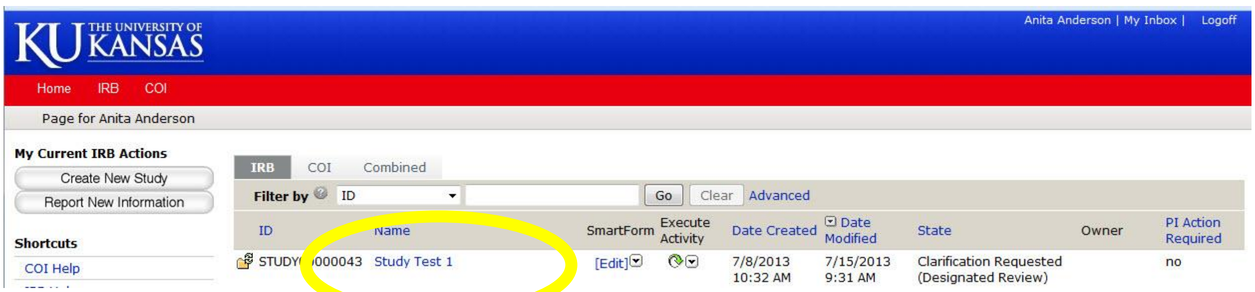
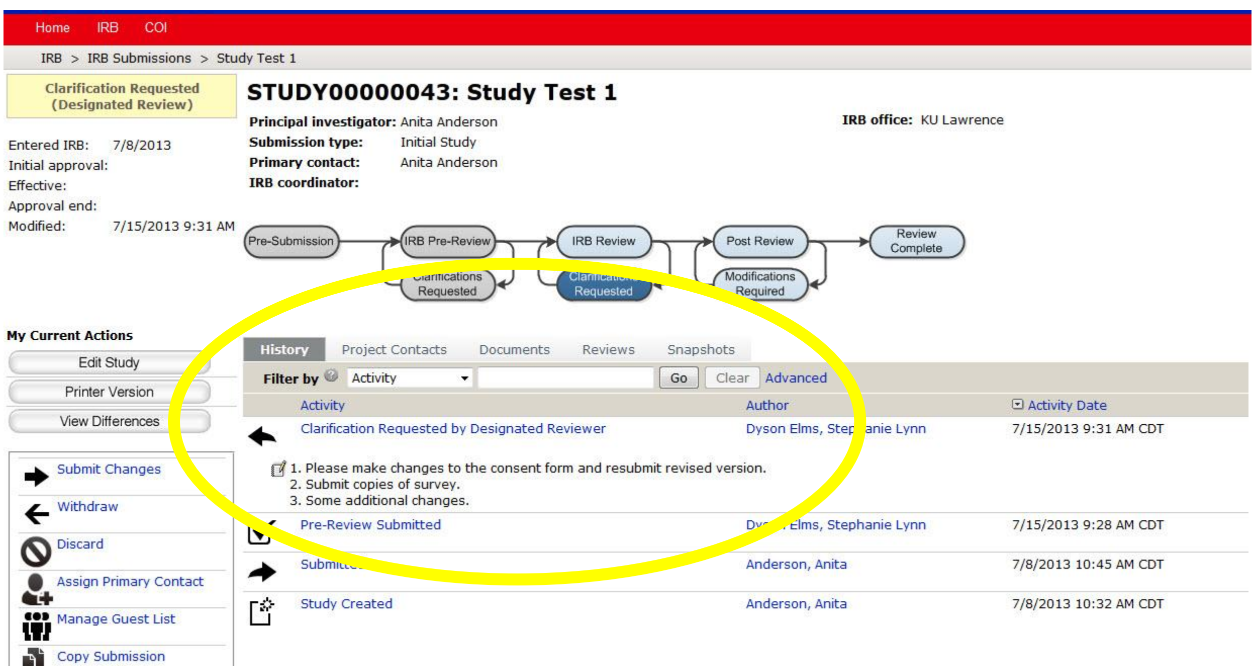
Responding to Clarifications in eCompliance

