**Post-Review Process**



After the review is complete, the IRB administrator prepares to communicate the outcome to the study team and to watermark documents.

**Work Instructions:**

* Log into the Click Portal and click on the **IRB** tab in the top navigation menu.
* Click the **Name** of the study.
* From the **Study Workspace**, click **Finalize Documents** on the left.
* *Finalizing the documents creates a PDF copy of each document selected and stamps it with a watermark.*
* Select the appropriate **Draft** document(s) and then click **OK**.
* From the **Study Workspace**, click **Prepare Letter** on the left.
* Click the **Generate a draft letter from a template** drop-down menu
* Select a template
* Click **Generate**
* Click on **Draft letter** link
* Edit as needed, save as and Close
* Click **Upload Revision**
* Click **Browse**, select the letter and click **OK**
* Click **OK** to return to the Study Workspace
* Click **Send Letter** on the left. In the Send Letter window, click **OK**.