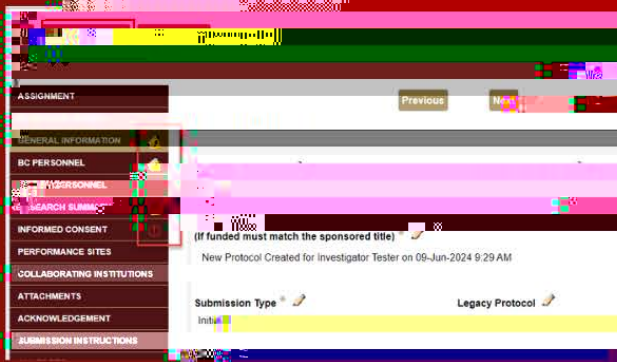


MAKING REQUESTED REVISIONS

This guide will guide you on how to view and make requested revisions to your IRB application in InfoEd. For more in-depth instructions, please refer to our BC IRB Guide for Researchers available on our website: <https://www.ubc.ca/irb>

1

Log into InfoEd and click "Assignments" on the top of the page. Find the correct protocol and click the **Linked protocol number** (record number). If you are not the PI, you can locate the protocol by typing the number in the Quick Find bar on the top right of the page.



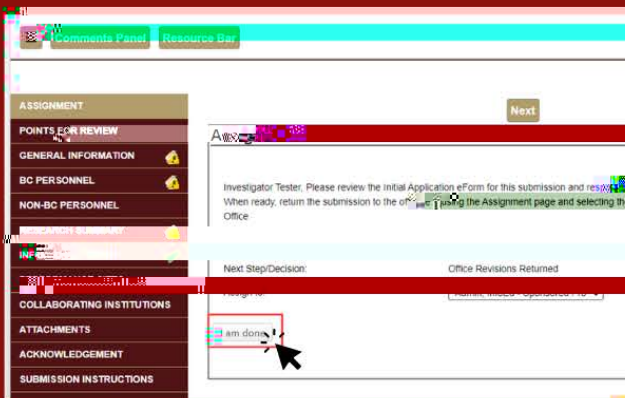
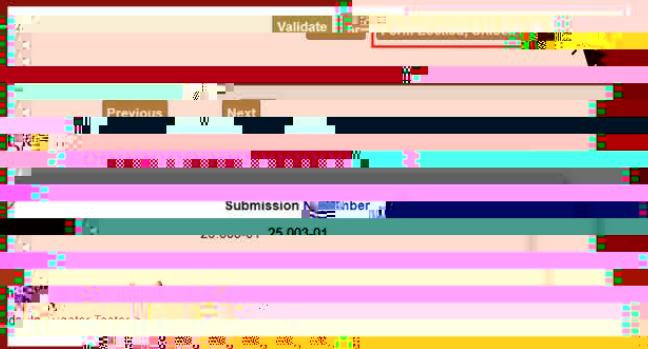
View Comments & Reply if Required

Click on the **View Comments & Reply if Required** link. Click "Comments Panel" to view all at once. If a comment is required, click on the comment to view details. Click "Reply" to the comment before the system will allow you to resubmit the revised application.

2

Devise Application

Under the "Form-based Help and Feedback" button on the top right of the application window, you can make revisions to the application based on the comments. Click the **Errors** box on the top right of the application window to lock the application.



Resubmit Application

Once revisions have been made, submit the application. Click on the **Resubmit Application** section of the application indicated on the left side of the window.

If you are a Student PI, select **Apply Sign Off**. If you are Research Staff, select **Faculty PI Sign Off**.

Your application has now been submitted to the IRB Office. A decision will be provided on the pending decision page.