MAPS: Responding to a Reviewer Note – *Researcher Quick Reference Card*   **YALE**

1 Access and Login [https://ires-iacuc.yale.edu/IACUC-Prod/]
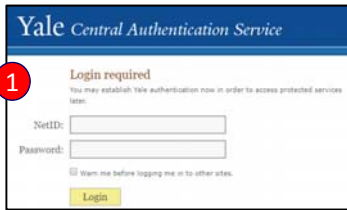
Log into Portal Entry Page:

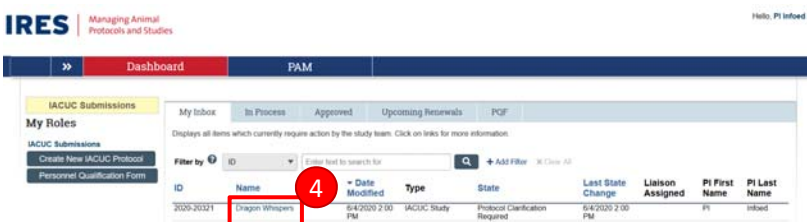1. Log-in to access Yale CAS (Central Authentication Service)

2 Navigating Your Personal Home Page
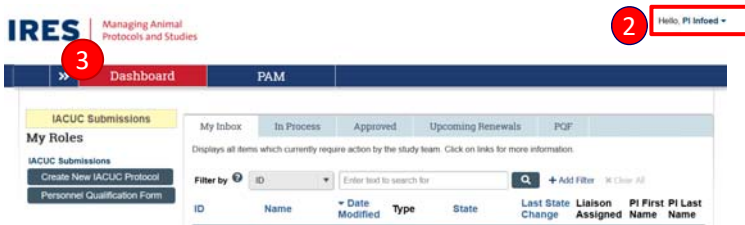
Login Takes Users to Personal Home Page:

2. Sign out
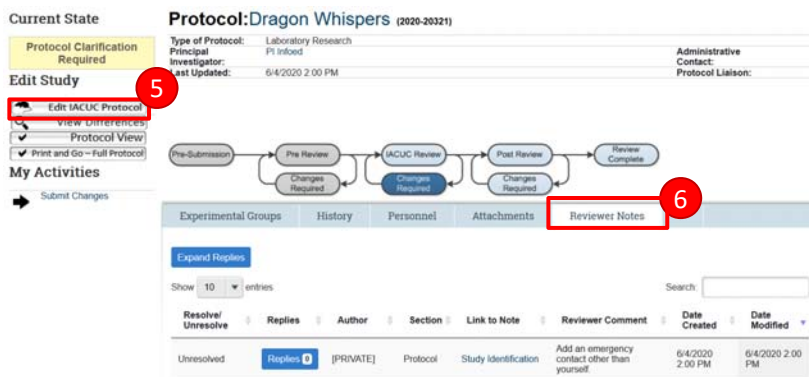3. Dashboard – directs back to personal home page

3 Accessing Protocol

Opening Protocol:

4. Select **Name** hyperlink in My Inbox to be directed to protocol workspace
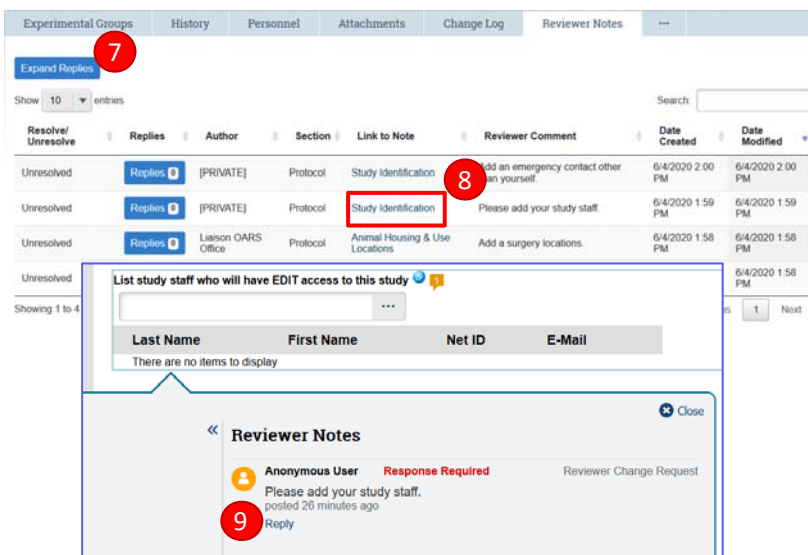
4 *Viewing Reviewer Notes*

