

## Respond to a Clarification Request

If a reviewer has questions or requires you to provide additional information about disclosure profile or preapproval request, you will receive an e-mail notification indicating this. Review the request details and then respond to the request. Depending on the request, you may need to update your disclosure profile or preapproval request. Log on to the system and navigate to your disclosure profile to respond to this request.

► **To review the request details and submit your response:**

1. On the disclosure workspace, navigate to the “Pre-Approval Requests” tab and click on the hyperlink for the appropriate request:

Name	Execute Request Activity Type	Entity	Foreign Request Entity?	Date	Start Date	End Date	Status	Owner	Review Group	Determination
test		-ESA Consulting Anes - EUOSH	No	10/6/2023 12:10 PM	10/6/2023 12:14 PM		Clarifications Requested		School Of Medicine	

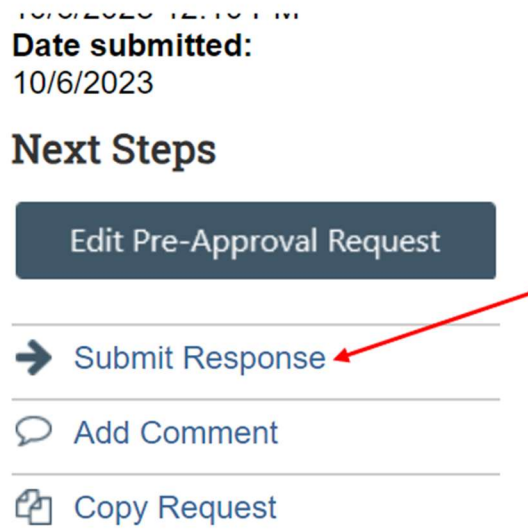
1 items      ◀ page 1 of 1 ▶

2. Under the “History” tab, click on the “Clarifications Requested” hyperlink to view the reviewer’s comments:

Activity
◀ Clarifications Requested
test
▶ Pre-Approval Request Submitted

3. Review the comments and any attached documents.

4. When you are ready to respond, click “Submit Response” under “Next Steps” on the request workspace:



5. In the Comments text field, type your response to the reviewer and click OK. You can also attach documents that explain your response. **Note:** If you responded to the reviewer’s request in a document, you can add the document in the Supporting Documents field.
6. Click **OK**. The request should now be back in the “Under Review” state and has been sent back to the reviewer.