



Investigator Checklist: Response to Committee

For Response to packages approved with modifications required

This checklist is a guide to complete the submission process, not a required submission document. Incomplete submissions will be unlocked and increase processing time.

QUICK LIST OF DOCUMENTS

- Completed Response to Committee Memo or Board Document
- Revised Document(s)
 - Clean version layered (with tracked changes accepted)
 - Tracked changes version
- New Document(s)
 - Clean version (with version date)
- Package Signatures: not applicable

See detailed list of required actions and documents below.



REQUIRED DOCUMENTS AND ACTIONS

1. CREATE A NEW PACKAGE

- Click to add package description or notes (optional but recommended)

2. DESIGNER – Revise an Existing Document

Click the pencil tool  to add or create a new version of a project document that has already been submitted.

- A Research Application (RA) Part 1 (if applicable)
- Clean copy of revised document(s)
- Tracked copy of revised document(s)

3. DESIGNER – Attach New Document

Use the "Attach New Document" option when the document you are adding is not a revised or updated version of an existing project document.

- New document(s), if applicable
- Copy of Board Outcome – Modifications Required letter is recommended
- Memo addressing all revisions, clarifications, additional documents as requested in the Modifications Letter have been provided with comment, when applicable.

4. SUBMIT THIS PACKAGE

- Submission Type: Response/Follow-Up

What happens next?

1. IRB Coordinator conducts a pre-review of the submission
2. Incomplete submissions will be unlocked to allow for revisions.
3. Complete submissions will be assigned for review. Click on "Reviews" to check the status of your submission.