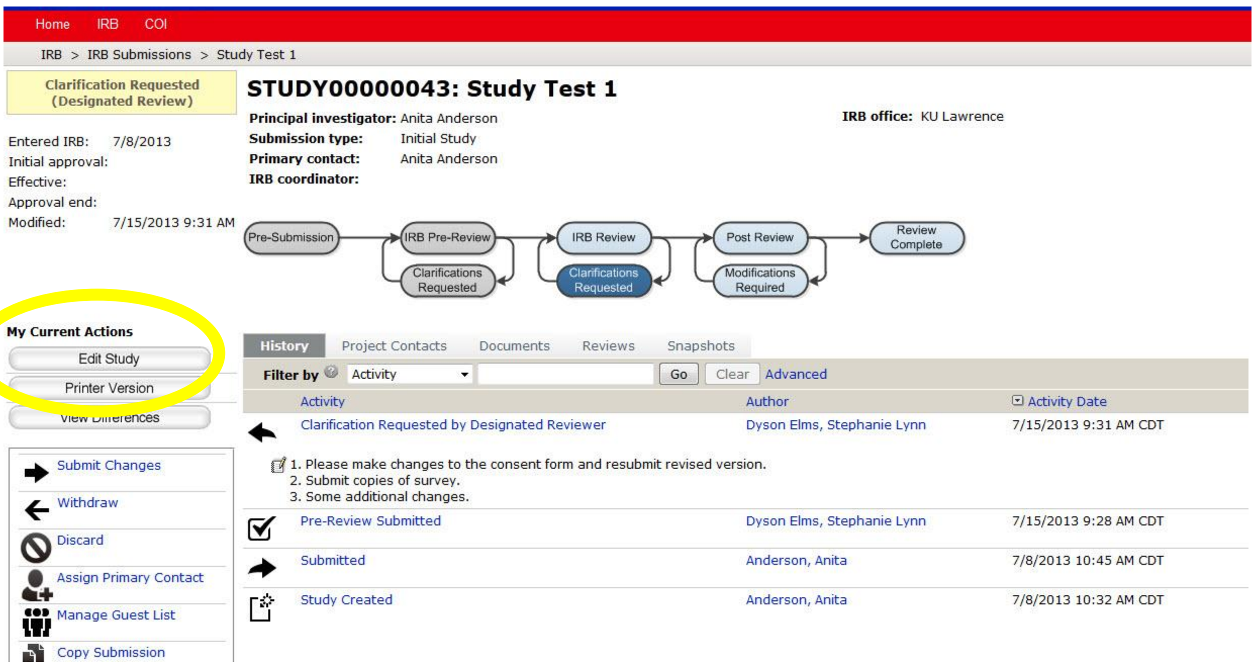
STEP 1: To access your study, go to ecompliance.ku.edu and log in using your KU ID and password. The system will default to your eCompliance inbox. The study that requires clarifications will be located here. Click on the study name to view the clarifications.



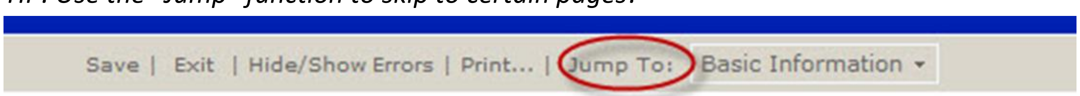
STEP 2: Once in the study, the "History" tab will show the clarifications requested from an HSCL coordinator. He/she will outline exactly what needs to be clarified in order to gain approval to the study.



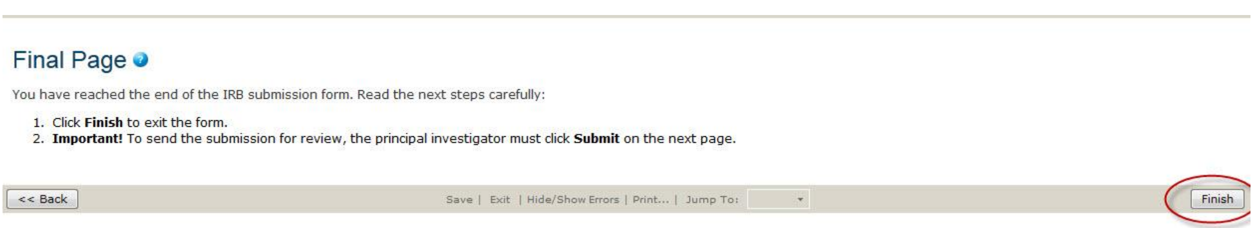
STEP 3: The "Edit Study" button allows you to edit the original application and make any changes. Resubmit documents on the appropriate page (consent form, recruitment materials, or application), or make other changes as required by the reviewer.



