



How do I handle reviewer comments?

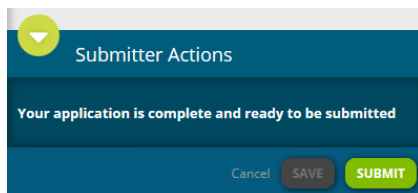
During the review and approval process, a reviewer may decline a submission back to the investigator with one or more comments. The investigator will receive a Submitter Reviewer activity and must take an action in response to each comment before resubmitting for additional review.

The action you will take will be either **Reply** or **Resolve**.

- A **Reply** action is accompanied by text, which typically answers a question the reviewer may have asked, provides clarification or added detail or an explanation as to why the form answer in question was chosen.
- A **Resolve** action can also be accompanied by text, and typically confirms the action requested by the reviewer was taken.

To address reviewer comments and resubmit, follow the steps below.

1. **Click on the hyperlink embedded in the Insight email notification** you receive. If already logged into the Partners network, you will be brought to the submission in the Animals module; **otherwise, enter your Username and Password to access the submission**. If already logged into Insight, you can open your action from the Animals module on the Dashboard or the Left Navigation Pane.
2. For the Submitter Reviewer task, the Response to Review page opens, by default, with “Unresolved” comments displaying in the Center Workspace. Comments are listed in the order they were entered but can be reviewed and handled in any order. Each comment will be labeled with a question number (e.g., #35029, in this example) and will indicate the page (e.g., Research Objective 2) the question appears on. The Response to Review form will also display the related object¹. Upon clicking the question number, you are brought to the bubble containing the comment.
3.  Click the red bubble to view the comment. If you are being asked to take an action, that you agree with, take the action and be sure to **Save** it before replying to the comment. *Note: Simply replying to the comment without taking the action, will not satisfy the reviewer’s comment.*
4. Once you have completed the action click **Reply or resolve**, enter a response (this is optional for a “Resolve” action but required for a “Reply”) then click either **Reply** or **Resolve**. Once you have completed your action the comment bubble will turn blue. 
5. In the Left Navigation pane, **click the Response to Review link**, then **repeat steps 3 & 4** for each remaining comment to be addressed.
6. When all comments have been addressed you will see the **Submit** button and can resubmit.



¹ Comments can be entered on Forms, Study Staff, Attachment and Related Record pages.