



Clarification Requested



At several points during the review process, the **Agreements Manager** or **Reviewer** may request clarifications from the study team prior to making a determination.

WORK INSTRUCTIONS:

1. Log into the Click Portal and click on the **Agreements** tab in the top navigation bar.
2. Find the submission requiring clarifications in which the state is defined as **Clarification Requested (Unassigned)** or **Clarification Requested (In Review)**. Click on the agreement's Name to navigate to the Agreements Workspace.
 - *Principal Investigators can also navigate directly to the protocol Workspace by clicking on the link in the email notification and logging into the system*
3. Review the requested information by clicking on the **Clarification Requested** activity on the **History** tab.
4. To provide a response, return to the Agreements Workspace and click on **Submit Clarifications** under **My Current Actions**. Write your response in the box provided and/or add any additional supporting documentation, and then click **OK**.
5. The response submitted will display in the **History** log and state of the protocol will return back to either **Unassigned** or **In Review**.