Viewing Reviewer Notes

From the protocol workspace, the research staff can view reviewer notes 2 ways:

5. Edit IACUC Protocol – protocol entry screens
6. Reviewer Tab – consolidated list of all reviewer notes

5 Responding via Reviewer Notes Tab

Using the Reviewer Notes Tab

The reviewer notes tab will provide a listing of all notes and responses provided on a given protocol.

7 **Expand Replies** will show all responses to reviewer notes.

8 **Link to Note** hyperlink, will open the reviewer note within the protocol entry screen.

9 The pop-up will allow research staff to reply to the reviewer note.

6 Responding via Edit IACUC Protocol
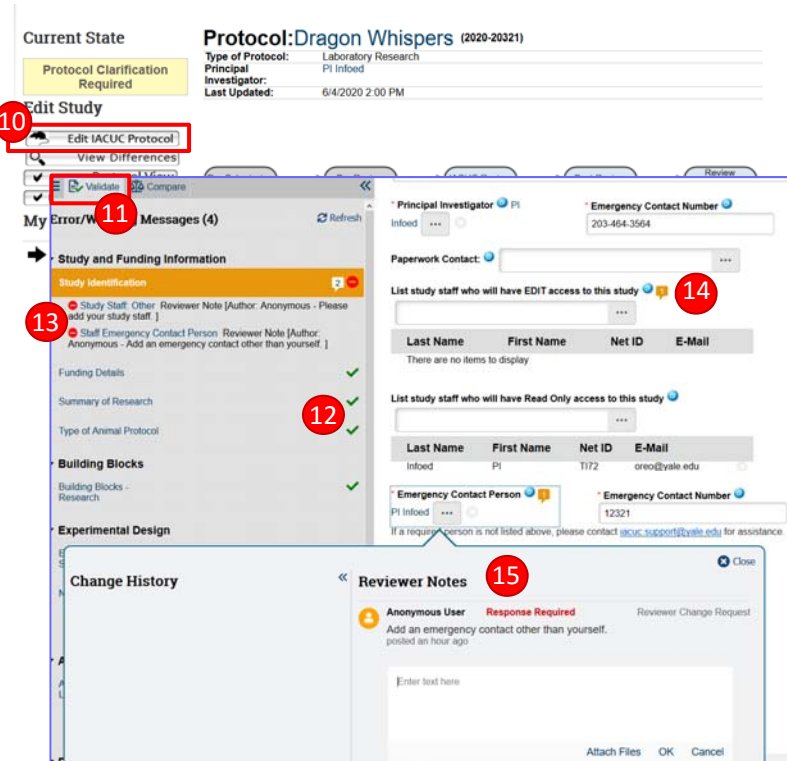
Using Protocol Validation

10 **Edit IACUC Protocol** shows protocol entry screens

11 Selecting the **Validate** button, will display the status of the protocol content.

12 **Green Check:** protocol pages with no open reviewer notes or issues.

13 **Red Circle:** protocol content or reviewer notes that need to be addressed.

All red circles must be addressed to submit a protocol back for review.

Selecting refresh will update the validation

14 **Orange Comment Bubble:** A note that has been asked by a reviewer. These can be at the page or question level.

15 **Reviewer Note:** selecting the orange comment bubble will open the reviewer note. Reply to the note and select "OK".

Note: Protocol content may need to be changed as part of the reviewer note. Please update the protocol content accordingly.