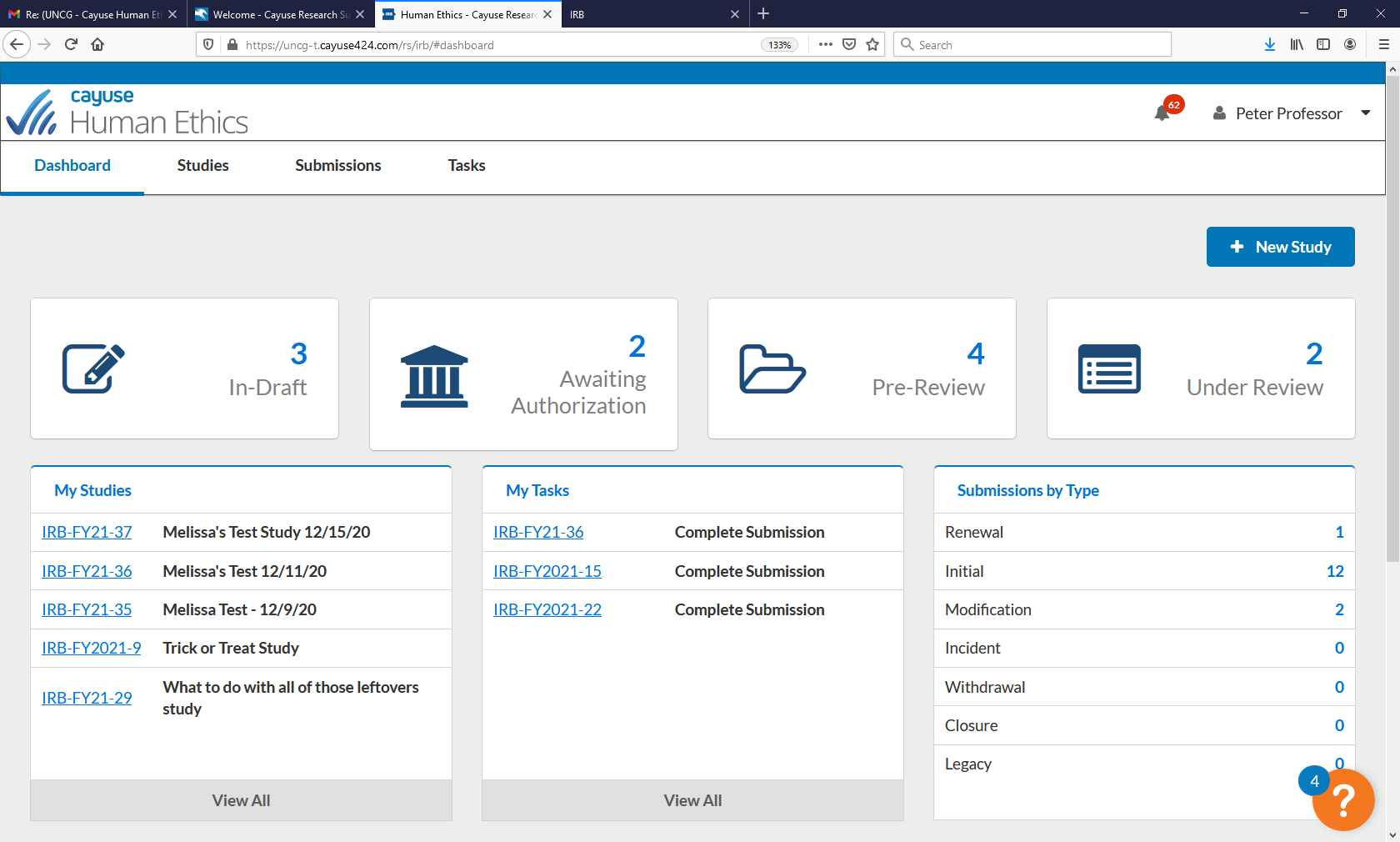
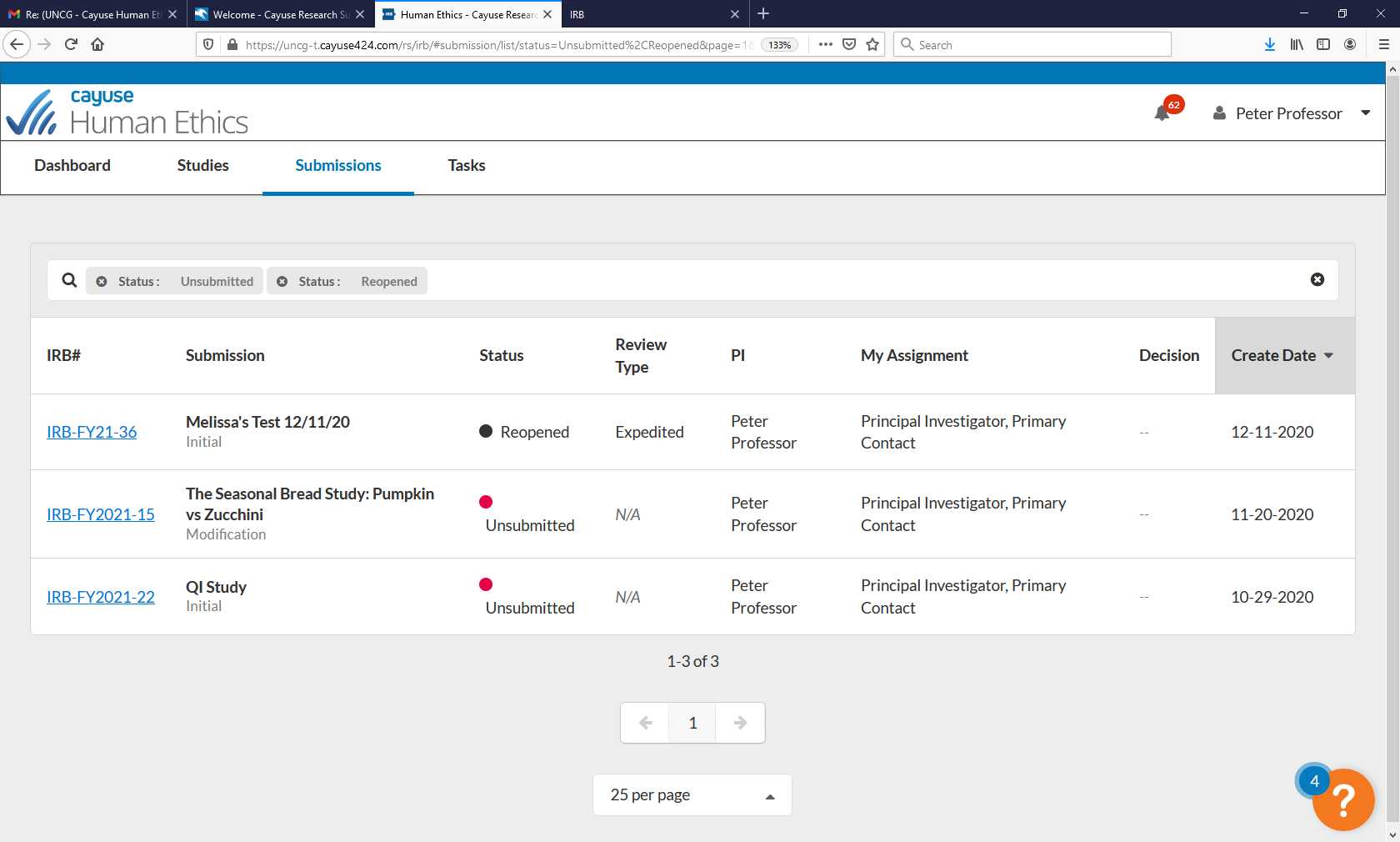
**Responding to Stipulations**

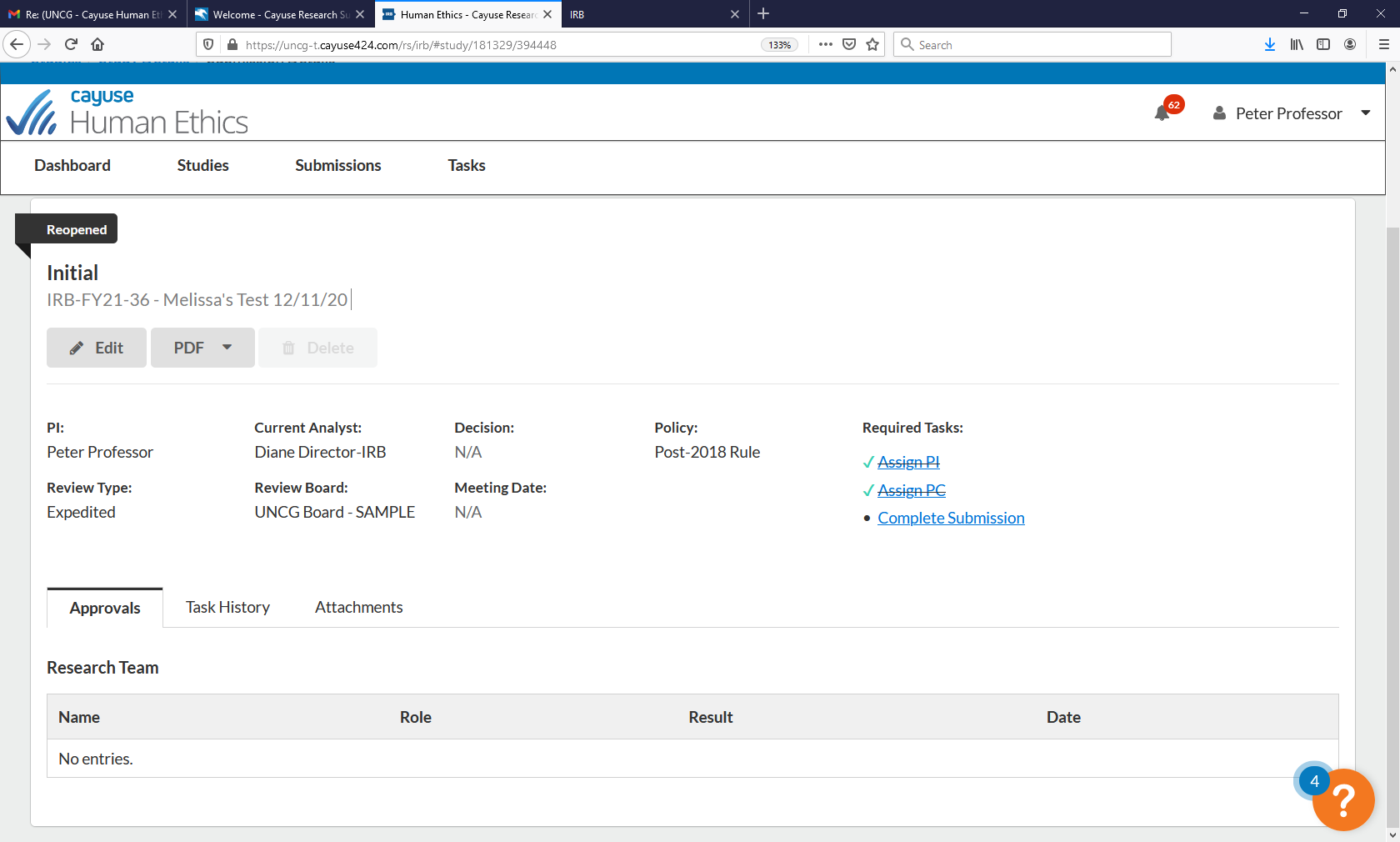
**Login to Cayuse Human Ethics - the study