



How To – Respond to Clarifications Requested

1. Log in to the Huron System using your SSO credentials: <https://tamu.huronresearchsuite.com/>
2. Navigate to **My Inbox** within the **Dashboard** tab
3. Select the specific request that is in a state of **Clarifications Requested**. Alternatively, you can use the link directly from the email notification to take you straight to the request
4. Read information on the **History** tab to explain the clarifications needed for the review
5. Select **Edit Pre-Approval Request**
6. Edit any necessary information in the **Activity Information** section
7. Select **Continue**
8. Select **Submit Response**
9. A screen will pop up to allow you to enter any applicable comments and/or supporting documents regarding the response you are submitting
10. Select **OK**
11. The Pre-Approval Request will automatically return to a state of **Under Review**