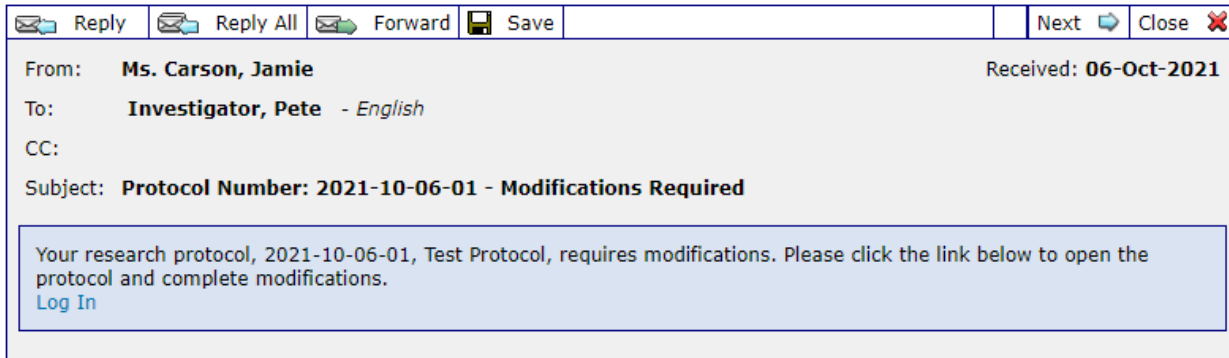


## How to respond when modifications to your project are required

You will receive an email from the IBC Administrator (Jamie Carson) informing you that modifications are required. Click the link to login.



You will be taken to your application.

Western Carolina University Graduate School and Research

View PDF Lock Form

**ASSIGNMENT**

Your research protocol, 2021-10-06-01, Test Protocol, requires modifications. Please click the link below to open the protocol and complete modifications.

Comments:

Next Step/Decision: Compliance Office  
Assign to: Automatic as per configurations.

I am done

**PROJECT DESCRIPTION**

**PROTOCOL INFORMATION**


When your application is complete, click 'Lock Form' in the top right corner. Then click the 'Submit' button to submit your application to the Research Compliance office.


**To begin making corrections or responding to a question, you must unlock the form. Click the box next to Lock Form. This will unlock the Form and you will be able to make corrections.**


**Sections that require your attention will populate a red or yellow exclamation point.**




Unlock the form and navigate to the first section that requires your attention. You may scroll down the page to find the section, or you may click the appropriate section in the purple menu on the left.

## PROJECT DESCRIPTION

-  a. Provide a brief description of the project and experiments in non-technical language. Each experiment should be numbered:  
Test
- The yellow exclamation point means that additional or clarifying information is needed for the question.**
- b. Use the Add button on the right to describe each experiment.

 Describe Experiments

 Describe locations where experiments will be conducted and include a description of facilities in each location.

Location (Building & Room #)	 Camp 110J
Description of Facilities	 Lab
Is this space registered with the Safety Officer? Registered labs have emergency contact signage on their doors	 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**The red exclamation point means the reviewer has asked a question and is requiring a response.**

Once you have navigated to the section that requires your attention, you will see which question(s) needs additional information. Click on the yellow exclamation point.

Comment Filter By: [ ] [ ] Clear Sort By: [ ] Ascending [ ] Clear X

Expand All Comment Points Collapse All Comment Points

a. Provide a brief description of the project and experiments in non-technical language. Each experiment should be numbered: [Comment](#)

From: Carson, Jamie To: Coordinator - PI

Please provide more information.

06-Oct-2021 03:26 PM [Reply](#) [Forward](#)

**You may reply to or forward the request.**

**A comment and reply are similar. When you reply, you may request a response. A comment does not allow you to request a response.**

**In this case, the Admin is requesting more detail be provided in the answer.**

Biohazardous agents (including fungi, protozoa, bacteria, viruses, prior

Clicking on the yellow exclamation point opens a box that shows what clarification or additional information is needed. You are able to reply to, comment on, or forward the request. You may also hover over the yellow exclamation point by the question to view the request.

Click 'Reply' if you would like to respond to the request. Type your message.

**a. Provide a brief description of the project and experiments in non-technical language. Each experiment should be numbered.** Comment

From: Carson, Jamie To: Coordinator - PI

Please provide more information.

