



Information about Comments

The system allows users to make either public or private comments. These activities have special security to both complete the activity and see it on the workspace.

Important! Making a comment only logs a note on the study history and does not send an email or notice.

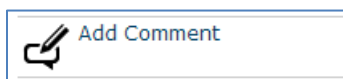
Make and View a Comment

Public Comment

Public Comments are marked with the white bubble on the left side of the workspace.

Any person with access to a study can complete this activity AND view it on the submission history. For easy reference, making a comment will update the submission “modified” date.

1. Click the “Add Comment” activity



2. Fill in the spaces provided in the pop up, and click ‘ok’

Add Comment

Adding this comment to the submission workspace does not send a notice to the IRB contact or study team. Please communicate time sensitive information via other methods.

Comment:

Additional Documentation (DO NOT attach any documents here that should be uploaded within the SmartForm):

Add

Name	Description
There are no items to display	

OK

Cancel

3. View the comment under the history tab, in the workspace.

History	Project Contacts	Documents	IRB Assignment Details	Reviews	Snapshots
Filter by	Activity		Go	Clear	Advanced
Activity	Author	<input checked="" type="checkbox"/> Activity Date			
Comment Added	Jahns, Alisa R	2/12/2014 6:10 AM PST			
Hello! This is a public comment.					



Private Comment

Private Comments are marked with a black bubble on the left side of the workspace.

- The IRB Contact, any other IRB Staff member or IRB Committee member can complete this activity.
- Study team members CANNOT create private comments.

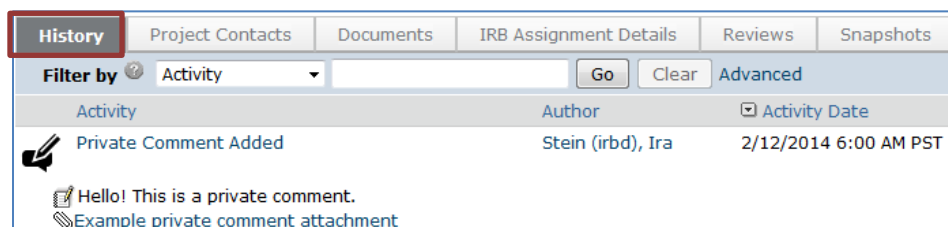
Private Comment Visibility in the Submission History

CAN SEE PRIVATE COMMENTS	CANNOT SEE PRIVATE COMMENTS
IRB Staff Members and Committee Members who: <ul style="list-style-type: none">• Are not on the study team AND• Have not conducted activities on behalf of the study team (such as 'submit' or 'submit changes').	Members of the study team
IRB Contact who: <ul style="list-style-type: none">• Did not conduct activities on behalf of the study team OR• Conducted activities on behalf of the study team (such as 'submit' or 'submit changes')	IRB Staff Members and Committee Members who: <ul style="list-style-type: none">• Are NOT the IRB Contact AND• Conducted activities on behalf of the study team (such as 'submit' or 'submit changes').

1. Click the "Add Private Comment" activity



2. Fill in the spaces provided in the pop up, and click 'ok'
3. View the comment under the history tab, in the workspace.



Important! If you have conducted any activities on behalf of the study team (such as 'submit' or 'submit changes'), you must assign yourself as IRB Contact on the submission to view private comments under the history tab.



Comment Tracking Tips

Making a comment on a submission will update the “date modified”. Since many actions will update the “date modified”, sorting any list of submissions by “date modified” may show if a comment was possibly made on the submission.

Often, comments are made in error on a submission when a study is in a state where clarifications have been requested. The following steps can be used to help identify if a comment was made on such a submission:

1. Go to the personal page by clicking “My InBox” at the upper right, or click on “IRB” at the upper left
2. Click on the “All Submissions” tab at the center of the screen
3. In the “Filter by” section, click “Advanced”
4. In the spaces provided, filter by
State: “Clarif%”
IRB Contact: *Last name of IRB contact*

All Submissions In-Review Active Archived New Information Reports Ceded Reviews

Filter by State Clarif% Go Clear Basic

and IRB Contact Stein

and Date Modified

Add Another Row

ID	Name	<input checked="" type="checkbox"/> Date Modified	State	PI First Name	PI Last Name	School Department	IRB Contact	Submission Type
IRB14-0851	Admissions Matching and Associated Outcomes in Higher Ed	8/19/2014 1:11 PM	Clarification Requested (Pre-Review)	William	Marinell	GSE Center for Education Policy Research [CEPR]	Stein (irbd)	Initial Study
MOD13-3149-01	Modification #1 for Study IRB13-3149	8/19/2014 1:11 PM	Clarification Requested (Pre-Review)	Vanesa	Bijol	HMS Medical Education	Stein (irbd)	Modification
IRB14-1286	Antibiotic Resistance in Severe Orofacial Infections	8/19/2014 1:11 PM	Clarification Requested (Pre-Review)	Min Kyoung	Kim	HMS Scholars in Medicine Office	Stein (irbd)	Initial Study

3 items page 1 of 1 10 / page

5. Click on the “Date Modified” column until the arrow beside it is pointing down, indicating that the most recently modified item is listed first.
6. Click on the names of the most recently modified items to see if comments have been made.