Responding to Reviewer Requests in SafetyNet
1. Logon to SafetyNet ([http://safetynet.research.ucla.edu](http://safetynet.research.ucla.edu)) using your UCLA Single Sign-on credentials

*Only the PI or PI Proxy can respond to reviewer requests*
2. In your Inbox, **select the BUA** that needs your attention by clicking on the name of the BUA.

Questions? Contact us at oibc@research.ucla.edu; (310) 794-0262
3. In the BUA Workspace, click **Edit BUA**

To view comments from the Committee or Reviewers, click **Edit BUA**

You may also view a list of all comments by clicking on the **Reviewer Notes** tab.
4. Provide a response to each Reviewer Note
5. Update the Smartform as requested

Note: Not all comments require a response. If “Response Required” is indicated, then a response must be provided.

- Type your response to the comment
- Update the form as requested
6. Click **Next** to go to the next comment.

Tissues, Blood, or Body Fluids

1. * List category, type, and source of all tissues, blood, and body fluids:

<table>
<thead>
<tr>
<th>Source Species</th>
<th>Material</th>
<th>Biocontainment Level(s)</th>
<th>Pathogens</th>
<th>Used in Animals?</th>
<th>Used in Humans?</th>
<th>Genetically Modified?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human</td>
<td>Cerebrospinal Fluid (CSF)</td>
<td>BSL-2</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
</tr>
</tbody>
</table>
7. Once all Reviewer Notes have been addressed, click **Exit** to return to the BUA Workspace.

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8. Click **Submit Response**. This will return the BUA to the administrative staff and you will no longer be able to make changes.

*Only the PI can submit responses*