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.

<table>
<thead>
<tr>
<th>Protocol ID</th>
<th>Principal Investigator</th>
<th>Protocol Event</th>
<th>Status/Comments</th>
<th>Panel</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-02-162</td>
<td>TEST, EMP-FACULTY</td>
<td>Comments Received (Cycle 1)</td>
<td>IN-PROGRESS</td>
<td>UCS Exempt Panel</td>
<td>04/01/2009</td>
</tr>
<tr>
<td>2009-02-166</td>
<td>TEST, EMP-FACULTY</td>
<td>Yet to Submit IRB</td>
<td>NEW</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 and click on the Save button.
   - Once protocol has been revised and responses to all comments have been written, click on Submit to IRB button.

When comments have been addressed and protocol has been revised, click here.
5) When the comments have been sent, the Protocol Event column on your Investigator Homepage will say “Responses Sent (Cycle #).”