eISCRO User Guide: How to Respond to Reviewer Notes

Last Update	June 21, 2012
Intended Audience	Principal Investigator/Study Team
Purpose	To provide the user with step-by-step instructions on how to respond to Reviewer Notes left by ISCRO Staff/ISCRO Reviewer

Use of Reviewer Notes: When the ISCRO Staff or ISCRO Reviewer need additional information from the researcher, the questions/comments can be relayed via the system using electronic notes called Reviewer Notes. The ISCRO reviewer enters their notes directly onto the relevant page of the application (called a 'SmartForm') to request a change to the form. The PI/study team members must then respond to each reviewer note, as well as make the required changes in the Smartform.

Follow the steps below to respond to reviewer notes from the ISCRO:

You will receive an email notification when the ISCRO has requested additional information of you via Reviewer Notes. Click the **Link to Workspace** within the email to be taken to the application that requires your attention. If you are not already logged in, you will be prompted to do so. Use your JHEDID and password.

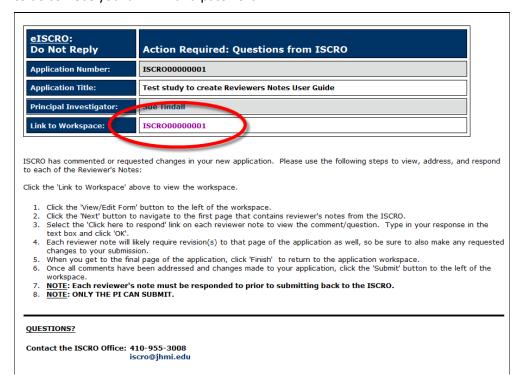


Figure 1

STEP 2. Select the "View/Edit Form" button to open the ISCRO Application SmartForm. (Figure 2)

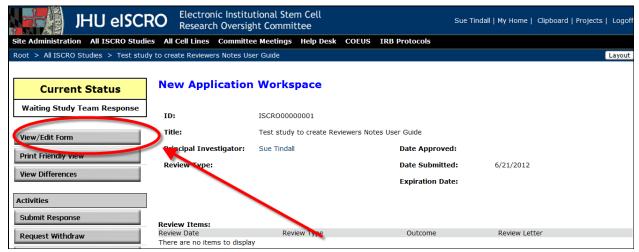


Figure 2

- **STEP 3.** Reviewer Notes will appear at the top of the form, under the yellow bar.
 - Where ever the message "Response Required!" appears you must provide a response.
- **STEP 4.** Select the "Click here to respond..." link to provide your response in the pop up form. (Figure 3)

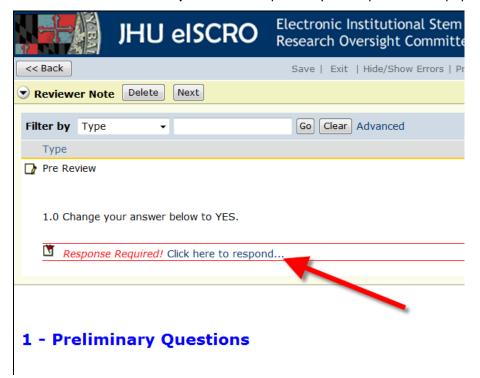


Figure 3

STEP 5. Select "Next", on the yellow bar to view the next Reviewer Note. (Tip: The "Next" and "Previous" buttons will allow you to navigate back and forth to pages containing Reviewer Notes, while skipping pages that do not have any notes.) (Figure 4)

