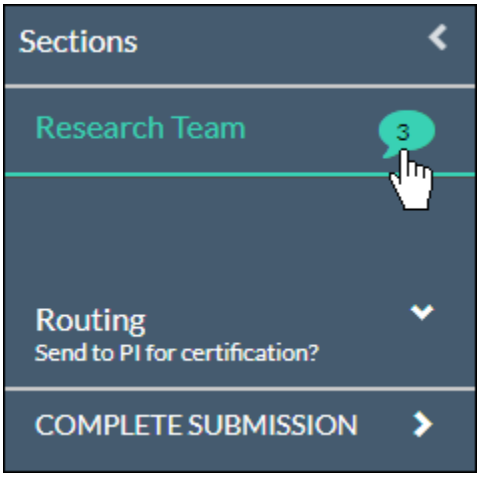
Addressing Comments

Purpose of this resource: To show SHSU investigators how to change a study title in Cayuse IRB.

After a PI has certified a submission and sent to the Analyst, the Analyst or other reviewers may comment on questions within the submission forms. The Analyst will then return the submission to the PI(s), and the PI(s) will need to address the comments.

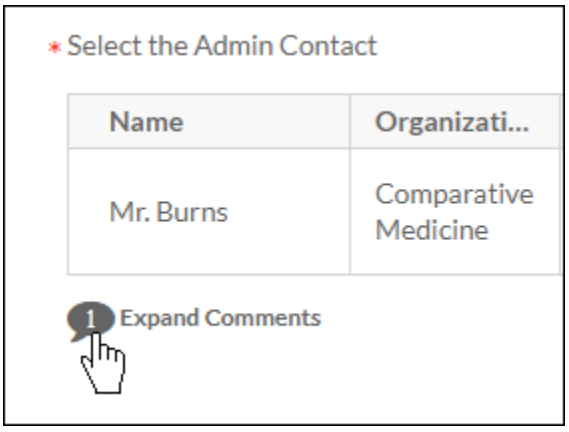
A blue bubble icon will appear on sections with unresolved comments. Click on the section to see which questions need to be addressed.



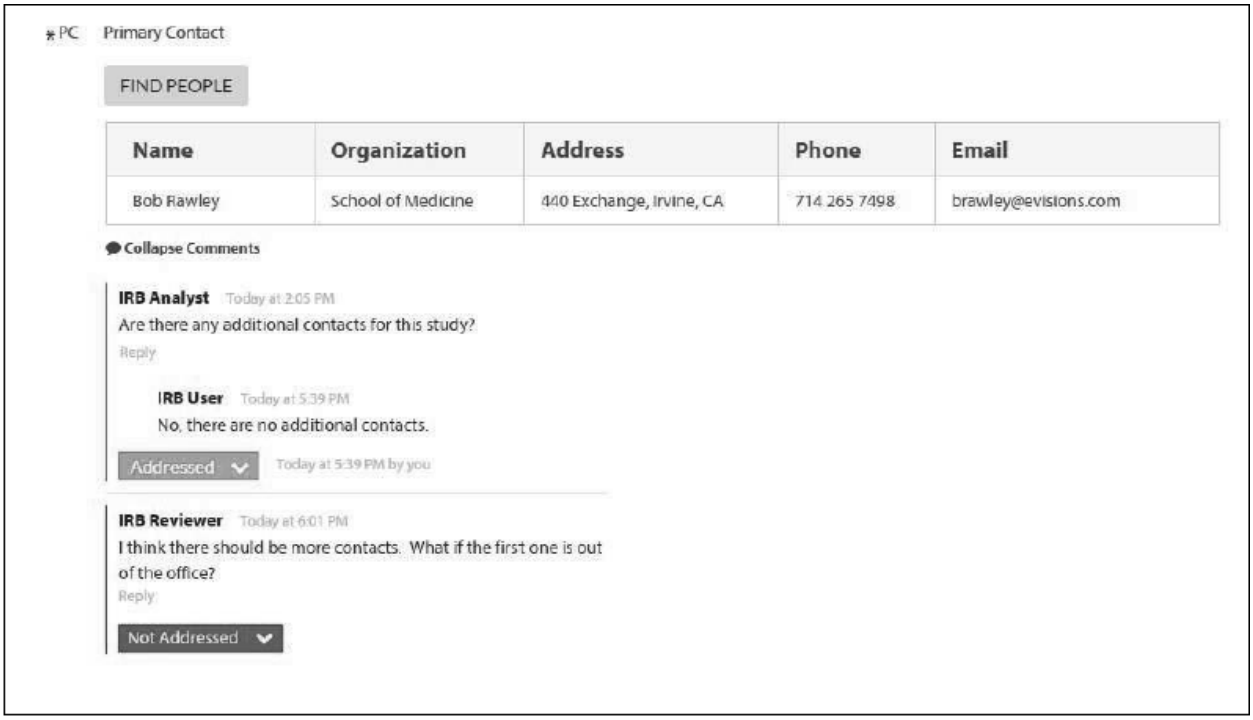
You may see comments from the Analyst, your Organizational Approver, or member(s) reviewing the submission.

Addressing comments

1. Click on the numbered comment bubble to view the unaddressed comments associated with specific questions.



2. Click **Reply**. Enter your reply and click **Save.**



3. Once you have resolved an issue, change the status drop-down from **Not Addressed** to **Addressed**

All comments must be addressed before the submission can be completed. Once this is done, you will need to re-certify the submission to return to the Analyst.