



SOP Title	(IRB) Responding to Reviewer Revisions Required				
Date Last Revised	05/01/2025	Date Created	09/08/2017	Revision #	1.1
SOP Number	19	Required by:	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input type="checkbox"/> OLAW		
Applicability	<input type="checkbox"/> RGC Internal		<input checked="" type="checkbox"/> Researcher		<input type="checkbox"/> Institutional
Subgroup	<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 Institutional Review Board (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. The 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 revisions are required.

1. Click on the link in the email.
2. Open IRB from the dropdown on the left side of the screen.
3. Select "My Protocols"
4. Select the appropriate protocol.
5. This will open your protocol. Please be aware that there may be attached documents with track changes comments.
 - a. To see the required revisions click "Reviewer (type of review) Review Notes" or "Pending – Revisions Required".You will now see the reviewer checklist and comments.
6. After reviewing the required revisions, click "Cancel".
7. Make the required revisions and upload edited documents (if applicable).
8. Documents must be uploaded in track changes AND with track changes accepted.
9. Click "Submit Revisions for Review", which should be located at the top of the page and highlighted in yellow.
10. Click "OK".

Approvals

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

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	07/07/2020	<input type="checkbox"/>	Formatting approved by A. Southwick
IRB Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	05/01/2025	<input type="checkbox"/>	Mentor UI update
IRB Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	