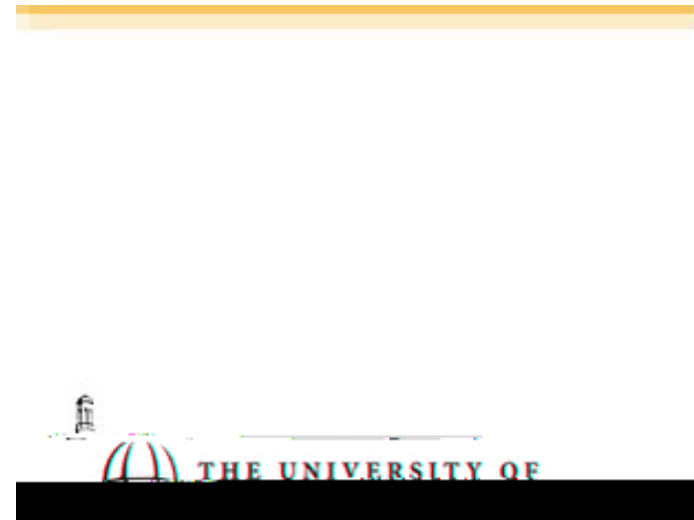






Revising a Submission

If your study is sent back with revisions required, you will receive an email notification. You must address the comments, resubmit, and wait for official approval prior to beginning data collection. To review the requested revisions, you can click on the link in the email. **DO NOT CREATE A MODIFICATION – YOU MUST EDIT YOUR INITIAL APPLICATION.**





Revising a Submission

Once you open the submission package, you will click 'Initial Application' and then 'Human Subjects Research Application'

The screenshot displays a web interface for managing submissions. At the top, the user is logged in as "Alicia Macchione - Psychology". Below the navigation bar, there is a breadcrumb trail: "Home > Submissions". A table lists the submissions, with columns for "Submitted", "Determination", "Determination Date", "Determination Date To", "Type", "Submission Number", and "Investigator On Date". The first submission is highlighted with a red circle. Below the table, a detailed view of the submission is shown, including the "Submission Number: 21-222-01", "Created on: 27-Oct-2021", and "Status: Revisions Required". A red circle highlights the "Initial Application" button in the submission details.

Submitted	Determination	Determination Date	Determination Date To	Type	Submission Number	Investigator On Date
Submitted	Determination					
Revisions						

Initial Application Submission Number: 21-222-01 Created on: 27-Oct-2021 Status: Revisions Required

