Respond to Revision Requests/Contingencies

Login to CLARA, which opens to the Protocols page.

Select a protocol under My Protocols- PI Action Needed.

The Protocol Dashboard opens to the Forms tab. Highlight the form with the status of Revision Requested, and click the Revise button on the right, under the Actions tab.

The Form Summary tab opens, with the Review Committee Notes on the right. Click Edit this page to make a change to a section of the form.
Click **Comment** under a review note to describe your revision in response to the note.

When you’re done with the changes, hit **Complete** on the bottom right of the screen.

When the system validation completes, click **Continue**. The final screen will open. Click **Sign and Submit**, enter your **Username** and **Password**, and click **Complete**.