1) Log in to eProtocol with your CalNet ID & password at: https://eprotocol.berkeley.edu

2) Click on the IRB tab to see your Investigator Homepage for IRB Submissions.

3) The protocols that you see on your IRB homepage are protocols with pending action. The Protocol Event column of the table will show that you have received comments. To view and respond to the comments, click on the **Comments Received (Cycle #)** link.

4) The Comments page will show comments, the section of the protocol associated with the comment, and whether or not a response is necessary for approval. To respond to the comment(s):
   - Click on the **Get Protocol** button.
   - A popup will ask if you want to open the protocol for editing. Click on the **Edit** button. The protocol will open in a separate window. Revise protocol, then **close** window.
   - Provide a response to each comment in the **Response** box, revise protocol sections accordingly, and click on the **Save** button. Unless an explanation is needed, a brief notation such as “updated” will generally suffice. Do not paste updated protocol sections into response boxes.
   - Once protocol has been revised and responses to all comments have been written, click on **Submit to IRB** button.
5) After clicking on “Submit to IRB” the following pop-up window will appear:

![Pop-up Window]

If you made changes to your protocol, based on reviewer comments, both your revised protocol and responses will be submitted to the IRB. Are you sure you are ready to submit? You will not be able to edit your protocol or responses further.

Click on “OK”.

6) When the comments have been sent, the Protocol Event column on your Investigator Homepage will say “Responses Sent (Cycle #).”