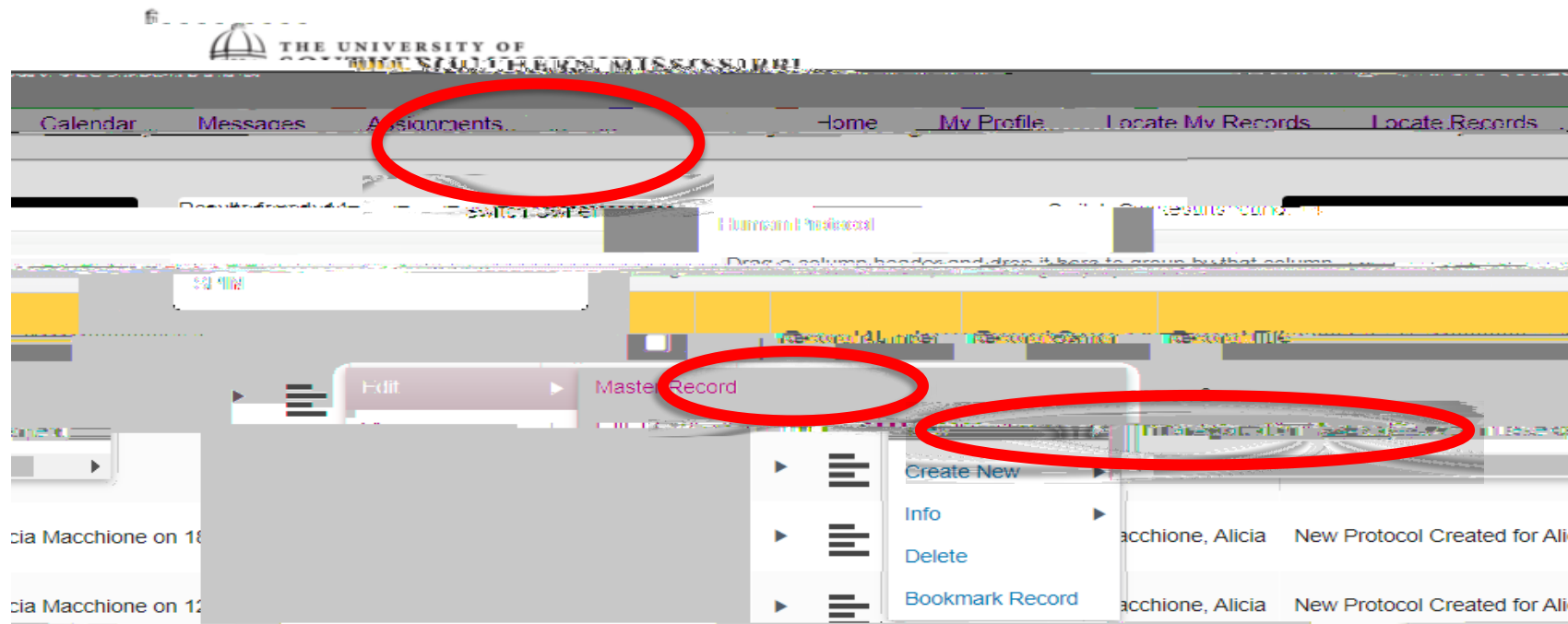
Initial Application



Revising a Submission

Alternatively, if you do not click on the link in the email, you can locate your record on the homepage of InfoEd. To make edits to the initial application, make sure that you are in “Edit” mode and click on your Initial Application.

DO NOT CREATE A MODIFICATION – YOU MUST EDIT YOUR INITIAL APPLICATION.



Revising a Submission

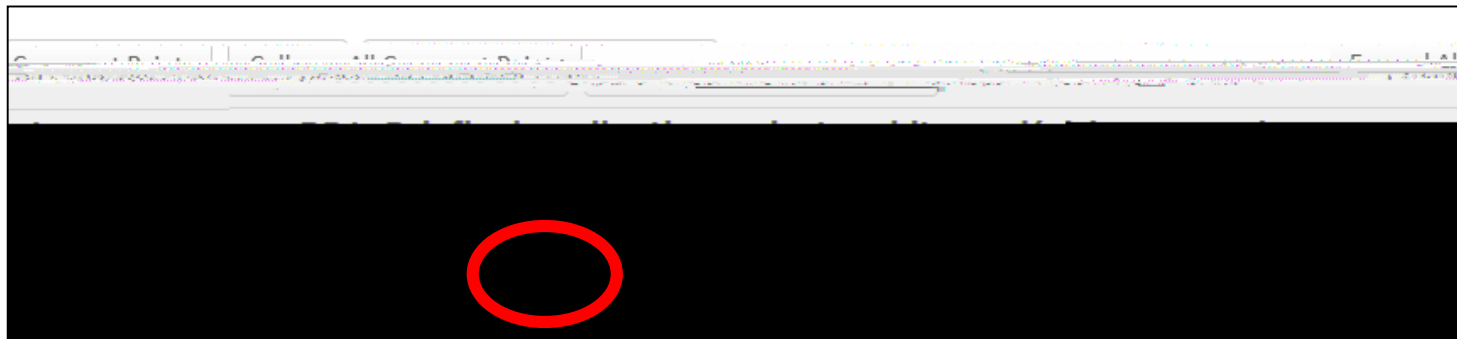
If your study is sent back with revisions required, you can go into the submission and review/address any comments. To unlock the submission to make edits, you must click the 'Un-

check to Edit' button. This will allow you to make the necessary changes to your submission.

