RAP IRB
RESPONDING TO CLARIFICATION REQUEST OR MODIFICATION REQUIRED NOTIFICATION

1. Go to irb.rap.uoregon.edu and login using your Duck ID. If you are having issues logging in, email RCS.

2. Once logged in, the system will take you to your dashboard. The projects in My Inbox require action from you in some way. For example, if there is a protocol clarification request from RCS, you will find that here.

3. Click on the study name to open the study. On the History tab, you will see either “Clarification Requested” or “Letter Sent”. Clarifications may or may not include a letter. In either case, the changes will be clearly outlined by the IRB Coordinator.
4. To make the changes to the study, click on **Edit Study** under “Next Steps”. Once you have entered the application, you may use the navigation to the left of the screen to navigate to each smart form.

5. Make the requested edits. Note: if any attachments require revisions, use the “Update” feature to attach the revised document. Revisions to Word documents do not require changes to be tracked or marked. All other formats require revisions to be tracked.
6. Once you have made the necessary revisions, exit the study after saving any changes. You may also continue through each page until the end and choose “Finish”

7. You will then be returned to the study home page. Your final action will be to choose the "Submit Response" button under "Next Steps". A pop-up window will appear, and you have the option to add a comment to the IRB coordinator and upload a response letter, but do not upload documents (e.g., the consent forms) here. In order for the forms to be stamped and approved, they must be uploaded into the study application (by clicking “Edit Study”), as described above.

8. Once you are ready to submit, click “OK” in the lower right corner of the window. The notes will now show up in the History tab and the study will be removed from your inbox.