How to Respond to Review Comments via ConRAD

1. When your study has been reviewed, you will receive an e-mail with the file number, your last name and the status in the subject line, advising you of any issues that need to be addressed. Please copy these comments into a Word document, and under each one, explain how the issue has been addressed. For example
	1. If you are asked to supply a revised document with changes highlighted, simply state “Revised as requested.”
	2. If you are asked to supply additional documents, simply state “Uploaded as requested.”
	3. If you are asked to answer an open ended question, please answer it in the Word Document



Please prepare the documents before logging into ConRAD and where you are preparing a revised document, give it a different filename from the one initially submitted. Please upload the responses in the Word document along with any new or revised documents as described below.

You will also receive a “system e-mail” prompting you to log into ConRAD.

1. Once all documents are ready to upload, log into ConRAD the same way you did to submit the study initially. To view the application, click on “Applications (Submitted – Requiring my Attention)”



1. Select the appropriate protocol and click “Edit”.



1. Go to the Attachments tab and click “Add Attachment”. Click on the “Browse” button and select the document you wish to upload. Leave the “Version Field” blank unless the document has a version date other than today’s date. Select a “Doc/Agreement” type and click the “Add Attachment” button.

Please attach each document individually, i.e. do not merge documents together.

If the document has been assigned a version date, enter it here. Under “Doc / Agreement” select the appropriate document type. Click on “Add Attachment”. Repeat for any additional documents.



1. When all documents have been uploaded, click “Re-Submit”.