

Responding to Clarifications in eCompliance

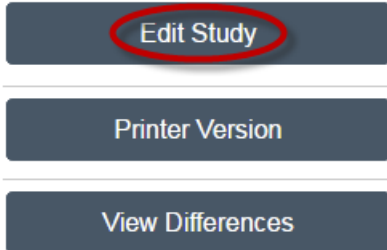
1. To access your study, go to ecompliance.ku.edu and log in using your KU ID and password. The system defaults to your inbox. The study that requires clarifications will be located in your inbox. Click on the study's title to view the clarifications.

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.

Activity	Author	Activity Date
Clarification Requested by Designated Reviewer	Carter, Caitlin Diane	7/14/2017 9:20 AM
1. Please make changes to the consent form and resubmit revised version. 2. Submit copies of survey. 3. Some additional changes.		
Pre-Review Submitted	Carter, Caitlin Diane	7/14/2017 9:19 AM
IRB Coordinator Assigned	Carter, Caitlin Diane	7/14/2017 9:18 AM
Assigned to Caitlin Carter		
Submitted	Anderson, Anita	7/14/2017 9:12 AM
Study Created	Anderson, Anita	7/14/2017 9:11 AM

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.

Next Steps



Basic Information

1. * **Title of study:**

2. * **Short title:**

3. * **Brief description:** ?

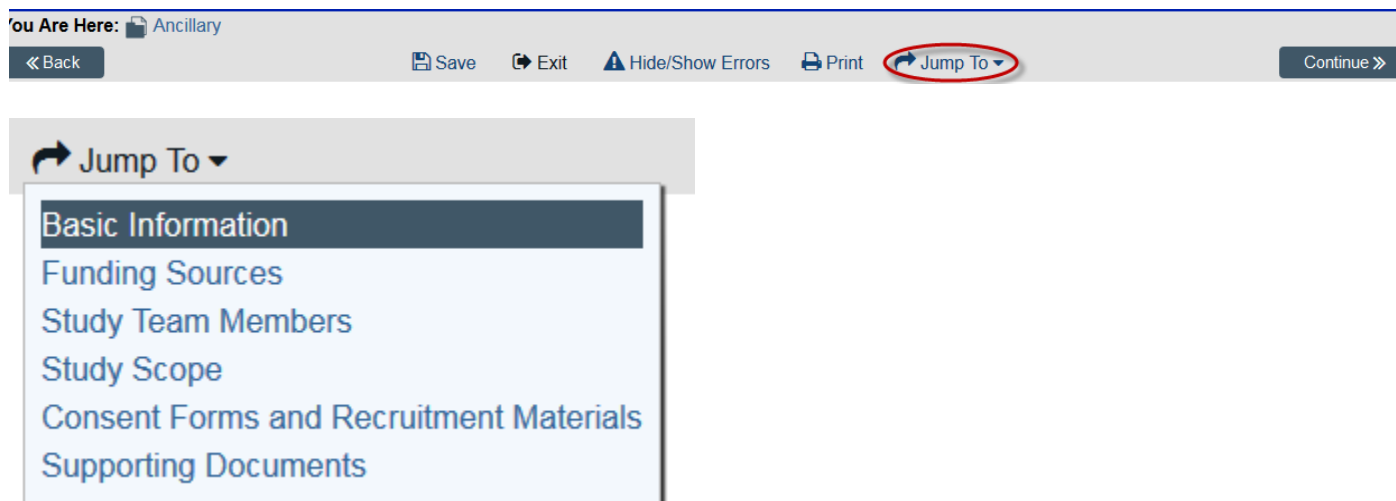
4. * **Principal investigator:**

 ... ?

5. * **Does the investigator have a financial interest related to this research?** ?

Yes No [Clear](#)

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

← Withdraw

⊘ Discard

👤 Assign Primary Contact

👥 Manage Guest List

📄 Copy Submission

💬 Add Comment

Submit Response

1. Notes:

I have made the changes requested.

2. Supporting documents:

+ Add

Name

There are no items to display

OK

Cancel

- 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 you 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

Non-Committee Review

Entered IRB: 7/14/2017 9:12 AM
Last updated: 7/14/2017 9:28 AM

Next Steps

View Study

Printer Version

View Differences

[← Withdraw](#)

[⊘ Discard](#)

[👤 Assign Primary Contact](#)

[👥 Manage Guest List](#)

[📄 Copy Submission](#)

[💬 Add Comment](#)

(IRB - STUDY - in-review)

STUDY00141142

Study Test

Principal investigator: Anita Anderson **IRB office:** KU Lawrence
Submission type: Initial Study
Primary contact: Anita Anderson
IRB coordinator: Caitlin Carter

History Funding Project Contacts Documents **Reviews** Snapshots

Filter ? Activity Go + Add Filter ✕ Clear All

Activity	Author	Activity Date
➔ Response Submitted	Anderson, Anita	7/14/2017 9:28 AM
I have made the changes requested.		
↶ Clarification Requested by Designated Reviewer	Carter, Caitlin Diane	7/14/2017 9:20 AM
1. Please make changes to the consent form and resubmit revised version. 2. Submit copies of survey. 3. Some additional changes.		
☑ Pre-Review Submitted	Carter, Caitlin Diane	7/14/2017 9:19 AM

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](#)