will be under “in draft” on your dashboard**



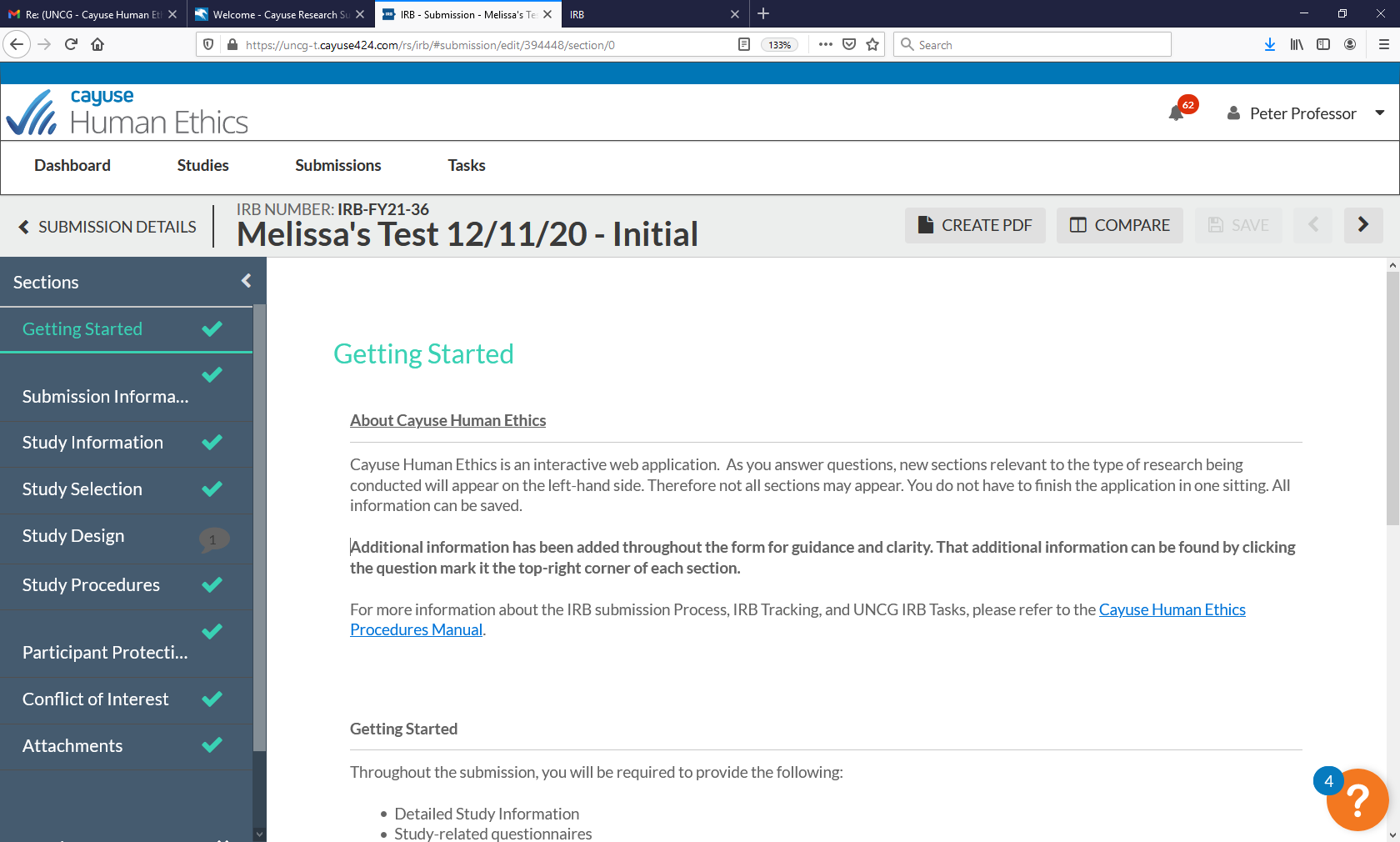
**Click the study number**



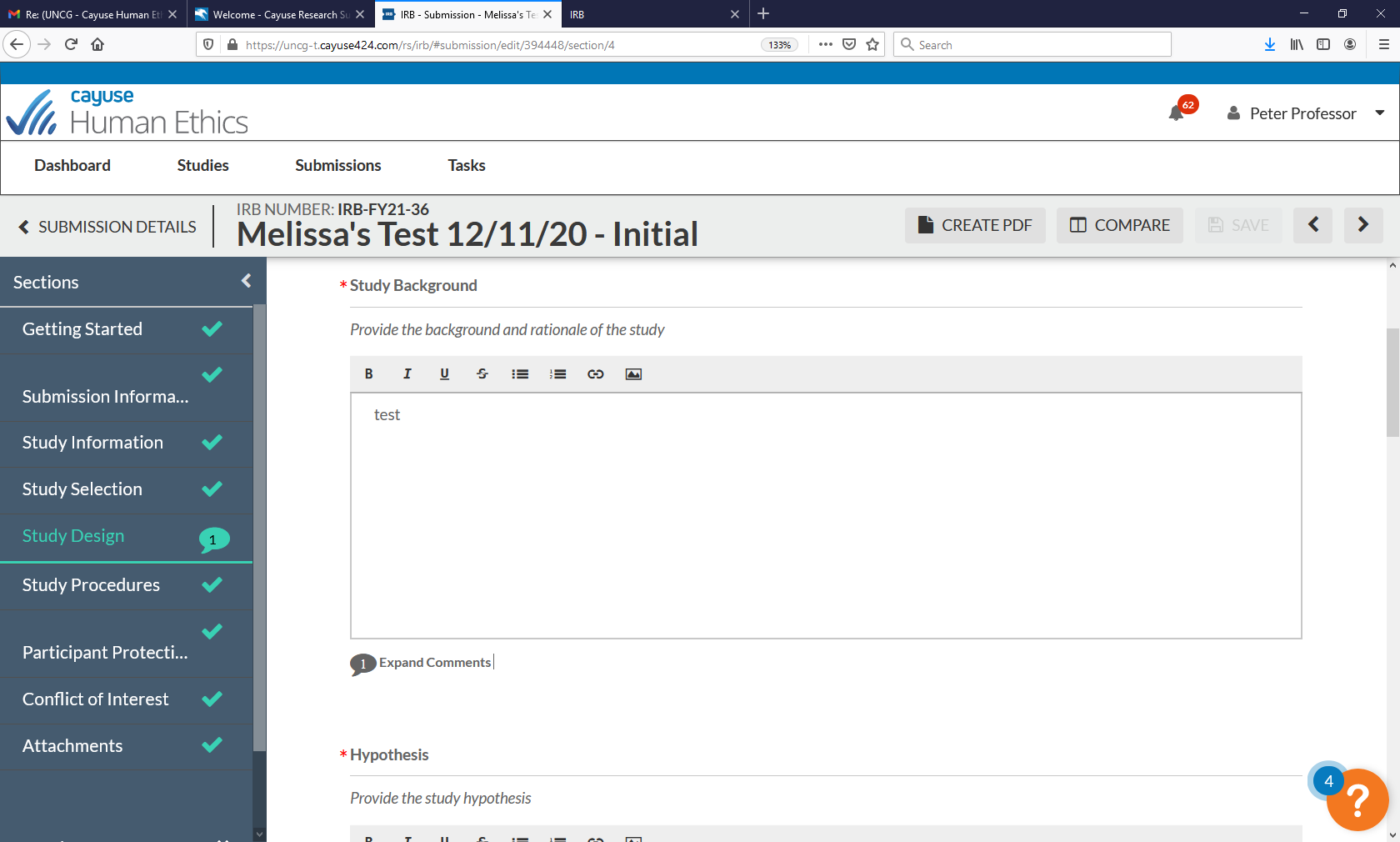
**Click the “edit” button**



