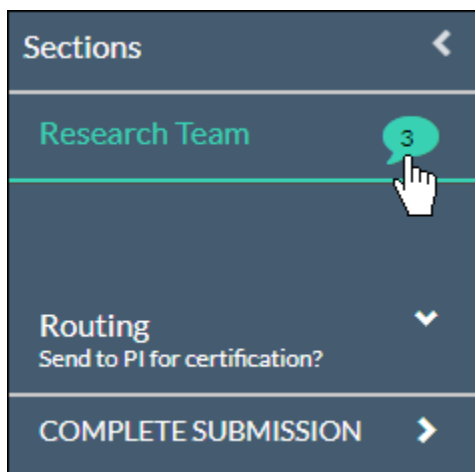


## ADDRESSING COMMENTS



When a submission has been certified by a PI and sent to the Analyst, the Analyst or other individuals reviewing the submission may comment on various questions within the submission forms. The Analyst will return the submission to the investigators, and the investigators will need to address any of the comments.

Sections with unresolved comments have a comment bubble icon indicating the total number of unresolved comments in that section. Click on the section to see which questions have a comment attached.



Depending on how far the submission progressed, you may see comments from the Analyst, your Organizational Approver, or from the member(s) reviewing the submission.

## Addressing Comments

1. Click on the numbered comment bubble to view the unaddressed comments associated with each question.

## ADDRESSING COMMENTS

\* Select the Admin Contact

Name	Organizati...
Mr. Burns	Comparative Medicine

1 Expand Comments

2. Click **Reply**. Enter your reply and click **Save**.

\* Select the Admin Contact

Name	Organizati...	Address	Phone
Mr. Burns	Comparative Medicine	2525 SW 1st , Portland, OR 97201-1234	

1 Collapse Comments

**Lisa Simpson** Today at 10:34 PM  
Are there any additional contacts for this study?  
[Reply](#)

Not Addressed ▾

3. Once you have resolved an issue, change the status drop-down from **Not Addressed** ▾ to **Addressed** ▾.

**Mr. Burns** Today at 10:38 PM  
There are no additional contacts.  
[Edit Reply](#)

Not Addressed ▲  
Address  
Unaddress

You must mark all comments as addressed before the submission can be completed.

Once all comments on the submission have been addressed and the submission has been completed, the PI will need to re-certify the submission to return it to the Analyst.