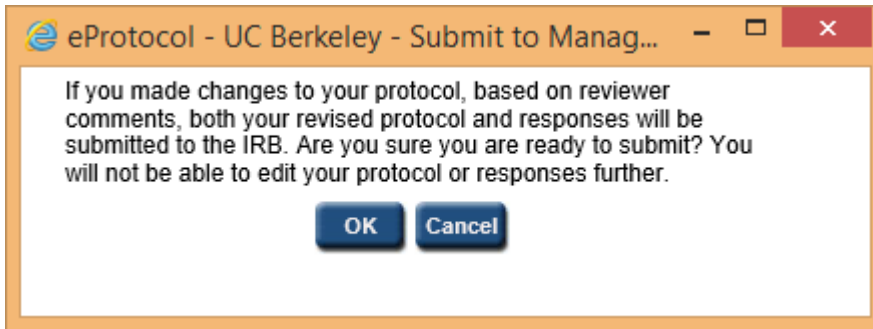
Response   [Save] [Clear]

Write response here.

When comments have been addressed and protocol has been revised, click here.

5) After clicking on "Submit to IRB" the following pop-up window will appear:

Click on "OK".

6) When the comments have been sent, the Protocol Event column on your Investigator Homepage will say "Responses Sent (Cycle #)."