If a protocol is returned with recommendations from reviewers, the PI will receive an email notification. The PI can re-open the protocol by clicking on the protocol number within the email, or within Draft Protocol Alerts.

Within the protocol, the reviewer pane will be displayed on the right-hand side. Click on a tab to expand the pane.
You will see a pencil icon next to any sections where reviewers are requesting a revision.

Within each section requiring review, you can make a revision to your protocol, respond to the reviewer with a rebuttal, or both. To make a rebuttal, click the checkbox next to **Review Rebuttal**, and type your response.

When you are finished revising your protocol, click **Submit Protocol**, type in your password, and click **Submit**.

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