***Date of revision submission here (MM/DD/YYYY)***

Dr. Simon Carlo IRB Chair

Ponce Health Sciences University 388 Zona Industrial Reparada 2 Ponce, Puerto Rico 00716

Dear Dr. Carlo,

I am submitting the following corrections for your revision and consideration concerning the research proposal number ***[Insert protocol number here]****,* titled “**[*Insert study title here]***”. Below you will find our written response to the revisions the board proposed:

|  |  |
| --- | --- |
| **IRB Notes** | **Researcher Response** |
| Concern #1 | Response #1 |
| Concern #2 | Response #2 |
| Concern #3 | Response #3 |
| Concern #4 | Response #4 |
| Concern #5 | Response #5 |
| Concern #6 | Response #6 |
| Concern #7 | Response #7 |

Steps to submit protocol revisions:

1. Copy all IRB concerns and paste them to the “IRB Notes” column.
2. Write your response to each concern in the “Researcher Response” column.
3. If there are any required changes in the Streamlyne Questionnaire, you must add "R" (as in Revised) and the date (MM/DD/YYYY).
4. Any modifications to uploaded protocol documents must be clearly highlighted in yellow—every change, without exception.
5. After making all modifications, **merge all protocol documents into a single PDF file**, **placing the IRB Committee Concerns Template as the first page**. Make sure to upload ALL your protocol documents in this PDF file.
6. When uploading the revised document, navigate to the Notes and Attachments section of your protocol. Locate the original file and replace it with the updated version. Make sure to delete all documents that are repeated.

**Your protocol will be returned to PI if it does not comply with any these instructions.**