

Responding to Requests

Instructions for responding to comments from ORS and IRB reviewers

Once you submit your application, the application will be reviewed by ORS compliance assistants and IRB reviewers. Monitor your email for messages from ORS or the IRB requesting modification or additional information. Fast responses to these requests will help you obtain approval quickly. The following document provides guidance for responding to comments and questions from the reviewers.

**Institutional Review Board
Loyola University Chicago
6439 N. Sheridan Road,
Suite 400
Chicago, IL 60626-5309
Phone: 773.508.2471
irb@luc.edu**

Step 1: Review Comments

- 1) During the review process, reviewers may send you comments or questions in CAP about your application. The sections of the application that have comments are marked with a question mark (instead of a checkmark).
- 2) If you have any questions about the reviewer's comments, please contact the compliance assistant assigned to your project or email ORS staff at ors@luc.edu.

Step 2: Revise Application

- 1) If the reviewer asks for additional information, please add this information to the relevant application sections. Click update at the end of the section in order to save the revisions to the application. If you click on a different section without updating the application, then the changes to the application will not be saved.

Step 3: Respond to Comments

- 1) You must respond to each comment before you can resubmit the application. To respond to the comment:
 - a. To respond to the comment, click on "respond." Then, enter the comment, and click "save."
 - b. To revise the comment, click on "edit response," edit the text, and then click on "update."

CAP

<http://compliance.it.luc.edu/>

2. Application Setup

-> Personnel	?
Project Funding	✓
Research Sites	✓
Application Summary	✓

Section 1 of 10

1. Personnel

[comment](#) ?

Author	Modification/Clarification Requested	Date	Type	Status	Attachments
Response Pawel Grudysz	Please provide the name of all personnel on this project.	1/5/2011 9:58:00 AM	PI	Not Resolved	

Step 4: Resubmit Application

- 1) After you respond to all of the comments, please resubmit the application to ORS. Your application will not be reviewed again until the application is resubmitted.