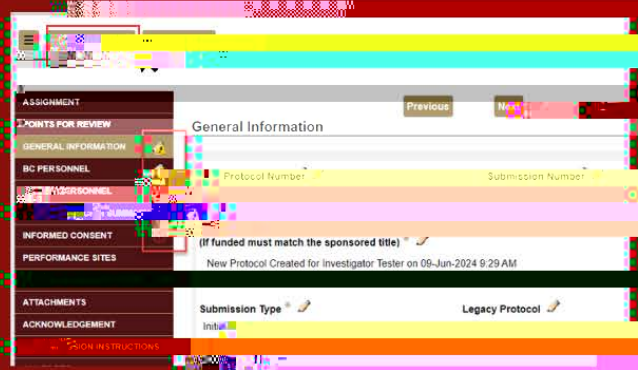


MAKING REQUESTED REVISIONS

This guide will guide you on 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. Locate Protocol

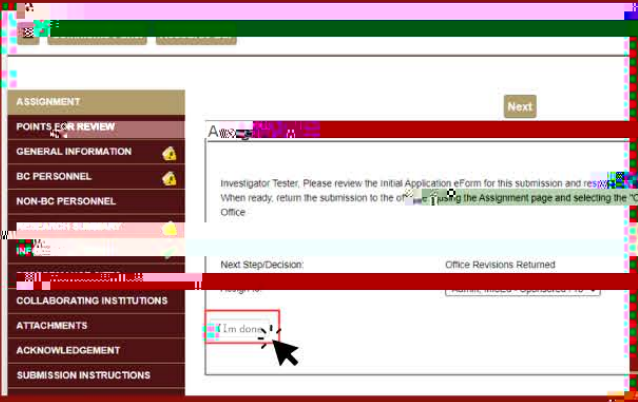
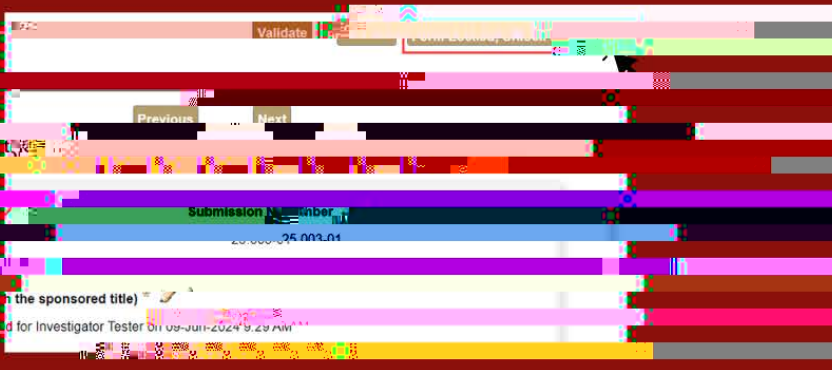
Log into InfoEd and click "Assignments" on the top of the page. Find the correct protocol and click the "Linked protocol number (record number)". If you are unsure, you can locate the protocol by typing the number in the Quick Find bar on the top right of the page.



Click individual sections with revision icons or click "Comments Panel" to show all comments. If a comment has a "reply" symbol, you must reply to the comment. Comments will allow you to communicate with the IRB Office.

2. Devise Application

Uncheck the "Form Locked" checkbox. Click the "Make Revisions to Application" button based on the comments. Click the "Errors" box on the top right of the application window to lock the application.



3. Resubmit Application

Once revisions have been made, submit the application. If you are a Student PI, select "Apply Sign Off". If you are Research Staff, select "Faculty PI Sign Off".

Your application has now been submitted to the IRB Office, faculty or research staff belonging to the relevant research department.