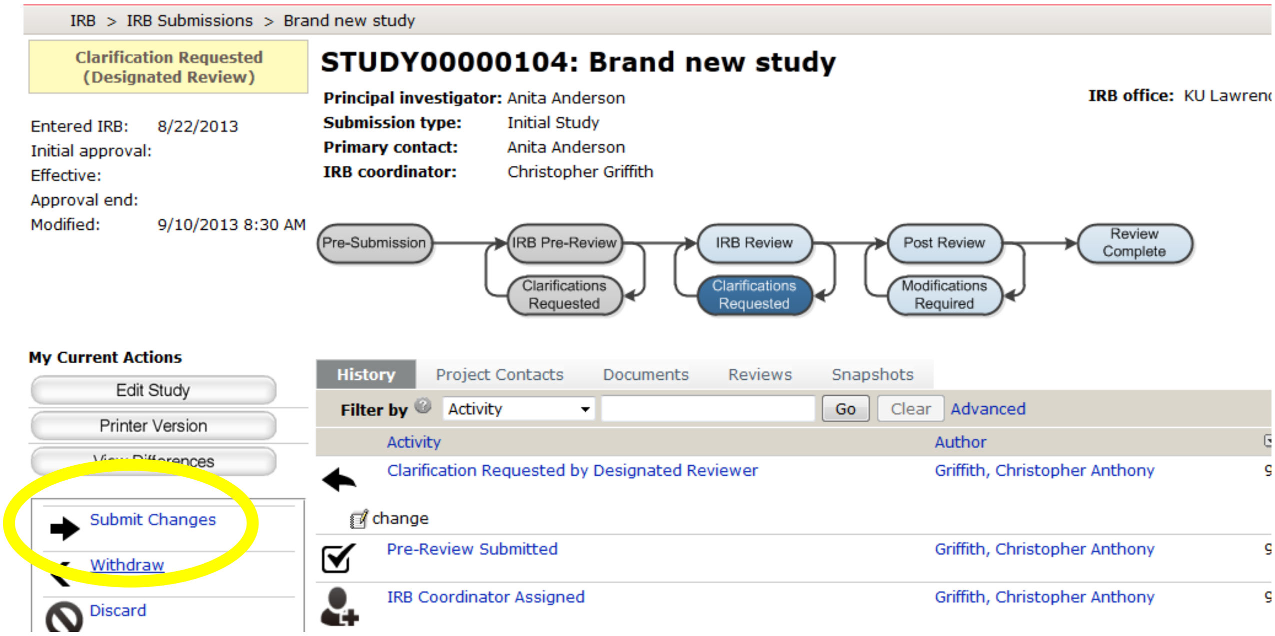
TIP: Use the "Jump" function to skip to certain pages!



