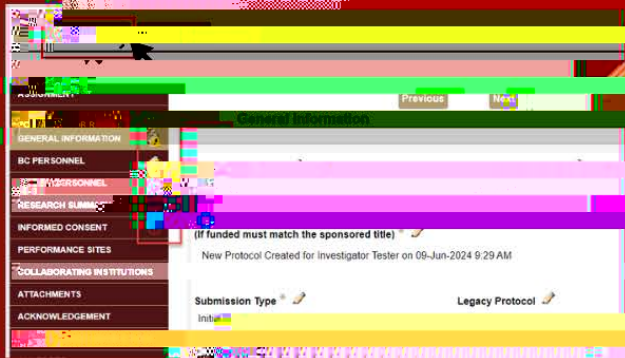
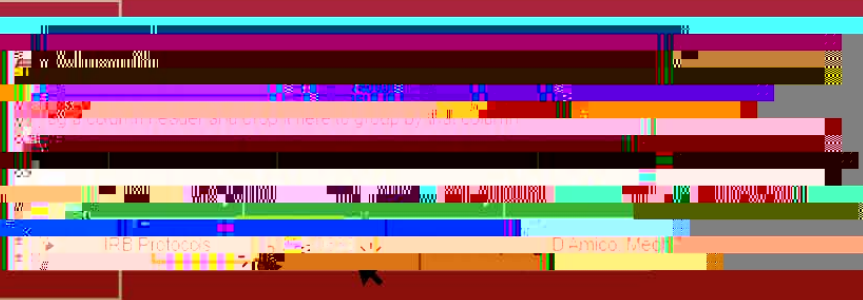


# MAKING REQUESTED REVISIONS

This guide will help you learn how to view and make requested revisions to your IRB application in InfoEd. For more in-depth instructions, please refer to our BC IRB Guide for Researchers available on our website at <https://www.ubc.ca/irb>.

1

Log into InfoEd and click "Assignments" on the top of the page. Find the correct protocol and click the "View Application" (protocol number). If you are a PI, you can locate the protocol by typing the number in the Quick Find bar on the top right of the page.

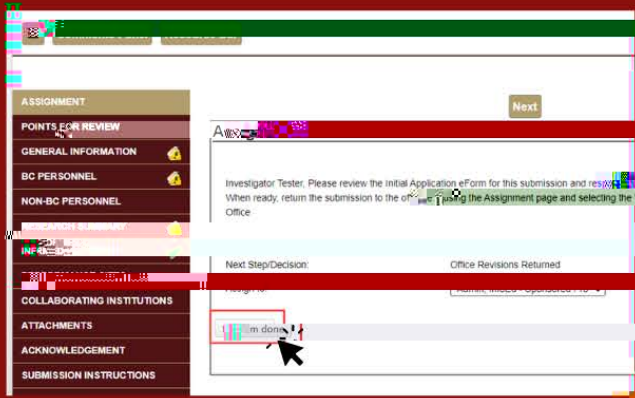
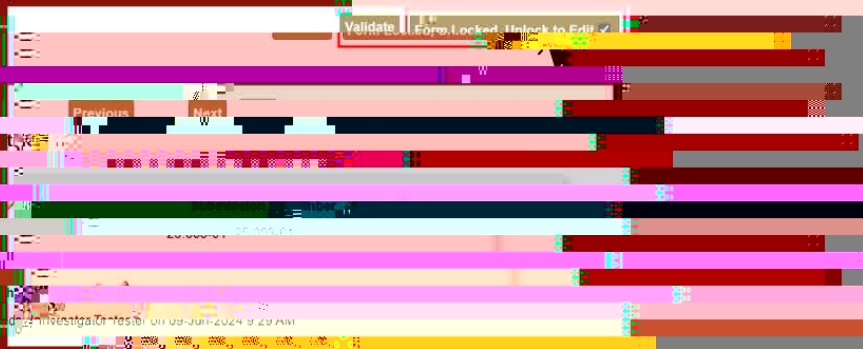


Click the "View Comments Panel" button to view individual sections with revision icons or click "Comments Panel" to view all at once. If a comment has a "Reply" symbol, you must reply to the comment before the system will allow you to resubmit the revised application.

2

## Revise Application

Uncheck the "Form Locked: Help to Edit" button on the top right of the application window. Make revisions to the application based on the comments. Click the "Errors" box on the top right of the application window to lock the application.



**Resubmit Application** 4

Once revisions have been made, submit the application to the IRB Office. Go to the "Assignment" section. If you are a PI, select "Advisor Sign Off". If you are a Researcher, select "Faculty PI Sign Off".

Your application has now been submitted to the IRB Office.