



<b>SOP Title</b>	(IRB) Responding to Reviewer Revisions Required				
<b>Date Last Revised</b>		<b>Date Created</b>	09/08/2017	<b>Revision #</b>	
<b>SOP Number</b>	20	<b>Required by:</b>	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input type="checkbox"/> OLAW		
<b>Applicability</b>	<input type="checkbox"/> RGC Internal		<input checked="" type="checkbox"/> Researcher	<input type="checkbox"/> Institutional	
<b>Subgroup</b>	<input type="checkbox"/> NKU Compliance	<input checked="" type="checkbox"/> IRB	<input type="checkbox"/> IACUC	<input type="checkbox"/> IBC	

### 1.0 Purpose

The purpose of this SOP is to describe the process for responding to revisions that are required in the Mentor IRB system. Revisions may be required by the IRB Administrator or an IRB Reviewer for new study submission, amendments, continuing reviews, etc.

### 2.0 General Information and Scope

Accessing Mentor IRB

1. Go to the [Mentor website](#)
2. Institution ID = NKU
3. Use your NKU ID (NKU email username) and NKU password to log in.

### 3.0 Procedures

You will receive an email either notifying you of approval or notifying you that revision are required.

1. Click on the link in the email
  - This will open your protocol. There may be attached documents with track changes comments.
2. Depending on the type of revisions, you will be able to see the required revisions one of two ways:
  - a. by either clicking “Reviewer (type of review) Review Notes” towards the bottom of the screen or
  - b. by clicking “Revision required” which should be in red toward the top of the screen
  - You will now see the reviewer checklist and comments
3. After reviewing the required revisions, click “Cancel”
4. Make the required revisions and upload edited documents (if applicable)
5. Documents must be uploaded in track changes AND with track changes accepted
6. Click “Submit Revisions for Review” which should be located at the top of the page and highlighted in yellow
7. Click “OK”

4.0 References

5.0 Forms or Attachments

6.0 Definitions

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Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	09/08/2017	<input type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>