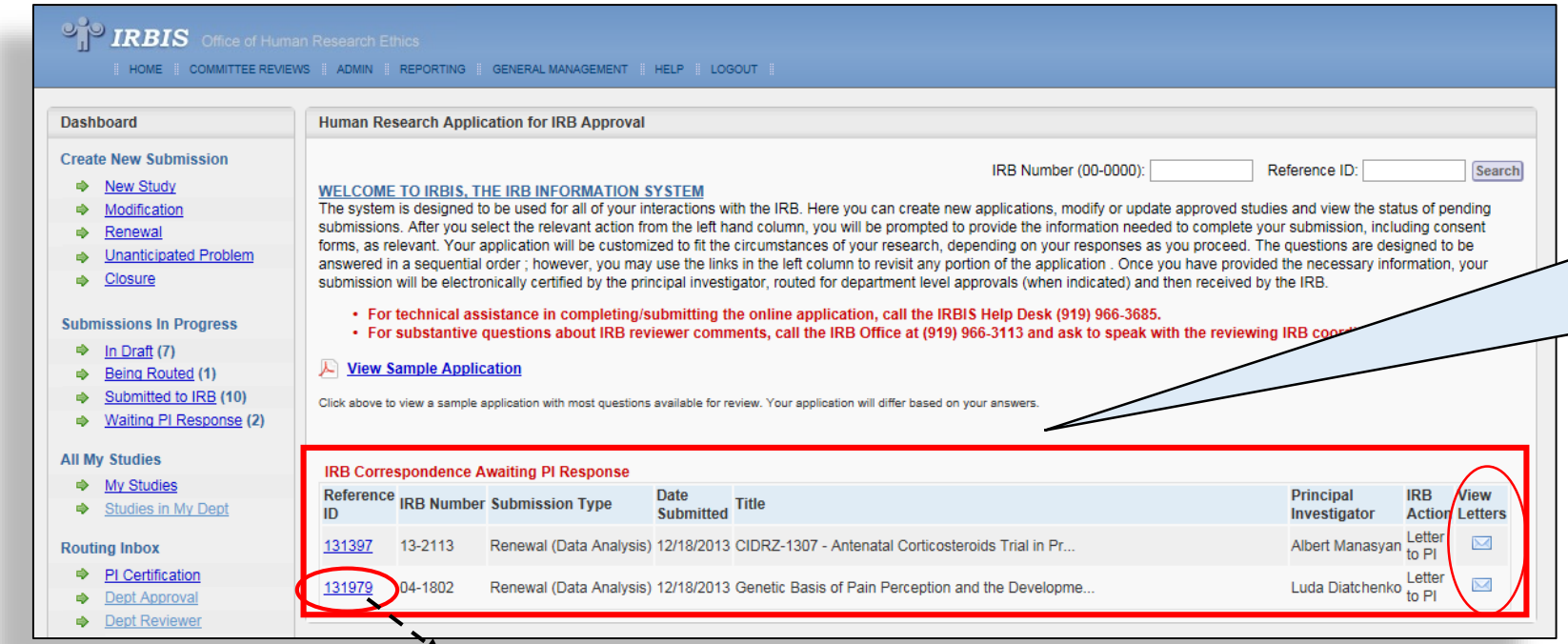
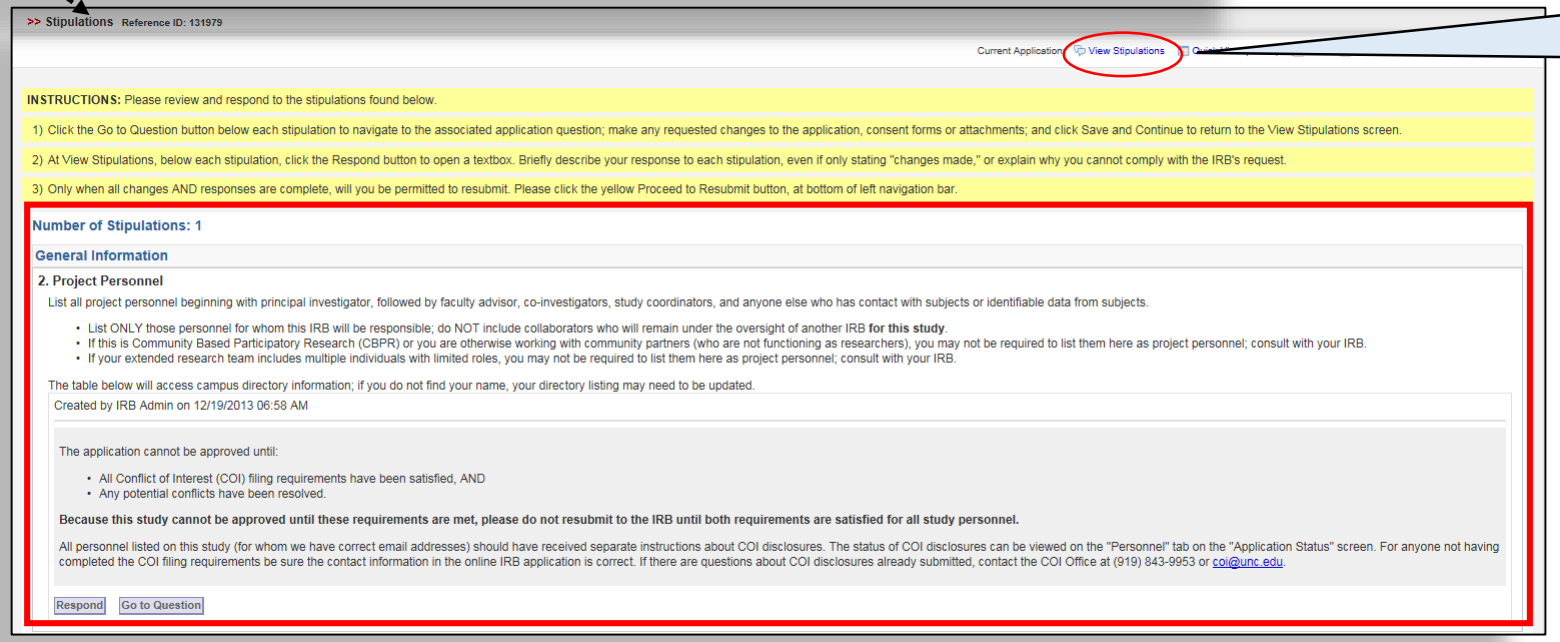
# Accessing and Responding to Stipulations (1)



