Responding to Clarifications in eCompliance

**Note:** You have 180 days to respond to clarifications. If you do not respond to clarifications within the time permitted, your study will be administratively closed and you will be asked to submit a new study for review.

**STEP 1:** To access your study, go to ecompliance.ku.edu and log in using your KU ID and password. The system will default to your eCompliance inbox. The study that requires clarifications will be located here. Click on the study name to view the clarifications.
STEP 2: Once in the study, the “History” tab will show the clarifications requested from an HSCL coordinator. He/she will outline exactly what needs to be clarified in order to gain approval to the study.

Clarification Requested by Designated Reviewer
1. Please make changes to consent form and resubmit revised version.
2. Submit copies of survey.
3. Some additional changes.

Pre-Review Submitted

Assigned to Jamie Ward

Submitted

Study Created
STEP 3: The “Edit Study” button allows you to edit the original application and make any changes. Resubmit or add documents on the appropriate page (consent form, recruitment materials, or application), or make other changes as required by the reviewer.

TIP: Use the “Jump” function to skip to certain pages!

STEP 4: Once you have made the necessary changes, you can exit the study by clicking “Finish” or clicking the “Exit” in the upper gray banner.

Supporting Documents 📄

Attach supporting files, naming them as you want them to appear in the approval letter:

<table>
<thead>
<tr>
<th>Document</th>
<th>Category</th>
<th>Date Modified</th>
<th>Document History</th>
</tr>
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<tbody>
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There are no items to display

Suggested attachments:
- Completed checklist of meeting Department of Energy requirements, if applicable
- Other study-related documents not attached on previous forms
STEP 5: After all required changes have been made, the PI must click the “Submit Response” button to return the project for further IRB review.

STEP 6: Provide any clarifications requested in the “Submit Response” box, but please do not upload consent forms. In order for consent documents to be stamped and approved, they need to be resubmitted on the “Consent Form and Recruitment Materials” page. Click OK.
**STEP 7:** Your changes will now show up in the “History” tab and the project will be removed from your inbox. If you have any questions about your project or this process, contact HSCL at hscl@ku.edu.
Looking for something else? There is more information available on the HSCL website:

Quickstart

✓ Accessing an Approved Study
✓ Creating a Study
✓ Modification and Continuing Review
✓ Closing a Study
✓ Student Ancillary Review
✓ Faculty Ancillary Review

Guides

✓ Study Submission Guide

FAQs

✓ eCompliance FAQs