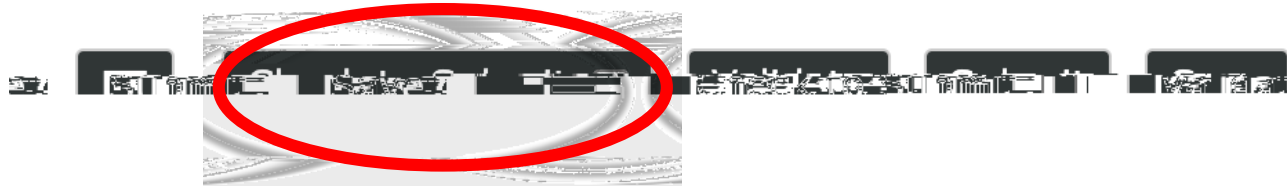


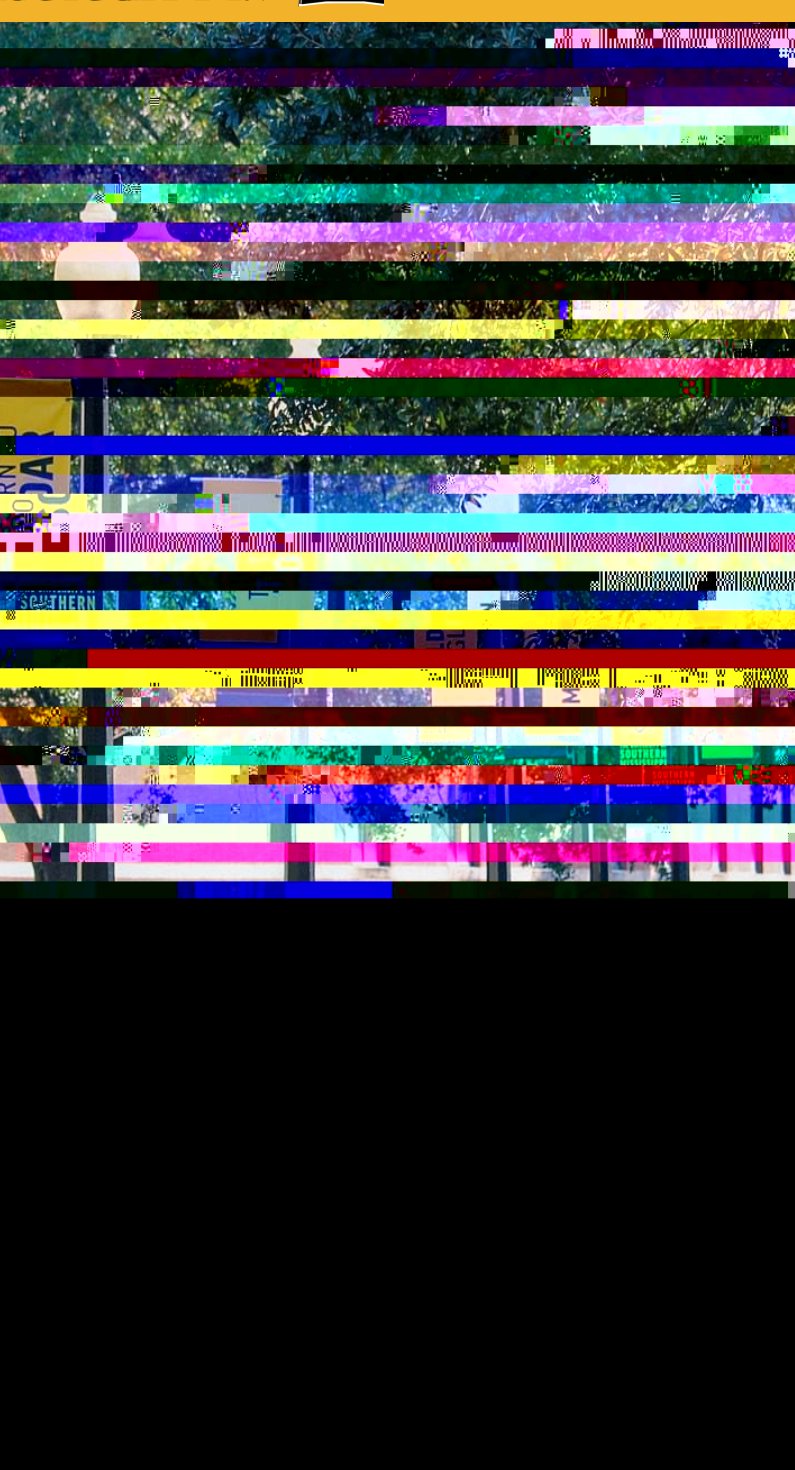
Addressing Comments

To view/address comments, click on the comment icon. Once you read the comment, you can make the necessary revisions and type a response to the reviewer indicating the comment was addressed by clicking 'Reply'. **Do not create a new comment, you must reply to the original comment.** You must address all comments that have a required response prior to submitting.



Once all revisions have been made and all comments have been addressed, you must click the 'Check to Submit' button followed by 'Submit'.





Questions?

[www.usm.edu/research/
office-research-integrity](http://www.usm.edu/research/office-research-integrity)

Contact:

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