**How to address a study that has been returned for corrections in VERAS.**

The IRB has returned the study to your queue so you should be able to view it.

Under the University of Idaho icon at the top, use the My Workspaces drop down menu to choose "**Study Assistant**" and then "**Study Workplace**".

Scroll down to "**All Studies**".

Next to the IRB number you wish to work on, select the pencil and paper icon on the left.

Select, under Outstanding Submission(s) on the right side the bold hyperlink "**IRB has requested a Submission Correction for initial Review Submission Packet**".

This should bring you to the stipulations requested. For each stipulation:

* Select the “Yes” radio button.
* Respond to the stipulation in the text box by documenting what changes you are making. Use the “Save Section” button to save your work.
* For Application changes - Update the requested information by using the hyperlink in the “Links to Components” section of the stipulation. Select the most recent Version of the Application hyperlink. This will bring you to the section where the change is needed. Use the “Save Section” button to save your work. Then use the VERAS “Back” button to go back to the stipulations.
* For Document changes – Update the document by using the hyperlink in the “Link to Components” section of the stipulation. Select the most recent Version of the document in the hyperlink. Then, use the “Check-out Document” button. Make the changes to the document and save it. Upload the new version by using the “Check-in Document” button. Update the Version Number, Version Date, Category, and add a Description. Select “Save”. Use the “Save Section” button to save your work.
* For Document additions – Use the “Add Document” button in the “Links to Components” section of the stipulation. Use the “Add a New Document” button. Use the “Upload a New Document Not on the List” button. Upload the document and update the Version Number, Version Date, Category, and add a Description. Select “Save Document”.

When you have completed the stipulations, use the “Save and Continue to Next Section” button.

* Use the “Signoff and Submit” button if you are the PI.
* If you are not the PI, use the “Exit Form” button and notify the PI that the changes are ready to be submitted to the IRB. The PI can then review the changes and submit the protocol back to the IRB in VERAS.
* If the PI does not see the sign off and submit button, the PI may not have completed the necessary IRB training. The PI should complete the training as per: https://www.uidaho.edu/research/faculty/research-assurances/human-protections/training. Once this has been completed it may take 2 to 3 days for the training record to transfer to VERAS and the “Signoff and Submit” button to become visible. If you need this immediately, send a PDF of the training record to IRB@uidaho.edu and it can be manually entered.

If you need more assistance, send an email to irb@uidaho.edu.