

PI Instructions: How to respond to Action Items

1. Click on the relevant section that shows there is an action item to respond to:

Jump to:

- Amendment ✓
- General Information ✓
- General Questionnaire ✓
- General Instructions ✓
- Personnel
- 4th Year Renewal
- Lay Summary 1
- Project Description 1
- Sedation Question ✓
- Drugs and Compounds Se...

2. Then click on “Action Item” or the orange circle. You may need to edit the appropriate protocol section to address the action item(s)/reviewers’ comments.

Lay Summary

IACUC Protocols:

- Federal regulations require that procedures involving the use of animals for research, teaching, or testing be designed and performed with due consideration of their relevance to human or animal health, the advancement of knowledge, or the good of society.
- Provide a short summary (typically 5-7 sentences), using language understandable to a layperson, avoiding overly technical terms, and defining all acronyms.

ENTER RESPONSE HERE

Action Items: 1

3. You may click on “Show more” to see the entire comment/text from the reviewer. Then click on “Reply” to type and post your response.

Lay Summary - Protocol →

Action Items + Action Item

Anonymous 03/15/24 · 11:20AM

Please complete this section and be sure to use lay language (avoid overly technical/scientific ...)

[Show more](#)

Visibility
Who should see this?

[Assigned Reviewers](#) [Researchers](#) [Meeting Summary](#)

Mark as resolved

4. “Show Replies” will be displayed to the reviewers after the response has been posted.

Action Items + Action Item

Anonymous 01/18/24 · 9:56AM

Add rodents and rabbits to this as well

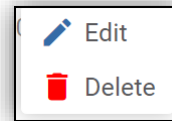
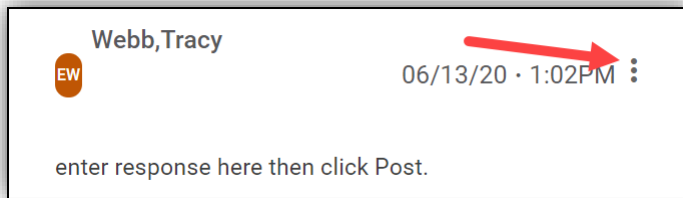
Visibility
Who should see this?

[Assigned Reviewers](#) [Researchers](#) [Meeting Summary](#)

[Show Replies \(1 replies\)](#)

Mark as resolved

5. If you need to update your response, you can edit it by clicking the 3 dots on the right side of your response, then choose “Edit” when the option appears.



6. When you are done responding to all of the action items, click “Resubmit” on the right-side menu. You should receive a confirmation email from KP that the responses were submitted.