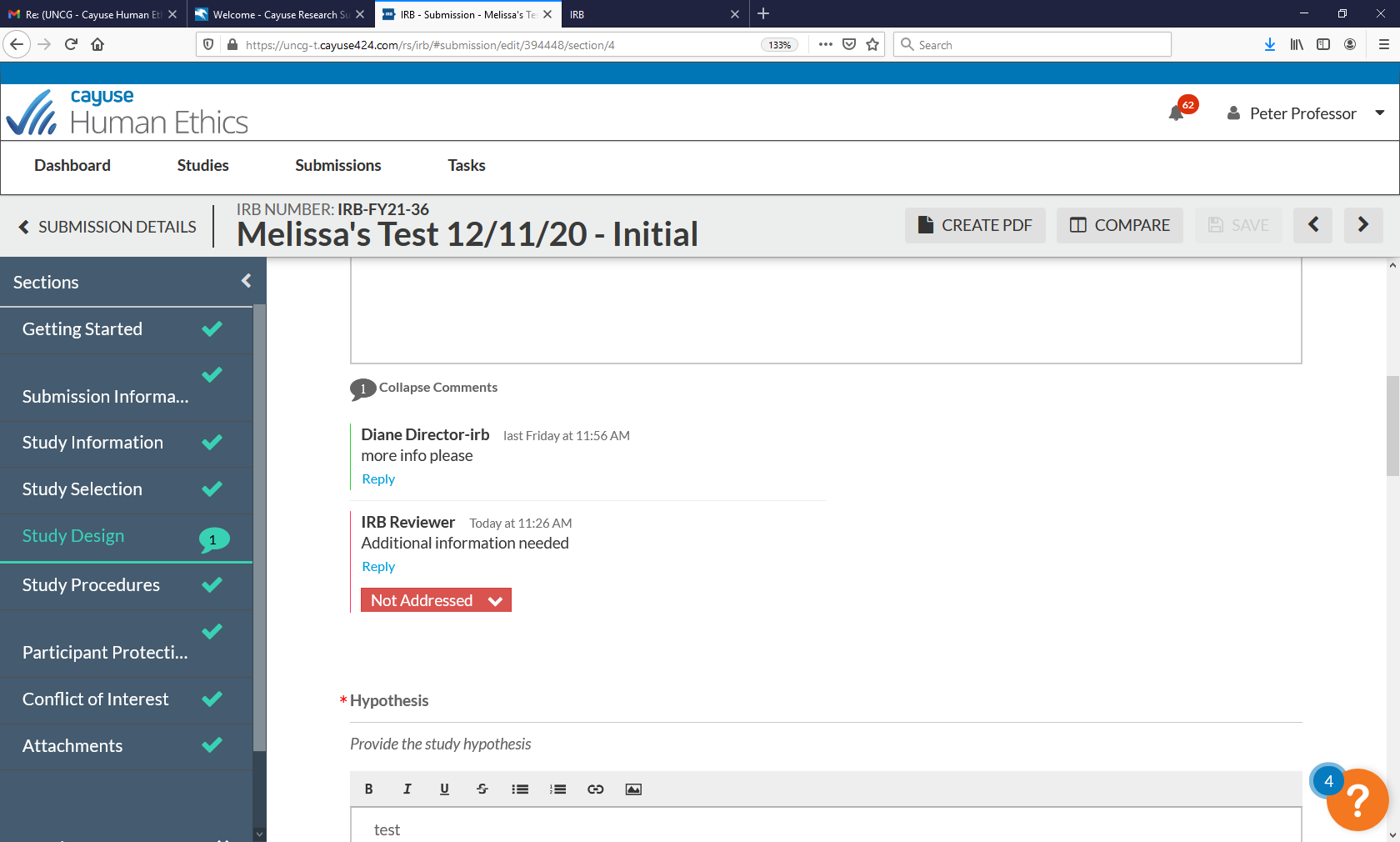
**You will see a thought bubble next to the sections that have stipulations click the section with the thought bubble**



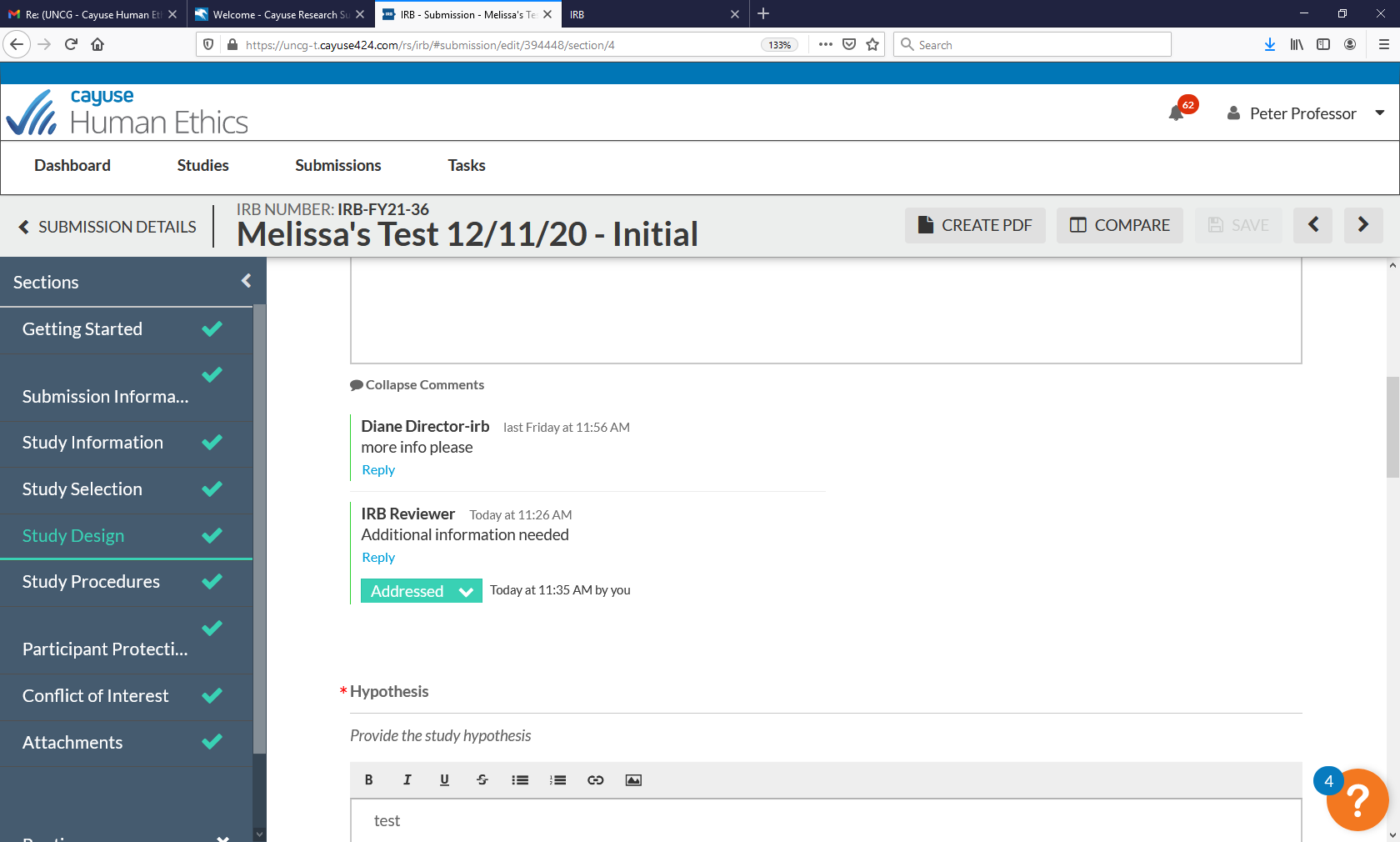
