

# eISCRO User Guide:

## *How to Respond to Reviewer Notes*

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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:

- STEP 1.** 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.

<b>eISCRO: Do Not Reply</b>	<b>Action Required: Questions from ISCRO</b>
<b>Application Number:</b>	ISCRO00000001
<b>Application Title:</b>	Test study to create Reviewers Notes User Guide
<b>Principal Investigator:</b>	Sue Tindall
<b>Link to Workspace:</b>	<a href="#">ISCRO00000001</a>

ISCRO has commented or requested changes in your new application. Please use the following steps to view, address, and respond to each of the Reviewer's Notes:

Click the 'Link to Workspace' above to view the workspace.

1. Click the 'View/Edit Form' button to the left of the workspace.
2. Click the 'Next' button to navigate to the first page that contains reviewer's notes from the ISCRO.
3. Select the 'Click here to respond' link on each reviewer note to view the comment/question. Type in your response in the text box and click 'OK'.
4. Each reviewer note will likely require revision(s) to that page of the application as well, so be sure to also make any requested changes to your submission.
5. When you get to the final page of the application, click 'Finish' to return to the application workspace.
6. Once all comments have been addressed and changes made to your application, click the 'Submit' button to the left of the workspace.
7. **NOTE: Each reviewer's note must be responded to prior to submitting back to the ISCRO.**
8. **NOTE: ONLY THE PI CAN SUBMIT.**

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**QUESTIONS?**

Contact the ISCRO Office: 410-955-3008  
[iscro@jhmi.edu](mailto:iscro@jhmi.edu)

Figure 1

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

The screenshot shows the JHU eISCRO Electronic Institutional Stem Cell Research Oversight Committee interface. The top navigation bar includes links for Site Administration, All ISCRO Studies, All Cell Lines, Committee Meetings, Help Desk, COEUS, and IRB Protocols. The breadcrumb trail indicates the user is in the 'Test study to create Reviewers Notes User Guide' section. On the left, a 'Current Status' sidebar shows 'Waiting Study Team Response' and a 'View/Edit Form' button circled in red. The main area, titled 'New Application Workspace', displays application details: ID: ISCRO00000001, Title: Test study to create Reviewers Notes User Guide, Principal Investigator: Sue Tindall, Date Approved: (blank), Date Submitted: 6/21/2012, and Expiration Date: (blank). A 'Review Items' table at the bottom shows no items to display.

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)

The screenshot shows the JHU eISCRO Reviewer Note form. The top navigation bar includes links for << Back, Save, Exit, Hide/Show Errors, and Print. The form has a yellow bar with 'Reviewer Note', 'Delete', and 'Next' buttons. Below this is a 'Filter by' section with a dropdown menu set to 'Type' and buttons for 'Go', 'Clear', and 'Advanced'. The main content area shows a 'Pre Review' section with a message: '1.0 Change your answer below to YES.' Below this is a red box with a yellow icon and the text 'Response Required! Click here to respond...'. A red arrow points to the 'Click here to respond...' link. At the bottom, the text '1 - Preliminary Questions' is displayed.

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)

JHU eISCRO Electronic Institutional Stem Research Oversight Committee

<< Back Save | Exit | Hide/Show Errors | Print

Reviewer Note Delete Next Previous

Filter by Type [dropdown] [input] Go Clear Advanced

Type

Pre Review

1.0 Change your answer below to YES.

**Response Required!** Click here to respond...

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, and 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 ***NOT*** 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.

**JHU eISCRO** Electronic Institutional Stem Cell Research Oversight Committee

Sue Tindall | My Home | Clipboard | Projects | Logout

Site Administration All ISCRO Studies All Cell Lines Committee Meetings Help Desk COEUS IRB Protocols

Root > All ISCRO Studies > Test study to create Reviewers Notes User Guide

**Current Status**  
Waiting Study Team Response

**New Application Workspace**

ID: ISCRO00000001  
Title: Test study to create Reviewers Notes User Guide  
Principal Investigator: Sue Tindall  
Review Type:  
Date Approved:  
Date Submitted: 6/21/2012  
Expiration Date:

Activities

- Submit Response**
- Request Withdraw
- Update Ancillary Approvals
- Admin Withdraw
- Contact Study Team
- Contact ISCRO
- Log Comment
- Log Private Comment

Review Items:

Review Date	Review Type	Outcome	Review Letter
There are no items to display			

Admin View History Log Reviewer Notes FSA

Admin View

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.

**Error/Warning Messages** Refresh

Message	Field Name	Jump To
Pre Review: Author: Sue Tindall		1 - Preliminary Questions
1.0 Change your answer below to YES.		
Pre Review: Author: Sue Tindall		5 - Experimental Design
Bla bla bla		

Close

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.

**JHU eISCRO** Electronic Institutional Stem Cell Research Oversight Committee

PI Tester | My Home | Logoff

All ISCRO Studies All Cell Lines Help Desk

All ISCRO Studies > TEMP TEXT REPLACE WITH STUDY TITLE

**Current Status**  
Submitted

**New Application Workspace**

ID: ISCR000000071  
Title: TEMP TEXT REPLACE WITH STUDY TITLE  
Principal Investigator: PI Tester  
Review Type: PI Tester  
Date Approved:  
Date Submitted: 6/14/2012  
Expiration Date:

View Form  
Print Friendly View  
View Differences

Activities  
Request Withdraw  
Contact ISCRO  
Log Comment

**Review Items:**

Review Date	Review Type	Outcome	Review Letter
There are no items to display			

History Log Reviewer Notes FSA

History Log

Filter by ID Go Clear Advanced

Activity	Author	Activity Date
Application submitted	Tester, PI	6/14/2012 9:49 AM EDT

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.

**JHU eISCRO** Electronic Institutional Stem Cell Research Oversight Committee

PI Tester | My Home | Logoff

All ISCRO Studies All Cell Lines Help Desk

All ISCRO Studies > TEMP TEXT REPLACE WITH STUDY TITLE

Figure 8