**Researcher Amendment Guidelines**

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| * Comments which require action are indicated by a red flag (notresponded).
* General comments are indicated by a blue flag gen_comments, which do not require action
* To access these comments:view comments
* Please respond to our comments by creating a new comment which clearly identifies the question you are responding toeg: B.1 RESPONSE: xxx
* Please do not change the original text unless the change relates to a date or tick box. You still need to create a 'New Comment' advising HREC of the change.
* Changes to Attachments (Section M)
	+ Changes must be made using tracked changes (or highlighting) within Word so that reviewers can easily identify what has been changed.
	+ The new documents must be re-attached using a different file name.
	+ To replace a document, first uncheck the 'soft copy' checkbox, then re-upload
* After entering a response to an Action Note comment, click the check box next to our action note, then click 'Mark Selected Comments as responded'. The flag will change from red to yellow.respond comments
* **Please note**: you will not be able to make a change to documents or a field after you have marked the comments as responded on a given page - this locks the form.
* Once all flags are changed to yellow you can now submit the application back to the Ethics Officer.Please click on the Action Tab and Select 'Return to Ethics Officer'.
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