**Respond to Stipulations**
**(after Expedited or Full Board Review)**

In some cases, submissions may be approved with stipulations. The Principal Investigator is required to submit additional information to satisfy the stipulations prior to final approval.

1. Go to your **home page - My Inbox** tab

2. Find the **Application with Stipulations Pending**, and click on its **name**

3. Click on **View or Response to Stipulations**

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**Home page**

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**Study home page**

**Application with Stipulations**

- **Description**: Respond to Stipulations
- **PI**: Unknown
- **Coordinator**: training@sb.com
- **RSRB Case Number**: RSB00003151
- **Board**: IRB - Medical
- **5-Year Reapproval**: 1/7/2008
- **Date Submitted**: 1/7/2008
- **Date Entered This State**: 1/7/2008
- **Meeting Date**: 1/05/2008
- **Meeting Time**: 4:30 PM

**History**

- **Activity Date**: 1/07/2008
- **Activity Type**: Update
- **Last Change Date**: 1/07/2008
- **Last Change Type**: Update
- **Last Change Description**: Update

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37  Created: 7/08

Revised: 4/11, 3/12, 3/13
4. Click on **Respond** to review the stipulations under **Stipulations** requiring response for approval

5. Review the **Specialist Instructions**

6. Review all items under the **Stipulation Documents**

7. Type in your **comments** (this is required)

8. If applicable, **upload a memo** responding to the stipulations

9. If you have **addressed all stipulations**, click the **OK** button

10. If you have not addressed all stipulations, click the **Cancel** button

**Note:** If you hit Cancel, non of the information will be saved.
11. When you have completed all stipulations, select **Yes**

12. Click the **OK** button

**Note:** This will send the application back to the RSRB Specialist.