At your Home screen, you (the PI) are alerted whenever a submission is returned.
1. Click View Routing Comments (to see approver’s comments);
2. Click Reference ID (to access Application Status and your application).

(see next slide)

When a submission is “Not Accepted” by a department approver, the Submission Status is changed to Waiting PI Response —and the submission is returned to the PI.
Revising and Resubmitting following Department Disapproval (2)

4. From the Item List you may:
   - Access and revise the application, and
   - Resubmit to Routing

3. You may also view the department approvers comments at Application Status.

5. At the Routing / Resubmit Application screen, you may:
   - Respond to the approver’s comments, and
   - Resubmit – for re-review by the department approver

Notes:
   - If one of your approving departments rejects your submission before a second department has reviewed it, the second department is notified by email to expect a revision.
   - A revised resubmission is not re-rerouted to any department that has already approved.
   - The investigator is not required to recertify a resubmission.