**Once at the section with the stipulation, the thought bubble will appear under the section with the stipulation – click “expand comments”**



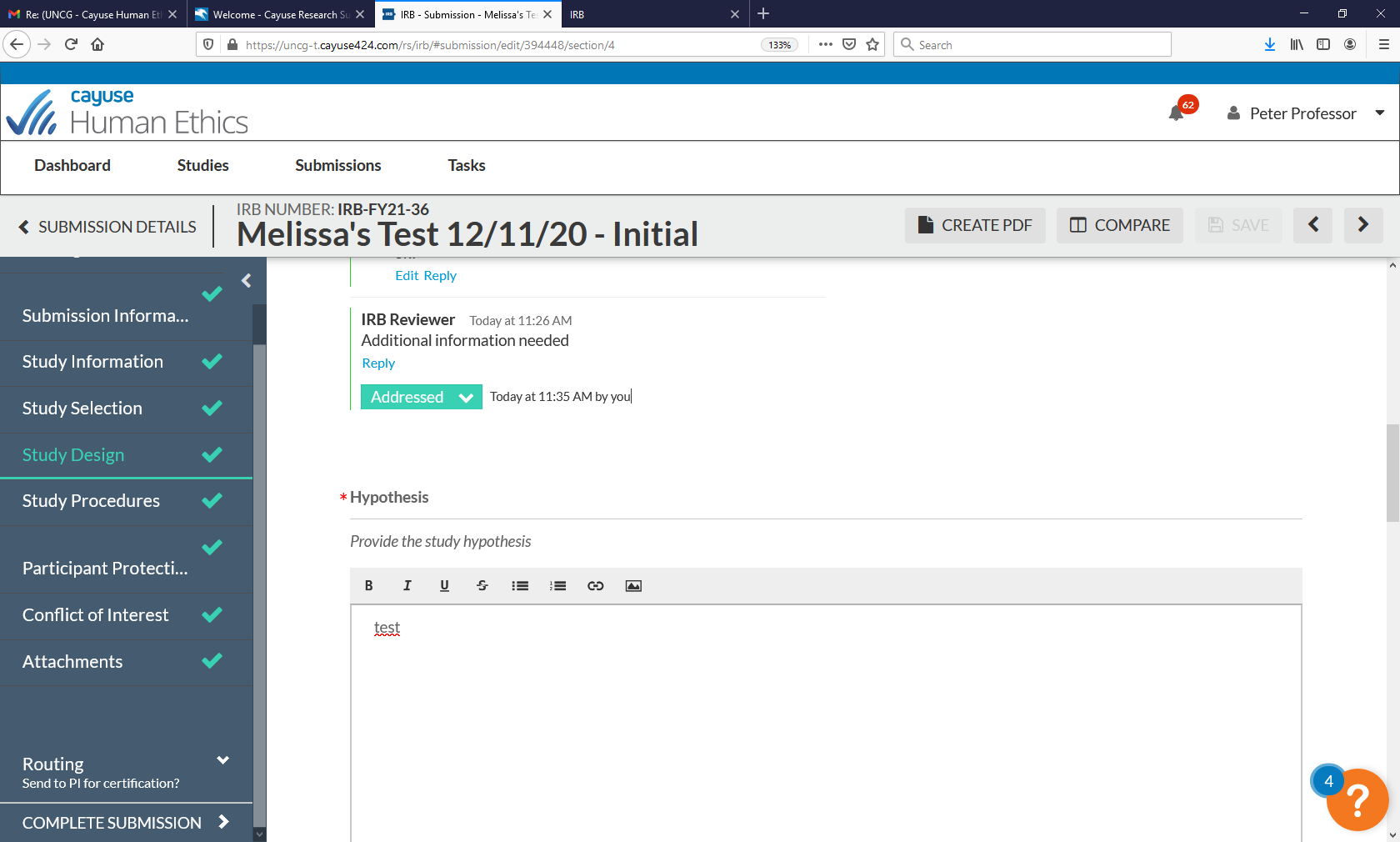
**The stipulation will appear. Depending on the nature of the stipulation, you will revise the information in the application section or click reply to be provided with a text box. Please note, if the stipulation specifically requests changes to the section, you must make the revisions to the section.**



**Once the stipulation has been addressed, change the status from “not addressed” to “addressed” by clicking the down arrow under the stipulation**



**Each stipulation must be responded to before the study application can be returned for review. Once the stipulations have been addressed, click “complete submission” on the left-hand side of the page**



**Click “certify”, then “confirm” to finalize the certification - the study application will then be returned for IRB review**

