Responding to Clarifications in eCompliance

1. To access your study, go to [ecompliance.ku.edu](ecompliance.ku.edu) and log in using your KU ID and password. The system defaults to your inbox. The study that requires clarifications will be located in your inbox. Click on the study’s title to view the clarifications.

2. Once in the study, the “History” tab will show the “Clarifications Requested” from an HRPP coordinator. He/she will outline exactly what needs to be clarified, added, or edited in order to gain IRB approval.
3. The “Edit Study” button allows you to re-enter the original application materials and make any changes. Re-uploading any documents (consent form, recruitment materials, or application) or adding study team members can be accomplished here.

4. Once you’ve entered the application, you can use the “Jump” function at the top of the page to go to different pages. For instance, if you need to upload consent documents, you can skip to the “Consent Form and Recruitment Materials” page, and re-upload the forms.
5. Once you have made the necessary changes, you can exit the study continuing through the pages until you see the page that says “Finish”, or you can click “Save” at the top of the page, then click “Exit.”

6. You will then be returned to the study home page. Your final action should be to click “Submit Response.” You have the option to add a comment to the IRB coordinator, but please do not upload documents (for example, the consent forms) into this window. In order for the forms to be stamped and approved, they need to be re-uploaded into the study application (by clicking “Edit Study”), as described previously.
Next Steps

- Edit Study
- Printer Version
- View Differences

Submit Response

1. Notes:
   
   I have made the changes requested.

2. Supporting documents:
   Add
   Name
   There are no items to display

7. Once you are ready to submit your notes to HRPP, click “OK.” Your notes will now show up in the “History” and the project will be removed from your inbox until your receive a response from HRPP.
Typical IRB review of clarifications is 2-3 business days. If you have any questions about your project or this process, contact HRPP at irb@ku.edu
Looking for something else? There is more information available on the [HRPP website](#):

**Quickstart**

- [Accessing a Study](#)
- [Continuing Review](#)
- [Creating a Single-Site Study](#)
- [Creating a Multi-Site Study](#)
- [Modification](#)
- [Study Team Modification](#)
- [Changing Principle Investigator](#)
- [Adding Funding](#)
- [Creating an External IRB Study](#)
- [Closing a Study](#)

**Guides**

- [Student Ancillary Review Guide](#)
- [Faculty Supervisor Ancillary Review Guide](#)