

## IRB: HOW TO RESPOND TO A REVISION REQUEST

If the IRB Coordinator requests revisions to your protocol, the revision request could be sent with any of the following status: “Return to PI”, “Specific Minor Revisions Required”, or “Substantive Revisions Required”. Follow the steps below to identify what revisions are necessary, make those changes and resubmit the protocol.

**REMEMBER:** Email notifications are sent to your institution email address (@uada.edu, @ualr.edu or @uark.edu). If you do not check it regularly, we recommend creating an email rule to have your institution emails auto-forwarded to the email address you use.

### How to Locate and Respond to a Revision Request

Locate the list of requested revisions using either step 1 or step 2.

- 1) If you receive an email notification requesting revisions, you can click the [View Correspondence](#) link in the email to view the letter listing the requested revisions. If needed, you can save the correspondence as a pdf document.
- 2) If you receive a “Return to PI” email notification requesting revisions, follow these steps to view the list of requested revisions. Click the **Protocol Number** link in the email to open the protocol or login to Streamlyne and open the protocol from your Action List. Once the protocol is open, click the **Protocol Actions** tab > **Summary & History** > **Review and Attachments** to access the **Review Comments**.

Respond to the revision request(s) by following steps 3 through 7.

- 3) Once you’ve identified the revisions that are needed, **login to Streamlyne** (if you are not logged in). You can login from the Streamlyne webpage:  
**UADA:** [streamlyne.uada.edu](http://streamlyne.uada.edu)      **UAF:** [streamlyneinfo.uark.edu](http://streamlyneinfo.uark.edu)      **UALR:** [ualr.edu/streamlyne](http://ualr.edu/streamlyne)
- 4) If you need to open the protocol it will be on your Action List. Click the number in the **ID column** to open the protocol. It will have a **COM** icon next to it.
- 5) Make the requested revisions to the attachments and/or to the protocol information. If attachments need to be revised, make sure to upload the revised copy.
- 6) Once all the revisions are complete, resubmit the protocol. Go to the **Protocol Actions** tab > **Request an Action** > and click the **Show** button **Show** next to **Submit for Review**.
- 7) Choose the **Submission Type** from the drop-down menu (there is only one option) and select the **Submission Review Type**. Select the same protocol/review type you originally selected. If the review type you selected has a Checklist, check the appropriate box(es). Then click the **Submit** button. **Submit**

**NOTE:** When you resubmit the protocol, it will re-route to anyone listed as a PI, COI or Supervisor and each person will have to approve again before the protocol routes to the IRB Coordinator.

