**GUIDANCE FOR REVIEWING AND ADDRESSING PRE-REVIEW COMMENTS**

Login to the online IBC registration form (<ibc.research.upenn.edu>) and open the IBC registration.

When the IBC registration file is opened, you would see on the top the “Review Comments” section listing the comments that are entered. NOTE: the display below is an example using a mock IBC registration.

Graphical user interface, application, email

Description automatically generated

Clicking on the (+) sign in the “#” column will open the comments that are entered.  Or alternatively, use “expand rows (+)” to open all comments.

Clicking on the item in the “Section/Field” column will let you jump to the section where the comment is entered. In the example above, clicking “Genes” will let you jump to the **Genes** section of the form.

On the top right of **Genes** section, you will find a box for “View/Add review comment”:

Graphical user interface, table

Description automatically generated

Click that box to open the list of comments for that particular section:

Graphical user interface, text, application, email

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Use the (+) button in the “#” column to open the comment and follow the direction for the correction/revision needed.

Using the balloon in the “Action” column, you can summarize the action that you take for that particular comment.

Follow the same steps for all comments. Once the pre-review comments are addressed, click “Review and Submit” at the bottom of the browser to re-submit the IBC registration for Biosafety verification.

Graphical user interface, application

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This will take you to another page, and be sure to “Confirm and Submit” to sent out the IBC registration for a verification for the corrections/revisions.