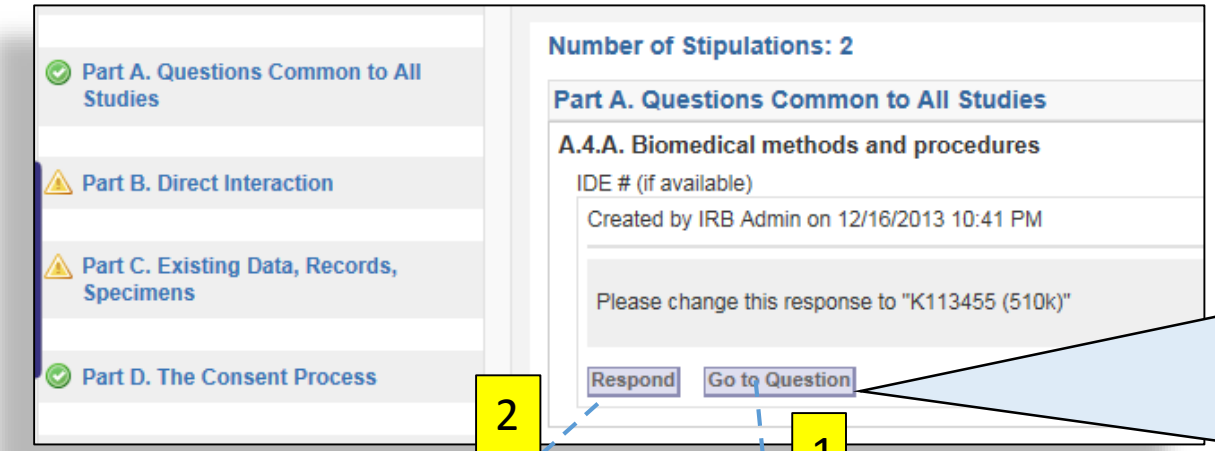

At your **Home** screen, submissions deferred or returned with minor stipulations are listed as IRB Correspondence Awaiting PI Response:

- Click **View Letters** icon to see pdf copy of your contingency letter (not interactive).
- Click Reference ID to access the **Stipulations** window, listing all IRB stipulations (interactive).