06-Oct-2021 03:26 PM [Reply](#) [Forward](#)

**Press 'Post' to send the message.**

Carson, Jamie ; Coordinator - PI  Make Comment Public  **Response Required**

**Subject** a. Provide a brief description of the project and experiments in non-technical language. Each experiment should be numbered:

**Message**

**Making a comment public means that whatever you type in the message box will be included in the IBC agenda under your project. Do not check this box.**

**Checking the box 'Response Required' is appropriate if you have a follow up question for the admin or reviewer.**

**B** **I** **U** abc [List Icons] [Link Icons] [Table Icon] Format

(inherited font) (inherited size) [Color Picker] [Background Color Picker]

Type here to reply

**a. Provide a brief description of the project and experiments in non-technical language. Each experiment should be numbered.** Comment

From: Carson, Jamie

Please provide more information

06-Oct-2021 03:26 PM [Reply](#)

Carson, Jamie

**Subject** a. Provide a brief description of the project and experiments in non-technical language. Each experiment should be numbered:

**Message**

**When you click 'To' another popup will appear. Select which recipients should be receiving your response. Select the appropriate group. Click Save, then Close.**

**Coordinator = IBC Administrator**  
**PI = Principal Investigator**  
**Reviewers = IBC Reviewers**

Select Distribution Group(s) - Work - Microsoft Edge

https://wcu.infoedglobal.com/popupselectlist.asp?DG=B3CE852E-D9CA-40CC-9,E8A0...


**Select Distribution Group(s)** Save Close

Coordinator - PI

Coordinator - PI - Reviewers


To make the requested revisions, type your updated answer directly into the question box.

## PROJECT DESCRIPTION

-  a. Provide a brief description of the project and experiments in non-technical language. Each experiment should be numbered:

Type your updated response directly into the application. Make sure the project is unlocked or you will not be able to make any changes.

- b. Use the Add button on the right to describe each experiment.

 Describe Experiments

Add


Remove

Type of Experiment



- Any biological material that requires a CDC import license or USDA permit  
 Biohazardous agents (including fungi, protozoa, bacteria, viruses, prions)

Navigate to the section that requires your attention. In this case, it's a red exclamation point meaning that a question is being asked that you must answer. Scroll over the red exclamation point to view the question. You must click the red exclamation point to respond to the question.

 Describe locations where experiments will be conducted and include a description of facilities in each location.

Add

Remove

Location (Building & Room #)



Camp 110J

Description of Facilities



Lab

To: Coordinator - PI - Response Required For: Is this really a lab?

Is this space registered with the Safety Officer?  
Registered labs have emergency contact signage on their doors




Yes  No

**Scroll over the red exclamation point to view the question.**

**Comment** Filter By:   Clear Sort By:  Ascending  Clear


Expand All Comment Points Collapse All Comment Points

Description of Facilities **Comment**  
 From: Carson, Jamie To: Coordinator - PI  
  
 06-Oct-2021 03:26 PM [Reply](#) [Forward](#)

**Clicking on the red exclamation point will open a popup that allows you to respond to the question.**

The same response template will populate. Respond and post accordingly. Close the popup.

Expand All Comment Points Collapse All Comment Points

Description of Facilities **Comment**  
 From: Carson, Jamie To: Coordinator - PI  
  
 06-Oct-2021 03:26 PM [Reply](#) [Forward](#)

Carson, Jamie ; Coordinator - PI  **Make Comment Public**  **Response Required**

**Subject** Description of Facilities

**Message**

When you are done with all clarifications and questions:

<https://wcu.infoedglobal.com/ComplianceNet/SharedSystems/EFForms/Form.aspx?ObjectFormId=1CA41F81-5F3C-4F74-AF1F-9833161664A1&recordid=986325053...>

**Western Carolina University** Graduate School and Research

**(1) Navigate to the Assignment tab**

**ASSIGNMENT**

Your research protocol, 2021-10-06-01, Test Protocol, requires modifications. Please click the link below to open the protocol and complete modifications.

Comments:

Next Step/Decision: Compliance Office

Assign to: Automatic as per configurations.

**(2) Lock the form. You cannot resubmit unless the form is locked.**

**(3) Click 'I am done'**

**The window will close and your modifications will automatically be sent to the Research Office.**

The window will close and the assignment will disappear from the Assignments tab. You are done with modifications.