Providing Reviewer Clarification

Responsible Office  Office of Animal Research Support (OARS)  Effective Date  6/15/16

Logging into MAPs
To log into the MAPs application, the user must have the following:
- A Yale NetID
- Access to the YALE network (via wireless, direct network connection or via VPN)
- An internet web browser (preferred browsers - Safari, Chrome or Firefox)

Open the web based MAPS application: https://ires-iacuc.yale.edu/IACUC-Prod/

Notification of Clarification Request

When a reviewer has requested clarification on your protocol content, an email notification will be sent to the PI and Administrative Contact’s Yale email. Within the email, a hyperlink will be provided to direct you to your protocol homepage.

Note: While the review email is sent to the PI and Admin Contact, any study staff with edit-access may address reviewer questions.

Viewing Clarification Request

You can also log in to a Personal page via the link above, which will direct you to My Home.

Test 16 Infoed | My Home | Logoff

Within your My Inbox, you will see the protocol that requires clarification. Click on the Protocol name to enter the protocol workspace.
There are 2 methods by which you can review the questions from the protocol review group.

**Method 1 – Reviewer Notes tab**

The **Reviewer Notes** tab contains a consolidated list of all reviewer questions in a single location. As a PI/Paperwork Contact, you may respond to all questions via this tab but if you need to modify the protocol, the **Jump To** menu should be utilized.

**Method 2 – Screen-by-Screen Protocol View**

Reviewer notes can be also be seen on the screen which the questions were entered. The user will select **Edit IACUC Protocol** in the protocol workspace.

The user can utilize the **Previous** or **Next** buttons to view each clarification requested screen by screen. By selecting **Click here to respond...**, the user can then provide clarification. Once clarifications have been made here, the protocol itself may likely need to be edited, in order to reflect any requested clarifications/changes.

- Please enter your text answer in the space provided and then edit the protocol in the appropriate section, e.g., using tools such as the building blocks.
Submitting Clarifications
When all clarifications have been provided and the protocol modified accordingly, the PI/Paperwork contact will submit the changes.

The user will Exit the protocol and Submit Changes in the protocol workspace.

In doing so, the revised protocol will be returned to the Protocol Liaisons and IACUC.

Revision History
6/15/16;