Steps to follow if you receive a letter from IRB7 saying that your ICF language requires modification

**STEP 1: Login in to IRB7**

1. Open an Internet Browser (Internet Explorer, Google Chrome, etc.) and type \https://eprost.med.miami.edu\.
2. Click login and enter your Cane-ID and Password.
3. Navigate to the eProst ID corresponding to the notification received.
4. Once on the **History Tab** click “CTRL + F” enter CTD Ancillary in the search bar.
5. Once the search has successfully found the CTD Ancillary Review click on the ‘Activity’

6. The CTD Ancillary Review form will open.
7. Go to item ‘**9. Comments:**’ this is where you will find what changes are needed to the version of the ICF indicated in item ‘**7. EProst ICF Version**’. 
**STEP 2: Modifying and resubmitting ICF**

1. Make the changes in your ICF as recommended by the CTD Ancillary Review Committee.
2. Upload the document to IRB7 and have the PI resubmit for review.
3. The IRB Coordinator will follow-up if needed.