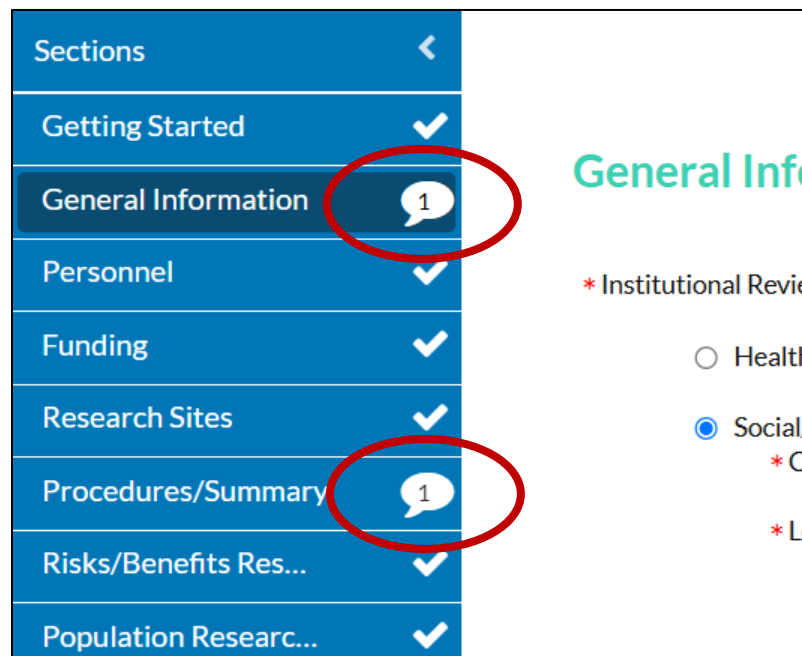


When an application is submitted in Cayuse, it is reviewed and comments are entered and submitted back to the researcher. Emails from Cayuse requesting pre-review modifications, approval stipulations, or additional information must be closely monitored. Prompt responses to these requests will help shorten the review timeline. This document provides guidance for responding to reviewer comments in Cayuse.

Key Steps

- 1) **Review Comments:** During the review process, reviewers may enter comments/questions about your protocol content; application sections with reviewer comments that are *not yet addressed* are marked with a white bubble and a number inside.



If you have any questions about the reviewer's comments, please enter a responding comment back to the reviewer in Cayuse or, in unique cases, email ORS staff at ors@luc.edu

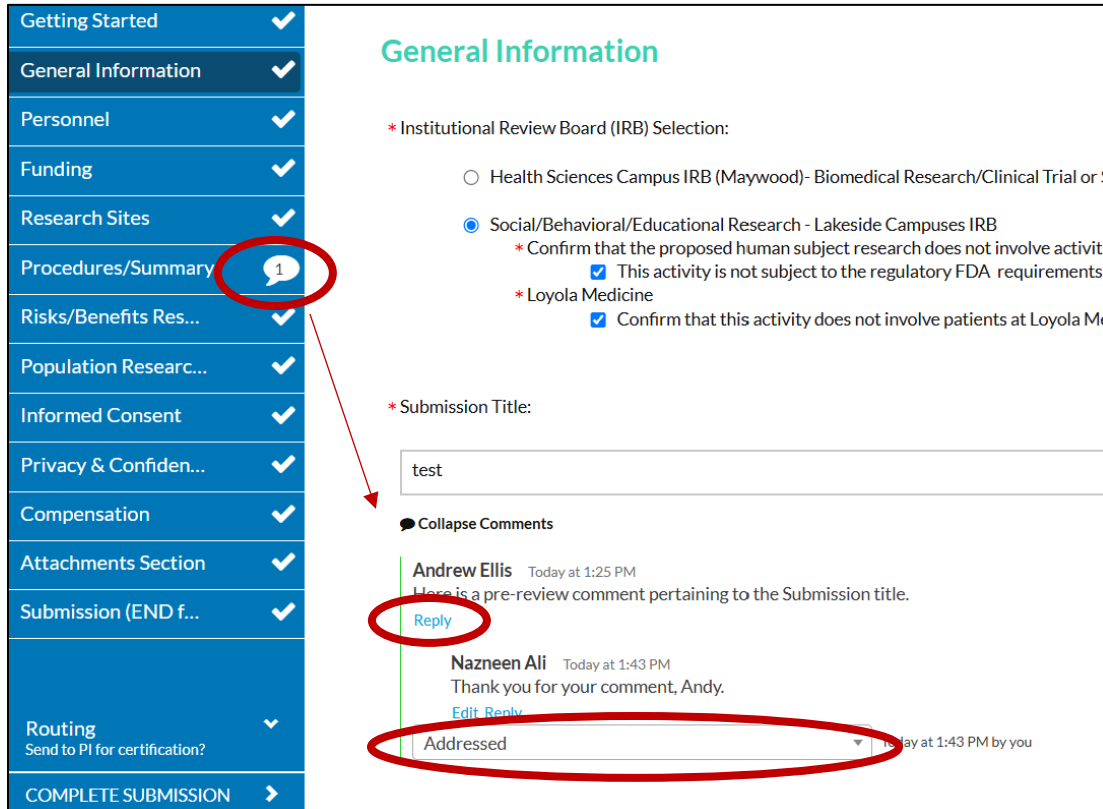
- 2) **Respond as Requested:** Sometimes this will require an update to protocol content, sometimes a reply comment will be required, and sometimes the reviewer will simply enter an informational comment requiring no action be taken
 - a. **Content Update:** Revise protocol content and/or requested documentation, and click green "Save" button in upper right corner of page
 - b. **Reply Comment:** Click "Reply" directly beneath the comment, enter your response, and click "Save" button beneath entry

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RESPONDING TO REVIEWER COMMENTS

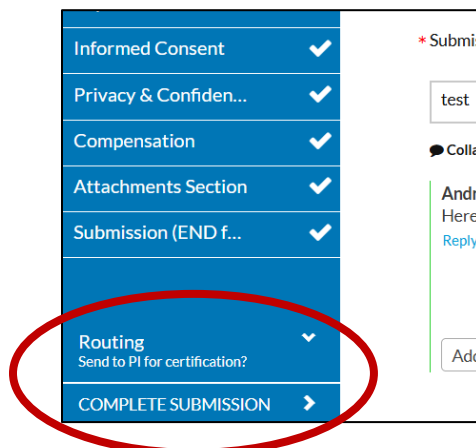
- 3) **Mark as “Addressed”**: Select the drop-down box beneath the comment and change from “Not Addressed” to “Addressed” when the comment response is complete

As you address reviewer comments, the bubble for that section will either disappear or the number indicating the number of “Not Addressed” comments inside it will decrease, helping you track your progress



The screenshot displays the 'General Information' section of the Cayuse system. On the left sidebar, the 'Procedures/Summary' menu item is highlighted with a red circle and a notification bubble containing the number '1'. A red arrow points from this bubble to a comment by Andrew Ellis. Below the comment, a dropdown menu is open, showing 'Addressed' selected. Other red circles highlight the 'Reply' button and the dropdown menu.

- 4) **Recertify Application**: Select “Complete Submission” section in menu and recertify to resubmit the application for further review



The screenshot shows the left sidebar of the Cayuse system. The 'Routing' menu item, which includes the text 'Send to PI for certification?', is circled in red. Below it, the 'COMPLETE SUBMISSION' button with a right-pointing arrow is also circled in red.