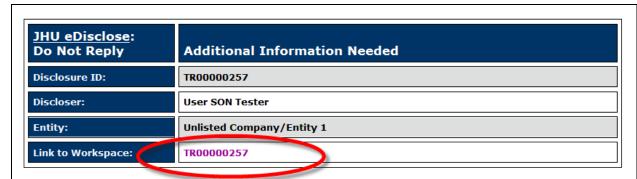
## eDisclose User Guide: How to Respond to Reviewer Notes

Last Update	August 20, 2012
Intended Audience	Researcher/Owner of the Disclosure
Purpose	To provide the user with step-by-step instructions on how to respond to Reviewer Notes left on the disclosure by COI Staff

**Use of Reviewer Notes:** When the COI Staff need additional information from the researcher/owner of the disclosure, the questions/comments can be relayed via the system using electronic notes called Reviewer Notes. The staff reviewer enters their notes directly onto the relevant page of the disclosure (called a 'SmartForm') to request a change to the form. The Researcher/Owner of the Disclosure must then respond to each reviewer note, as well as make the required changes in the Smartform.

## Follow the steps below to respond to reviewer notes from the COI Staff:

You will receive an email notification when the COI Staff have requested additional information of you via Reviewer Notes. Click the **Link to Workspace** within the email to be taken to the disclosure that requires your attention. If you are not already logged in, you will be prompted to do so. Use your JHEDID and password.

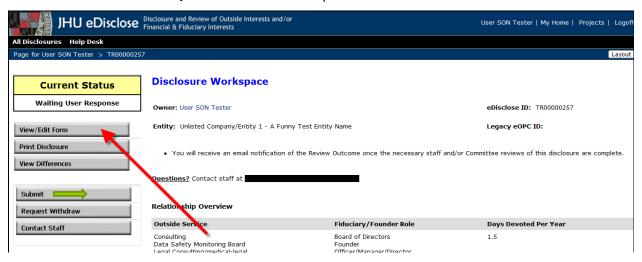


Upon reviewing this disclosure, we found that additional information is needed. Please use the following steps to view, address, and respond to each of the reviewer's notes in the disclosure SmartForm:

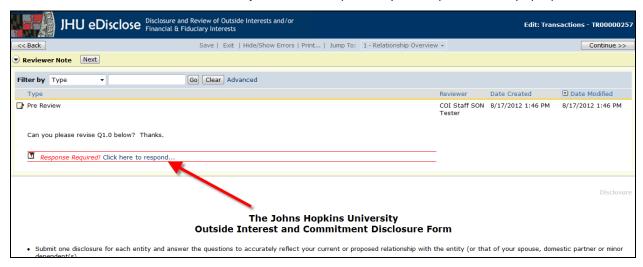
Click the 'Link to Workspace' above to view the workspace.

- 1. Click the 'View/Edit Form' button to the left of the workspace.
- 2. Click the 'Next' button to navigate to the first page that contains reviewer's notes.
- Select the 'Click here to respond' link on each reviewer note to view the comment/question. Type in your response in the text box and click 'OK'.
- Each reviewer note will likely require revision(s) to that page of the disclosure as well, so be sure to also make any requested changes to your submission.
- 5. When you get to the final page of the form, click 'Finish' to return to the disclosure workspace.
- Once all comments have been addressed and changes made to your disclosure, click the 'Submit' button to the left of the workspace.
- 7. NOTE: Each reviewer's note must be responded to prior to re-submitting.
- 8. NOTE: ONLY THE FACULTY MEMBER WHO IS DISCLOSING CAN SUBMIT.

**STEP 2.** Select the "View/Edit Form" button to open the disclosure SmartForm.



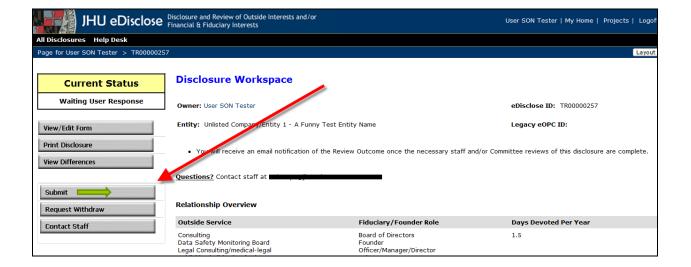
- **STEP 3.** Reviewer Notes will appear at the top of the form, under the yellow bar.
  - Where ever the message "Response Required!" appears you must provide a response.
- **STEP 4.** Select the "Click here to respond..." link to provide your response in the pop-up form.



