

How to respond when modifications to your project are required

You will receive an email from the ACUC Administrator (Jamie Carson) informing you that modifications are required. Click the link to login.

You will be taken to your application.

Unlock the form and navigate to the first section that requires your attention. You may scroll down to the first section, or you may click the appropriate section in the purple menu on the left.

Once you have navigated to the section that requires your attention, you will see which question(s) needs additional information. Click on the yellow exclamation point.

Clicking on the yellow exclamation point opens a box that shows what clarification or additional information is needed. You are able to reply to, comment on, or forward the request. You may also hover over the yellow exclamation point by the question to view the request.

Click 'Reply' if you would like to respond to the request. Type your message.

To make the requested revisions, type your updated answer directly into the question box.

Navigate to the section that requires your attention. In this case, it's a red exclamation point meaning that a question is being asked that you must answer. Scroll over the red exclamation point to view the question. You must click the red exclamation point to respond to the question.

The same response template will populate. Respond and post accordingly. Close the popup.

When you are done with all clarifications and questions:

The window will close and the assignment will disappear from the Assignments tab. You are done with modifications.