


# 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 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. 



- 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.



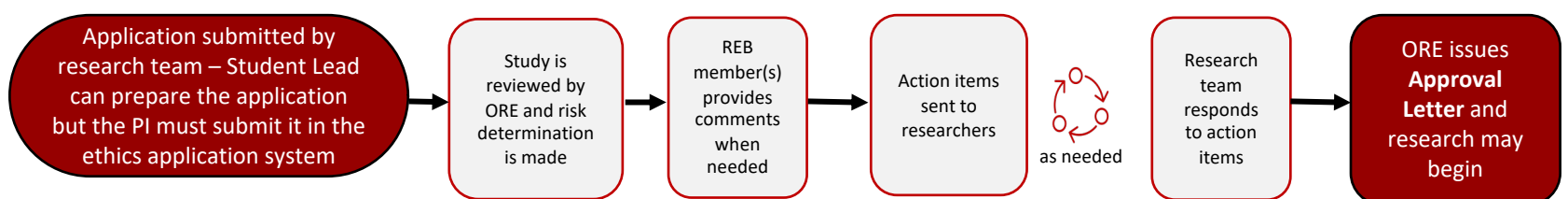
- Address and revise the application as requested via action items.

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

## APPROVAL PROCESS

For a typical minimal risk study...



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