**Note**: Click View Stipulations link to re-open window, after navigating away.

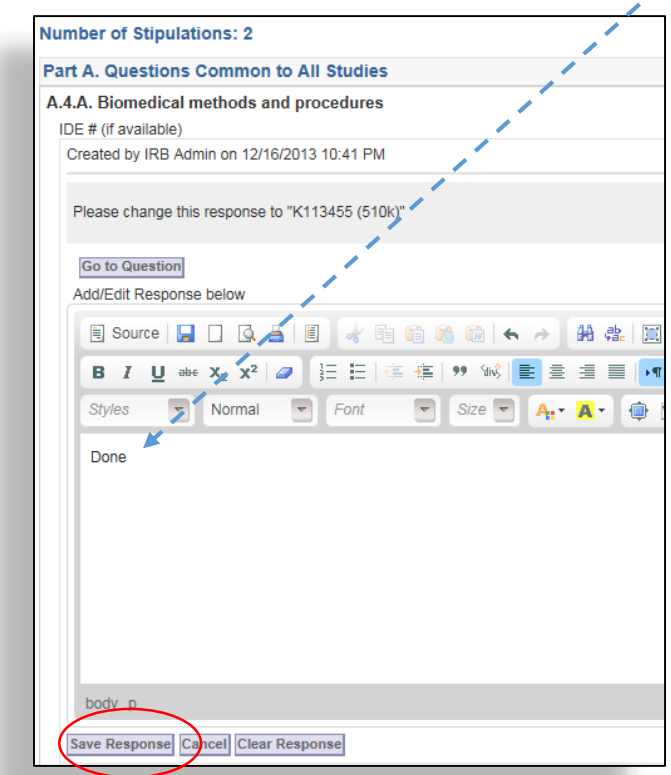
# Accessing and Responding to Stipulations (2)

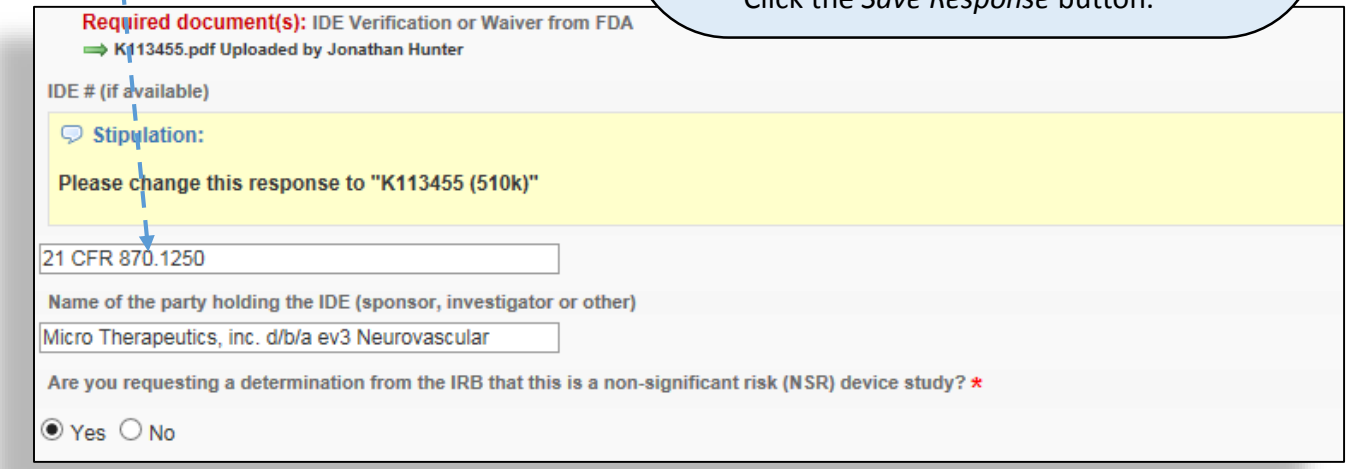



Responding to each stipulation requires two steps:

1) <u>Revise the application</u>:
   *From **Stipulations**, click *Go to Question*, by stipulation, to access the application.
   *Revise each response and click *Save and Continue* to return to **Stipulations**.

2) <u>Describe the change, or justify why you cannot comply with the IRB's request</u>:
   *At **Stipulations**, click *Respond* to open each stipulation text box,
   *Describe/justify, and
   *Click the *Save Response* button.




**Note**: Once you have responded to *<u>all</u>* stipulations, the *Proceed to Resubmit* button at the bottom of the **Item List** will appear in **red** text, highlighted in yellow, indicating that you may now resubmit.