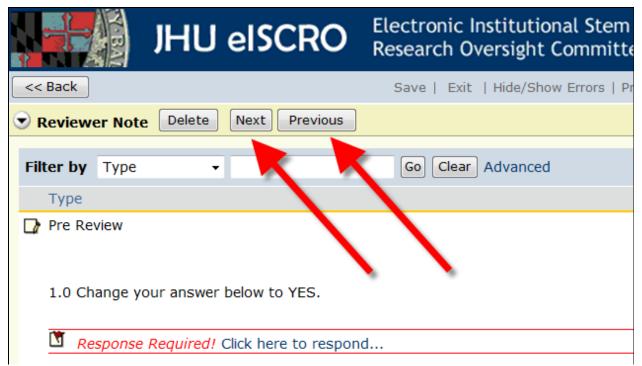


Figure 4

- **STEP 6.** Make all necessary changes to the form as you read each Reviewer Note.
 - **Tip**: Almost all Reviewer Notes require you to do two things: Respond to the note, <u>and</u> make a revision to the relevant section of the application so that it becomes part of the application itself.
- **STEP 7.** Once you have responded to all reviewer notes and made the required changes in the application, **Select** the "**Finish**" button on the last page and you will be taken back to the Application workspace.
 - **Tip**: You are <u>NOT</u> done just yet! Your responses are NOT sent back to the ISCRO until the "Submit Response" activity on the workspace is selected.
- **STEP 8.** If you are sure you have completed all required changes, select the "**Submit Response**" activity button on the left hand side of the workspace.
 - NOTE: THE PI MUST SUBMIT THE APPLICATION.

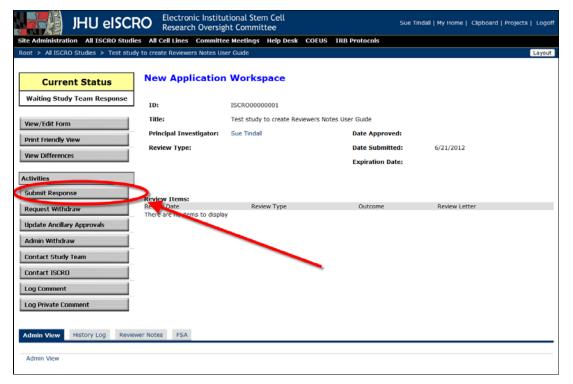


Figure 5

- The system checks for completeness and will show validation errors (such as required questions that have not been answered, or reviewer notes that have not been responded to).
- All Error/warning messages must be resolved before the application can be submitted. Click the hyperlinked Section number from the list to go the page where issues can be resolved.



Figure 6

- **STEP 9.** After all error/warning messages are resolved, select the "**Submit Response**" activity again.
- **STEP 10.** Read the PI Certification text, and then select "**OK**".
 - You may need to scroll slightly down to see the OK button.
- **STEP 11.** Two events will let you know that the application has been successfully re-submitted to the ISCRO:

- First, you will receive an email from the system verifying receipt of your submission to the ISCRO, and that no action is required of you at this time.
- Second, the Current Status of the application will change to Submitted. This means that the application now appears in the ISCRO Staff's workspace or "Inbox" where they can continue processing your submission.
- For additional questions about the status of an application, **contact** the ISCRO by selecting the "**Contact ISCRO**" activity on the application workspace. This sends the ISCRO Office an email notification containing your question through the eISCRO system.

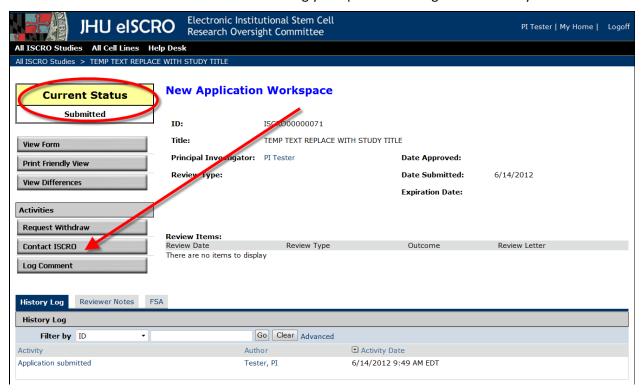


Figure 7

STEP 12. No action is required of you at this time. Your application has been submitted and ISCRO review has been resumed. If the ISCRO has questions, they will contact you. To return to your workspace, you can select "My Home" located in the top left corner.



Figure 8