

Notify IRB Protocol Resubmission

V2 – 7-27-26

It is not uncommon for the UNC IRB to request revisions for submitted protocols. As part of the review process, PI's will be notified when revisions are required. Revision requests fall into three main categories.

- **Return to PI** - this is done when a protocol is determined to be incomplete at time of submission.
- **Return for Specific Minor Revisions** – this is done when a protocol needs minor updates prior to approval.
- **Return for Substantive Revisions Required** – this is done when the protocol requires major modifications to come components.

I. Accessing Reviewer Comments

All Reviewer Comments are logged in Streamlyne. When an action is completed by the IRB Administrator, PI's will be sent an automated message that indicates that revisions are required which links back to the protocol in Streamlyne.

The IRB protocol number [2607080811](#) requires Substantive Revisions. [view correspondence](#)

IRB Protocol Number: [2607080811](#) - Document Number: 393092

This notification was generated by Mitchell Mcglaughlin.

- view correspondence – will open the formal letter from the IRB which will list all required revisions.
- *Protocol number* – will open Streamlyne to your specific protocol

To see the reviews in Streamlyne select:

- Protocol Actions
 - o Summary & History
 - Show – Review Comments

Protocol
Personnel
Questionnaire
Special Review
Notes & Attachments
Protocol Actions
Permissions
Streams

Document was successfully reloaded.

Request an Action
Print
Summary & History

Summary & History

Show Summary
Show Submission Details
Hide Reviews and Attachments

Reviews and Attachments

Show Reviewers
Hide Review Comments

Sequence	Standard Comment	Description	Private	Final	Last Updated
1	N/A	Comments listed here	No	Yes	07/23/2026 10:42 PM

Created by Chris Jenkins
Updated By Chris Jenkins

Show History

Copy to New Document

All reviewer comments will show in the Description box as shown above. The comments will also be duplicated in the formal letter from the IRB.

II. Addressing Reviewer Comments

All PI's should carefully address comments provided by the IRB Reviewer. Revisions may include editing submitted documents, changing responses within the protocol questionnaire, adding or removing personnel, or justifying activities that the reviewer had questions about. Any questions about the requested review requirements should be sent to Research.Compliance@unco.edu

When a PI has completed revisions they **MUST** submit a brief statement addressing what changes were made in response to review. This document should be labeled as PI-NAME_Revision-Response: e.g. McGlaughlin_Revision-Response.

The Revision Response needs to include a list of what changes were made to the protocol to assist the IRB in assessing that the requested modifications were made. If the PI disagrees with the reviewer requests, a justification for why changes were not made should be included in the revision response. The Revision Response will need to be added to the Notes & Attachments tab.

IRB Protocol Document 📄

☆ Bookmark this document

Document Number : 391682
Initiator: Last Updated : mitchell.mcgloughlin : 09:02 AM 06/09/2026
Protocol # : 2604078874

Document Status : Return To PI
Submission Status : Returned To PI
Expiration Date :

Protocol
Personnel
Questionnaire
Special Review
Notes & Attachments
Protocol Actions
Permissions
Streams

Document was successfully reloaded.

* Indicates required field

Protocol Attachments (3)

Add Protocol Attachment

* Attachment Type : Other

Status : Complete

Email :

Comments :

* File Name : Choose File : McGlaugh...response

Contact Name :

Phone :

* Description : Revision Response

Add

Attached Items

Complete the following fields:

- Attachment Type: Other
- Status: Complete
- Description: Revision Response
- File Name: chose file with your response.

Then click 'Add'

III. Resubmitting Updated Protocols

After completing revisions, protocols need to be resubmitted to the IRB. Open the Protocol Actions tab:

IRB Protocol Document 📄

☆ Bookmark this document

Document Number : 391682
Initiator: Last Updated : mitchell.mcgloughlin : 09:17 AM 06/09/2026
Protocol # : 2604078874

Document Status : Return To PI
Submission Status : Returned To PI
Expiration Date :

Protocol
Personnel
Questionnaire
Special Review
Notes & Attachments
Protocol Actions
Permissions
Streams

Document was successfully saved.

* Indicates required field

Request an Action

Available Actions

Hide Submit for Review

* Submission Type : Resubmission

* Submission Review Type : Exempt

Type Qualifier : select

Committee : UNC IRB

Reviewers :

Schedule Date : (past deadline) 06-11-2026, Teams/Carter, 12:00 PM

* Checklist (Exempt)

☒ Category 1 (2018): RESEARCH CONDUCTED IN EDUCATIONAL SETTINGS. Research, conducted in established or commonly accepted educational settings, that specifically involves normal educational practices that are not likely to adversely impact students' op...

☒ Category 2 (2018): EDUCATIONAL TESTS, SURVEYS, INTERVIEWS, OR OBSERVATIONS OF PUBLIC BEHAVIOR. Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedur...

☐ Category 3 (2018): BENIGN BEHAVIORAL INTERVENTIONS IN CONJUNCTION WITH THE COLLECTION OF INFORMATION FROM ADULT SUBJECTS through verbal or written responses (including data entry) or audiovisual recording if the subject prospectively agrees to the L...

☐ Category 4 (2018): SECONDARY RESEARCH USING IDENTIFIABLE DATA OR SPECIMENS. Secondary research for which consent is not required: Secondary research uses of identifiable private information or identifiable biospecimens, if at least one of the follow...

☐ Category 5 (2018): FEDERAL RESEARCH AND DEMONSTRATION PROJECTS. Research and demonstration projects that are conducted or supported by a Federal department or agency, or otherwise subject to the approval of department or agency heads (or the approva...

☒ Category 6 (2018): TASTE AND FOOD QUALITY EVALUATION and consumer acceptance studies: i) if wholesome foods without additive are consumed, or ii) if food is consumed that contains a food ingredient at or below the level and for a use found to be saf...

Submit

Show Notify IRB

To re-submit your protocol you must complete the following field:

- Submission type – Resubmission
- Submission Review Type – most commonly Exempt, but there are other options
- Committee – UNC IRB
- Checklist – the options will change based on the Submission Review Type. They need to match what was indicated in the Questionnaire section.
- Do not select Reviewers or a Schedule Date. This will be handled by the IRB Administrator

Click 'Submit' when you have completed all fields. NOTE: Once you hit submit Streamlyne will check for errors on any of your submission pages. If there are no errors, or after you have fixed any errors that are found, your protocol will be submitted and your protocol document will close.

When a protocol is resubmitted it will go through the same approval routing as the initial protocol submission.

- Faculty – once you submit the protocol it will be routed directly to the IRB Administrator to check that required revisions have been made.
- Students – once you submit the protocol it be routed to your Faculty Advisor for approval. The protocol will not be routed to the IRB Administrator until all listed Faculty Advisors have approved the Protocol. **NOTE: It is not uncommon for a protocol to sit in a faculty members approval queue for extended periods of time. If you are a student submitting a protocol you should contact your Faculty Advisor at time of submission to let them know that their approval is needed.**