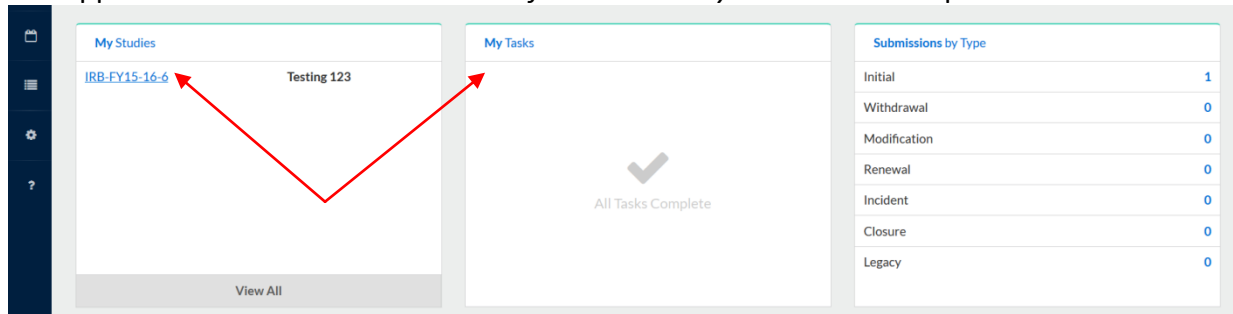


Revisions Required to Secure Approval

If you have submitted an Initial IRB application and it was returned to you without approval, the IRB is asking for revisions.

1. Login using your SacLink username and password here: <https://csus.cayuse424.com/rs/irb>
2. Your application is available under *In-Draft* as well as *My Tasks*. Click to open.

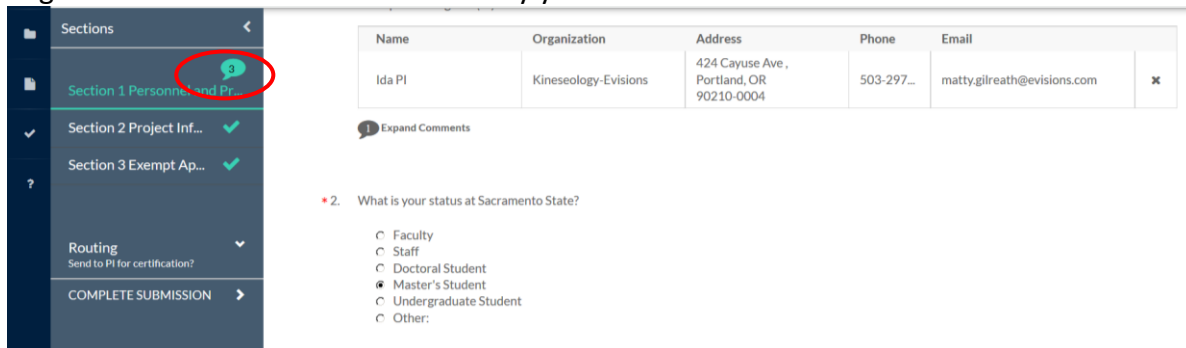


3. Under *Required Tasks* click *Complete Submission* to enter the form and view comments

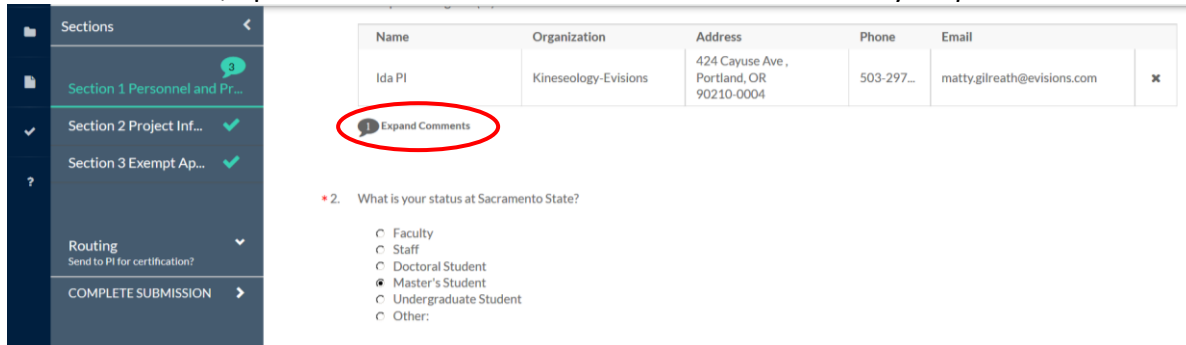
Required Tasks:

- ✓ [Assign PI](#)
- [Assign PC](#)
- [Complete Submission](#)

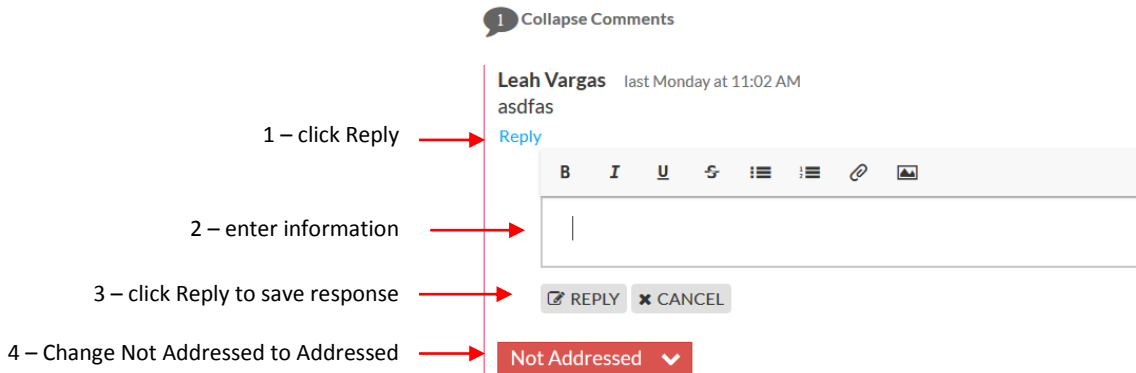
4. The green bubbles on the left menu notify you of comments within each section.



5. To view comments, open the section and click the black bubble that says *Expand Comments*

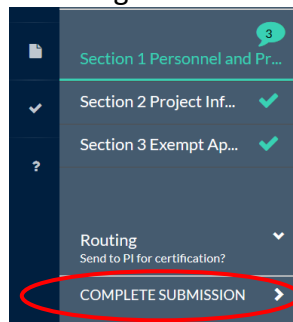


6. You have two options to address the comment:
- 1) Click the blue *Reply*, enter information, and click the Reply button below the text box to save your response, then change **Not Addressed** to **Addressed**.



- 2) Edit the application itself without responding to the comment. Change the bottom red button from *Not Addressed* to *Addressed*.

7. COMPLETE SUBMISSION just as you did during the initial submission



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8. The application will only be routed to your Co-PI/Faculty Advisor and will **not** go to the department for review.
 9. You can track the progress of your study on your Dashboard or by clicking on the *Study Details* of your application.