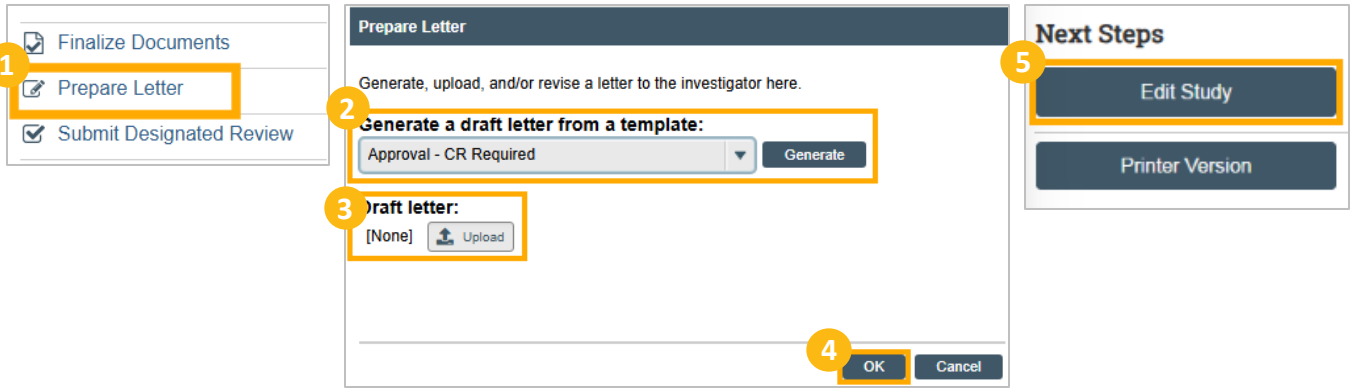
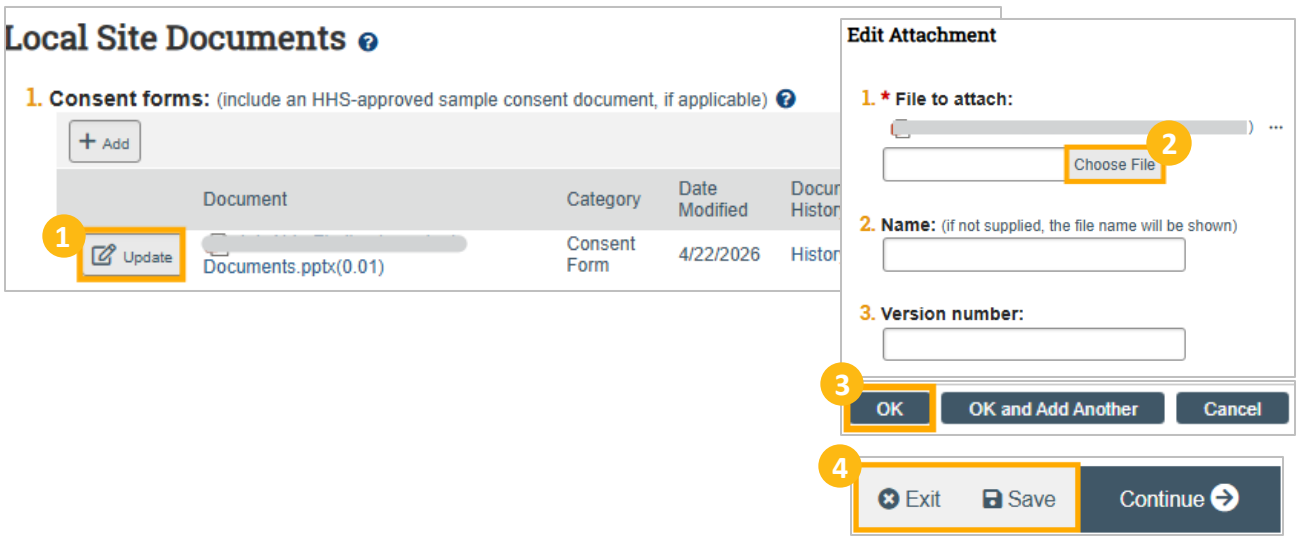
Respond to Modifications Required

This guide demonstrates how to Respond to Modification Required for the following determinations: "Modifications Required to Secure Approved", "Modifications Required to Secure Not Human Research", and "Modifications Required to Secure Human Research, Not Engaged". When a modification is required, you will receive a determination letter indicating that a modification is required.

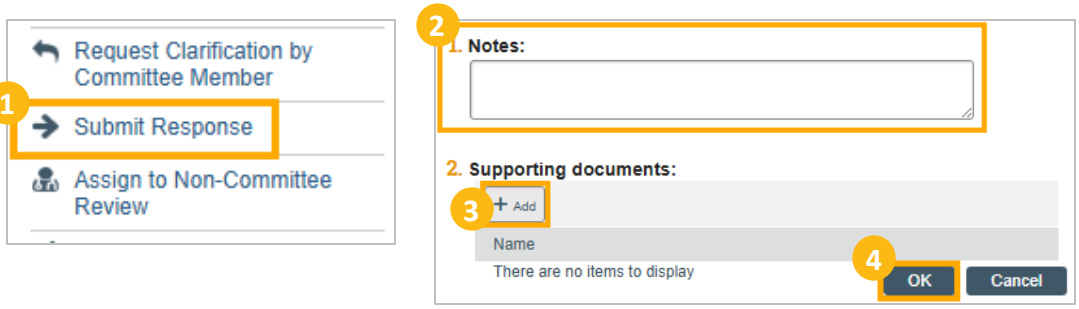
1. **To respond to the required modification, first write a letter responding to the requested change by clicking Prepare Letter. If you would like to use a prepared template, select the template from the drop-down list and click Generate or click Upload to upload a draft. Click Ok. Revise the documents attached to the study using the "track changes" feature in Word. Then, upload the revised document by clicking the Edit Study button on the study workspace.**



2. **Navigate to the page where you need to update the document and click Update, then Choose File to select and upload the document you made the revisions to. Click OK, then Save and Exit.**



3. **Once you are back on the study workspace, click Submit Response. Add any notes, upload the response letter, and click OK.**



You have now completed the processes of responding to modifications required. To compare the two versions, use the Compare feature, the pencil icon shows where the changes were made.