STEP 5. Select "Next", on the yellow bar to view the next Reviewer Note. (Tip: The "Next" and "Previous" buttons will allow you to navigate back and forth to pages containing Reviewer Notes, while skipping pages that do not have any notes.)



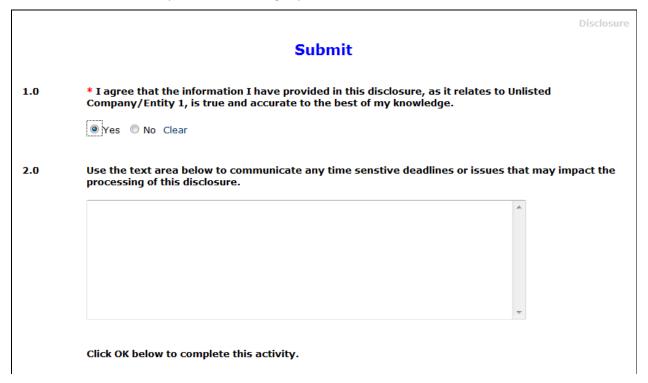
- **STEP 6.** Make all necessary changes to the form as you read each Reviewer Note.
  - ➤ **Tip**: Almost all Reviewer Notes require you to do two things: Respond to the note, <u>and</u> make a revision to the relevant section of the disclosure form so that it becomes part of the disclosure itself.
- Once you have responded to all reviewer notes and made the required changes in the disclosure, **Select** the "**Finish**" button on the last page and you will be taken back to the Disclosure workspace.
  - **Tip**: You are <u>NOT</u> finished just yet! Your responses are NOT sent back to the COI Staff until the "Submit" activity on the workspace is selected.
- **STEP 8.** If you are sure you have completed all required changes, select the "**Submit**" activity button on the left-hand side of the workspace.
  - NOTE: Only the Faculty Member/Researcher can create and submit his or her own disclosure.



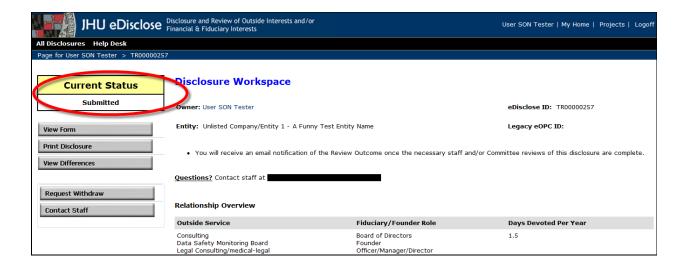
- The system checks for completeness and will show validation errors (such as required questions that have not been answered, or reviewer notes that have not been responded to).
- All Error/warning messages must be resolved before the disclosure can be submitted. Click the hyperlinked Section number from the list to go the page where issues can be resolved.



- **STEP 9.** After all error/warning messages are resolved, save and exit the SmartForm, and select the "**Submit**" activity again on the disclosure workspace.
- **STEP 10.** Read and confirm the Certification text, and then select "**OK**".
  - You may need to scroll slightly down to see the OK button.



- **STEP 11.** Two events will let you know that the disclosure has been successfully submitted back to the COI Staff:
  - First, you will receive an email from the system verifying receipt of your submission, and explaining that no action is required of you at this time.
  - Second, the Current Status of the disclosure will change to Submitted. This means that the disclosure now appears back in the COI Staff's workspace or "Inbox" where they can continue processing your disclosure.



STEP 12. Your disclosure has been submitted and review has been resumed. If the COI Staff have questions, they will contact you. To return to your workspace, you can select "My Home" located in the top left corner.

