

PARTNERS HUMAN RESEARCH COMMITTEE
eIRB RESPONSE TO REVIEW

To respond to the PHRC for submissions submitted using Insight/eIRB, follow the directions below.

1. Complete the '[Response to Review](#)' form, responding point-by-point to the PHRC issues/questions.
2. Login to [Insight/eIRB](#) >Humans>Pending Applications and click on the title of the transaction to make any applicable form changes and/or attach new/revised study-related documents.
 - To attach new documents: click the 'Add a row' button on the 'Attachments' page of the submission and browse for the file.
 - To add a revised document: click the document title on the 'Attachments' page of the submission and click 'Add new version' button, then browse and save the file. If you have a 'revised/marked' version, follow this step for that version first, then with the same 'Add new version' screen open, click the 'Add new version' button again and browse and save the 'clean/unmarked' version. By versioning the clean version last, it will render in the 'view full application' pdf for printing and saving for your records.
3. Attach the response form in the 'Attachments' section of the submission by clicking the 'Add a row' button. The principal investigator does not need to sign the response form. When you submit, they will receive an automatic email saying a change has been made to the submission.
4. When you are ready to submit, click on the 'Submission' tab and run the 'Application Review,' then click the 'Submit' button.