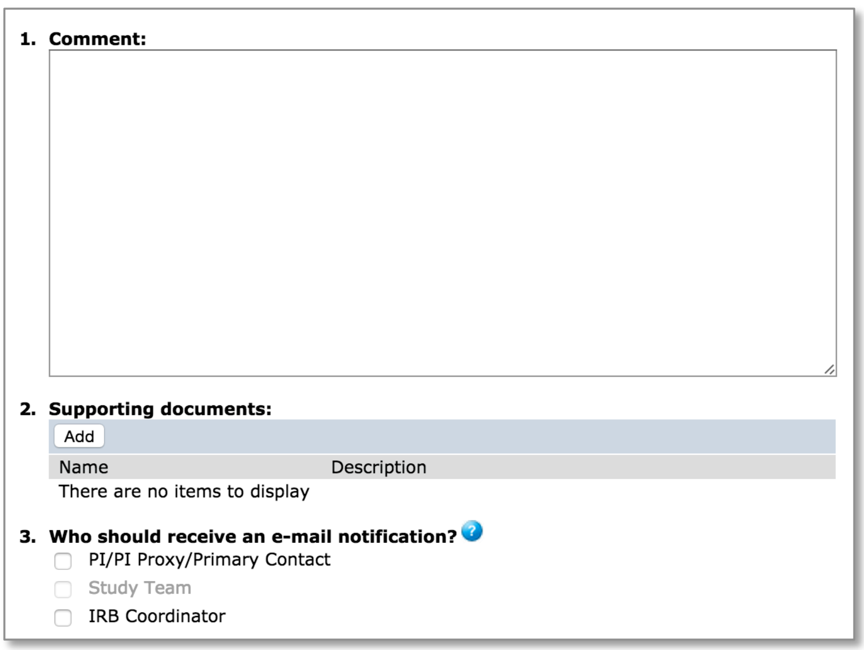
Click IRB **Quick Guide**

Adding Comments to a Study

Click a Huron solution

Any study team member may add a comment to the study. Anyone who can view the submission will be able to see all posted comments, including the study team, IRB staff, committee members, ancillary reviewers, and other individuals that the study team adds to the submission's guest list.

Adding Public Comments

Step 1	From the *My Current Actions* menu on the study workspace, choose **Add Comment**.
Step 2	In the pop-up window, enter the text of your comment and attach any supporting documentation.  **1. Comment:** **2. Supporting documents:** Add Name Description There are no items to display **3. Who should receive an e-mail notification?** PI/PI Proxy/Primary Contact Study Team IRB Coordinator
Step 3	For item 3, select any and all roles related to this submission that should receive an email notification when you post your comment: • **PI/PI Proxy/Primary Contact:** The PI, PI Proxies (if any), and Primary Contact (if designated) will all receive notifications. For an RNI submission, you will also receive a notification along with the PI, Proxies, and Primary Contact of all related studies. • **Study Team:** All study team members will receive a notification. This selection is unavailable if no study team members are included on this submission. For an RNI submission, the study teams of all studies that have been marked as related in the RNI submission will receive notifications.

	• **IRB Coordinator:** The IRB Coordinator assigned to the submission will receive a notification. If no one is assigned, all coordinators for the IRB receive the notification.
Step 4	Click **OK**. Email notifications will be sent to the roles you identified, and your comment will appear in the submission action history.