



Monday Morning Practice Pearls #46

How to respond to a Problem Form stipulation

When the IRB sends a request to correct something in the problem form, you need to revise the problem form itself as well as respond to the stipulation.

First: Respond to the stipulation question (screen shot below) by marking yes and providing the answer.

Stipulation Type: (Stipulation must be addressed)

Do you accept this Stipulation? N/A Yes No

Provide an explanation on how you addressed this Stipulation:

Second: Scroll down to where the original PRF form is attached. Click on the icon (circled in the screen shot below) to create a revision to the PRF.

A copy of the last submission has been created. Open the form to make changes or attach revised documents.



Compare	Include in PDF Packet	Unattach	Revise/Attach	Revisions	All Submission Components Previous Rounds & Currently Attached
<input type="checkbox"/>	<input type="checkbox"/>				NCI IRB - Review Response Submission Form - (Version 2.0 (Incompl
<input type="checkbox"/>	<input type="checkbox"/>				NIH Problem Form - (Version 47.0)

The system will ask if you want to create a revision. Click okay, and proceed with updating the original PRF with the additional information that the IRB has requested.

Message from webpage

Confirm the Revise.
Are you sure you want to revise this item from the submission? A new revision will be created as part of the submission.

OK Cancel