Responding to Requests for Clarification

If a reviewer has questions or requires you to change your submission, you will receive an email.

Be sure to review the request details and then respond to the request.

1. **If you have the email,** Click the submission ID link (indicated with the red arrow) in the email to view reviewer comments.

   To: [name]
   
   Link: STUDY00000000
   
   P.I.: [name]
   
   Title: [study title]
   
   Description: Sample

If you do not have the email, visit [https://eirb.jsc.nasa.gov/EIRB/](https://eirb.jsc.nasa.gov/EIRB/) and click “Login” at the top right corner of the screen. Enter your User Name and Password. Click “Login.” Then, click “Dashboard” in the top navigator panel.
2. You will find your study under “My Inbox.” The state will be either “Clarification Requested (Pre-Review)” or “Clarification Requested (Designated Review).” Click on the name of the study to open it.

3. After opening the study, you will see the study status is “Clarification Requested.” You can view the outlined requests right on this page under the “History” tab, or you can click on “Clarification Requested …” language in blue (indicated with a red arrow) to open the requested clarifications.
4. Click “Edit Study” to change the e-IRB smart form or upload your newly changed documents (with tracked changes) into the protocol itself. To submit your response, click on “Submit Response” in the left panel.
5. A new window will open. Please see instructions on the image below. When finished click “OK.”

1. Notes:
   Explain your response to the reviewer here.

2. Supporting documents:
   Track all changes on uploaded documents.

3. OK  Cancel
6. Another new window will open. You will enter your e-IRB user name and password. Click “submit” to continue.

7. You will then return to the main study window. The response has been successfully submitted to the IRB office. The study status now shows as either “Pre-Review” or “IRB Review.”