

After Review at the HREC Meeting

Comments are sent in eProtocol and an automatic email is sent to notify the site that comments are available. The 'Application Status' displayed on the home page will be changed to 'Comments Received (Cycle 1)'. Click in this wording to access the comments.

eProtocol » Investigator » Home

[Create Application](#)
[Clone Application](#)
[Delete Application](#)

HREC

Applications (In Preparation / Submitted)

NEW	Application ID	Principal Investigator	Title	Application Event	Panel	Meeting Date
	2019-08-231	Administration, Bellberry	KSI Test Protocol	Comments Received (Cycle 1)	Committee A	07/08/2019

To copy or print the comments, use the *Show All Comments* to list all the comments. You can use the print screen button and then right click on your mouse to copy into a word or email document.

eProtocol » Investigator » [Home](#) » Comments

Application ID: [2017-11-666](#) (Bellberry Administration)
 Study Title: Sarah Test
 Protocol Number: 5676

Cycle: [1](#) [2](#) [3](#)

[Get Application](#)
[Show All Comments](#)

Comments

Section: Personnel Information

Comment: 1

Test

Response Necessary
 Suggestion Not Necessary

Response

Test PI



Preparation for resubmission

- Do not delete any documents. For auditing purposes all previously submitted documents must remain attached to the application
- Update all version and date references in both the document name and document footers.
- Attach additional or updated (track& clean) documents in Page 7 of the application
- Make the revisions/updates to the application itself (click the GET APPLICATION button to open up a new window with the application).
- Enter a response for each comment (and SAVE).
- When all the comments have been responded to and updated documents have been attached into Page 7 click the SUBMIT TO HREC button (upper right-hand corner of the page) to send the responses and revised application back to Bellberry.
- SAVE will save your responses to the comments. However, these responses are not sent to the HREC until you click the SUBMIT TO HREC button.

The Committee will review the responses outside of a meeting via the workflow function in eProtocol. Further comments will be sent back to the site if required and this process is repeated until the Committee are either satisfied with the changes made or decide to not approve the study.

Application Approved

Once the application has been approved the contacts listed on the application will receive email notification with instructions on how to access the approval letter in eProtocol. Open the application and, on the left-hand navigation, last option, select 'Event History'.



HREC - HREC Application Form Application ID: 2017-07-653-A-1 (Bellberry Administration)
Application Title: Test HREC

Help | Clo

Previous Next

Amendment/IB
Personnel Information
Study Sites
Sponsor
Application Information
Print View
Event History

Event History				
2017				
Date	Application ID	Status	View Attachments	Letters
26/07/2017	2017-07-653	NEW FORM CREATED		
26/07/2017	2017-07-653	NEW FORM SUBMITTED	View Attachments	
26/07/2017	2017-07-653	NEW FORM PANEL ASSIGNED		
26/07/2017	2017-07-653	NEW FORM PANEL MANAGER REVIEW		
26/07/2017	2017-07-653	NEW FORM APPROVED	View Attachments	Approval Letter
09/08/2017	2017-07-653-A-1	AMENDMENT 1 FORM CREATED		

The approval letter can be accessed in the 'Letters' column. Read the approval letter to confirm all the conditions of approval.

When the approval has been processed in the system it will appear at the bottom of your home page under 'Approved Applications'.