**Instructions for responding to reviewer requests (as the PI)**

1. Once the review is complete, you should receive an email notification.
2. The reviewer requests can be accessed from the “**Outstanding**” tab under “**All Tasks**” table from the home screen.
3. Select “**Click to open**” in the “**Submission Response**” Task Type. This will send you to the **IACUC Review Response Form**.
4. Requests for clarification or modification are labelled as “**Stipulations**”. Each stipulation is associated with a table that allows the respondent to mark completion of the request and to briefly describe changes made, if necessary.
5. The stipulation is indicated under “**Description**” on the table. To view the original question and revise the protocol, look to the right of “**Links to Components**” and select “**Revise Existing**” under the “**Action**” column. This will create a new version of the protocol that is unlocked for editing.
6. The form will open to the question to which the stipulation has been associated. The question needing revision will be lowest fully visible question on the form.
7. Make revisions as necessary, select “**Save Section**”, and press “**Back**” to return to the stipulations screen.
8. You can now view changes made to the protocol by pressing “**Compare Application Version**” under the “**Action**” column.
9. Press “**Complete Action**” to mark this stipulation as addressed (“**Action Complete**” under “**Action Status**”.
10. Under “**Do you accept this Stipulation?**” select “**N/A**”, “**Yes**”, or “**No**”, as appropriate.
11. A brief explanation of how (or if) the stipulation was addressed can be entered under “**Provide an explanation on how you addressed this Stipulation:**”
12. For subsequent edits to the form, select the top “**IACUC Protocol Form**” (**Version 1.X**, with X being the largest number) option from the “**Links to Components**” row. This will link to the appropriate question in the newly revised version of the protocol created in steps 5 and 6 above.
13. Follow steps 7-12 above for each additional stipulation.
14. Make sure you press “**Save Section**” periodically while working in the **IACUC Review Response Form** to save your progress while addressing stipulations.
15. Once you have completed all revisions, press “**Save and Continue to Next Section**”. Press “**Signoff and Submit**” or “**Notify PI to Signoff**”.
16. Similar to the initial protocol submission, the PI must “**Approve**” or “**Deny**” the signoff request and press “**Save Signoff**” to complete the action.
17. Once signoff approval has occurred, the task will no longer be visible in the “**Outstanding**” section of the “**All Tasks**” table. The Animal Program Office will now be able to view the responses and route the revised protocol for IACUC member review.