



How to Respond to Action Items

QUICK STEPS



- For revisions to the application that are incomplete or require further review – email notification will be sent.
- Click on the link in the email or go to Manage Protocols and search for your application – the application that requires your attention will show Status **“Revision in Progress”**. Click on the **title of the application**.



- Use **Action Item Summary** to review all action items for the application.
- Tabs with action items will have a yellow ball with the number of action items denoted within.
- Navigate to individual action items via the tabs on the left-hand side of the application, e.g. if the section appears as **Peer Review**, this indicates you have 2 action items in this section to respond to. Click **Peer Review** and the section will open.
- In this section you will notice an **Action Item** button indicated where your response is required. **2**



- Click **Action Item** and a dialogue box will open with the comments from the *reviewer* for your action.
- Click on the **Reply** button to respond to your action item, either providing clarification or indicating the action that has been taken.
- Click on **Post** to post your comments.

You will notice the **Visibility** header shows two buttons **Admins** and **Researchers** which indicates that your comments will be visible to the ORE team and to you and your team. There is no auto save function on this – **“Post”** will save your comments.



- Address and revise the application as requested via action items.

Revisions to study documents must be noted with track changes or highlighted, and the version updated. Delete older versions of the documents; only the complete and newest set of documents should be attached.

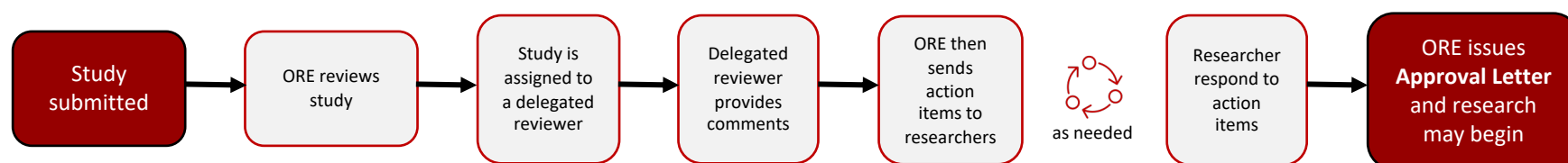
- Confirm that all action items have been addressed in full. PIs can click **Resubmit**.

Other team members can press **Notify PI to Submit**, sending an email to the PI (this action will turn the application to **Read Only** mode).

- Scroll up and the status bar will indicate **“Resubmitted”**.

APPROVAL PROCESS

For a typical minimal risk study...



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Change of PI



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Close Request



Unanticipated Problem