

## More Information Required

After your submission is reviewed, you will receive a notification that more information may be required before your study can be approved. Log into Cayuse and click on your initial submission and click on Edit.

### Locating the Comments in your Application

The screenshot shows the Cayuse application interface. At the top, there are navigation tabs: Dashboard, Studies, Submissions, Tasks, and Meetings. Below this, the breadcrumb trail shows 'STUDY' and 'IRB NUMBER: IRB-FY2019-'. The main content area is divided into two columns. The left column is a sidebar with a 'Sections' header and a list of 11 sections. Each section has a green checkmark or a speech bubble icon with a number. The right column contains the application form, which is currently displaying the 'Preparing and Completing the Application' section. A red oval highlights the comment counts for sections 6 through 10: 6- Subject Recruitment (1), 7- Study Procedures (2), 8- Informed Consent Proc... (6), 9- Study Instruments (1), and 10- Risks & Benefits (2). A red arrow points from the oval to a text box.

Section	Comment Count
1- Basic Information	0
2- Research & Review	0
3- Study Personnel I...	0
4- Study Design & M...	0
5- Subject Informati...	0
6- Subject Recruitment	1
7- Study Procedures	2
8- Informed Consent Proc...	6
9- Study Instruments	1
10- Risks & Benefits	2
11- Protecting the C...	0

This shows how many reviewer comments you have to address in each section.

## Expand Comments

**Sections**

- 1- Basic Information ✓
- 2- Research & Review ✓
- 3- Study Personnel Information ✓
- 4- Study Design & Methods ✓
- 5- Subject Information ✓
- 6- Subject Recruitment 1
- 7- Study Procedures 2**
- 8- Informed Consent Procedures 6
- 9- Study Instruments 1
- 10- Risks & Benefits 2
- 11- Protecting the Confidentiality of Data ✓

**\* Time Commitment**

What is the time commitment for the subjects? Include the maximum time commitment.

Each interview session will last between 1-3 hours with a maximum time commitment of three hours. We will end the interview due to fatigue, illness, or other reasons.

**1 Expand Comments**

**\* Subject Data, Specimens, and Records**

Does this project involve the collection or use of materials, either directly or through identifiers linked to individuals?

Yes  
 No

This comment bubble indicates there are 2 comments total to address in this section.

This shows you that there is 1 comment you need to address for this question.

## Addressing Comments

- 1- Basic Information ✔
- 2- Research & Review ✔
- 3- Study Personnel Information ✔
- 4- Study Design & Methods ✔
- 5- Subject Information ✔
- 6- Subject Recruitment 1
- 7- Study Procedures 2
- 8- Informed Consent Procedures 6
- 9- Study Instruments 1
- 10- Risks & Benefits 2
- 11- Protecting the Confidentiality of the Study ✔

Collapse Comments

**IRB Reviewer** 05-02-2019 12:37 PM  
This is time commitment for the subjects not the investigator. The 120 hour needs to be eliminated.

Reply

**Sandy Owens** 05-10-2019 9:47 AM  
Please provide the total time commitment for each participant, not for all participants combined.

**[Redacted]** 08-09-2019 12:40 AM  
I say 1-3 hours and deleted the 120 hr commitment.

Addressed

 08-09-2019 12:29 AM by **[Redacted]**


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**\* Subject Data, Specimens, and Records**

*Does this project involve the collection or use of materials (data or specimens) records, either directly or through identifiers linked to these individuals?*

Yes  
 No

1) This is the comment from the reviewer that you are required to address. You can answer questions by replying to the comment. If the reviewer asked you to make changes, be sure to edit your response in the actual text box. Use the bold or underline function to indicate where you made the change(s).

2) Sometimes the analyst has a clarifying comment or an additional comment.

3) The PI can (should) reply here to let the reviewer know that they have made changes.

4) Make sure you address all comments. Do not skip over them. After you make the revisions you must change the status from "Not Addressed" to "Addressed" for each comment. Once you address everything in the section, you will see a green check mark by that section. When you complete all revisions, you can re-submit.