UMKC | eCompliance

New Features – Review Comments

- A new feature was added to eCompliance allowing for review comments to be embedded in the application.

Information

☐ Package Insert

🚩 Should be checked
— IRB Personnel

☐ Supporting Literature

- Functionality is currently limited to Admin staff to add the comments to the sections. IRB members will continue to review according to current practice, but the Compliance Officer will be able to summarize IRB reviewer comments in the application.

Review Comments Returned to the PI/Research Team

- When you receive comments back from the IRB Office you will now see those comments tied to specific questions or sections of the application. This will reduce the burden of having to receive comments via email and then pivot back and forth between the application and the emailed review comments.
- The IRB Office will still notify you via email that of questions or revisions to your application. The email will contain a description that comments have been left in the application as well as any additional reviewer comments to be addressed. **It is important to fully read the email as there may be comments to address that are not embedded in the application.**
- When you receive the review feedback there are a few places to view each comment.
  o Any comments left in a section of the application will be flagged so that you know where in the application a comment will be.
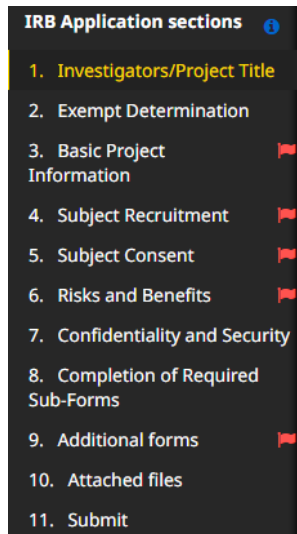
- o When you click on the section, a list of all comments in that section will be listed at the top of the page. Clicking on a comment will bring you to the specific question to make the requested revisions and/or clarification.

- o To view, edit, and address the Sub-Forms/additional forms, click on "additional forms" to populate any applicable forms. Any form containing comments will be flagged. Click on 'Edit/update' to view and address the comments.
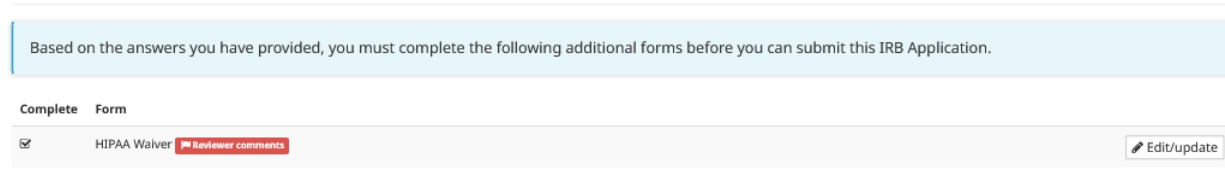
- o Before resubmitting edits, please make sure to add any additional supporting documents or revised documents in the attachment section of the application before returning. If you are attaching a revised document, please be sure to provide a track changes or highlighted version along with a clean copy.

Submitting Revisions

- Be sure to address each comment/request for revision before resubmitting the application for review. All comments that have been addressed will be marked as resolved and will no longer be visible. Any unanswered comments will remain until resolved and result in the application being returned to you for resolution.