

## Administrative Modifications Required

If you forgot to add a document to the package or HRPP determines you need to edit any of your documents, your package will be **Unlocked** and Board Action will say **Modifications Required**

- In the My Project tab, there will be a **red unlocked lock icon** beside the project that needs revisions; you will not be able to edit the package until it has been unlocked
- You can open the project by clicking on the **Project Title**
- To find the revision requests, click on the **Review Details** tab on the right under Package
  - Under **Board Documents**, there will be a **Request for Information**
  - Click on the **Paper Icon** to open the document to see what issues need to be addressed
- In the Designer, use the **pencil icon** to edit a document by uploading the new version or Attach New Document
- When finished, click **Mark Revisions as Complete** at the top of the Designer page – this will lock the package and notify HRPP that revisions have been made.