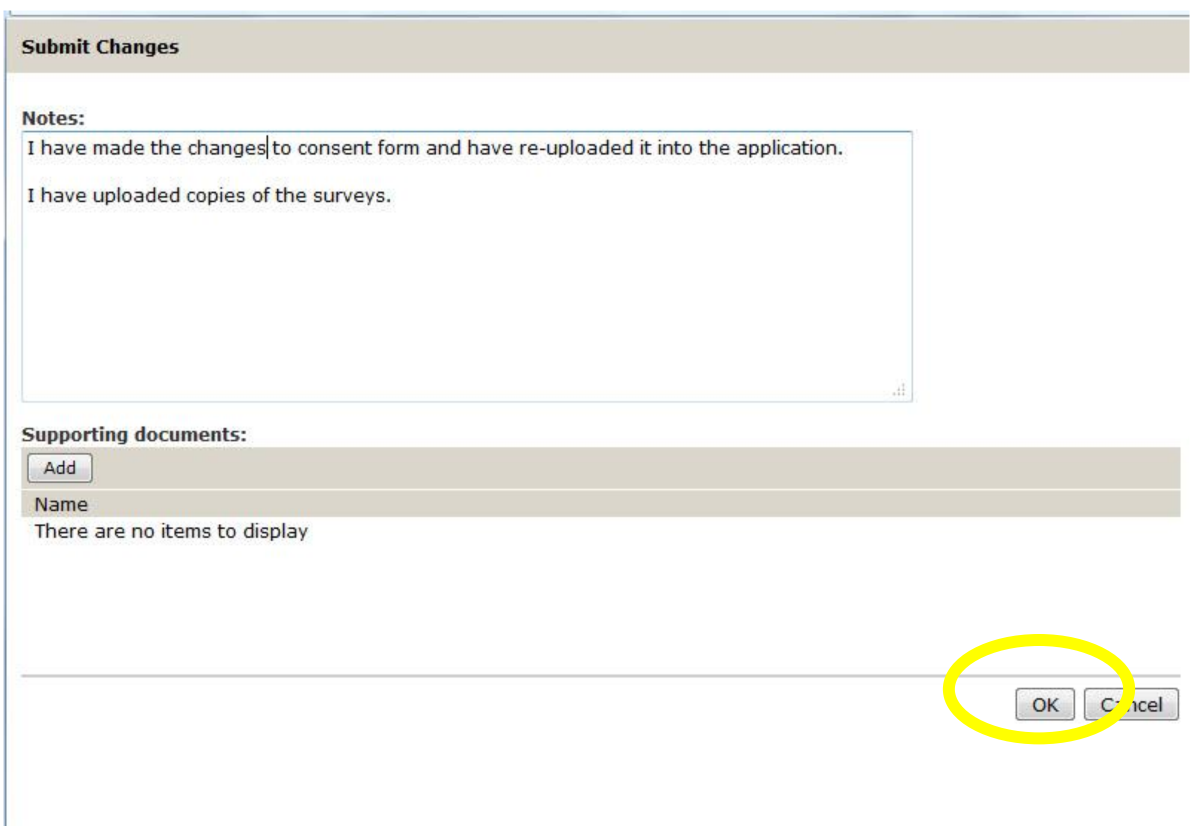
STEP 5: Once you have made the necessary changes, you can exit the study by clicking "Finish" or clicking the "Exit" in the upper gray banner.



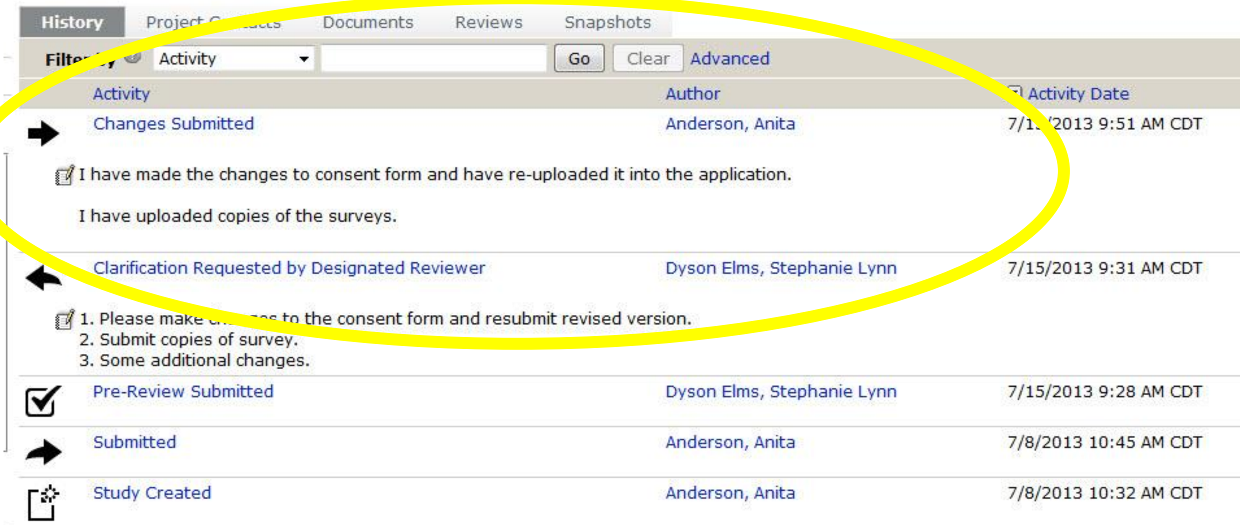
STEP 6: After all required changes have been made, the PI must click the "Submit Changes" button to return the project for further IRB review.



STEP 7: Provide any clarifications requested in the "Submit Changes" box, but please <u>**do not upload consent forms**</u>. 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 8: Your changes will now show up in the “History” 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
- ✓ Continuing Review Determination Guide
- ✓ Closing a Study

Guides

- ✓ Student/Faculty Supervisor Submission Guide
- ✓ Study Submission Guide

FAQs

- ✓ eCompliance FAQs