Frequently asked questions on the KCDB web platform

**QUESTION 3**  How do I submit CMCs where no JCRB review is required (editorial changes, increased uncertainties, reduced ranges)?

**ANSWER 3**  *The writer makes the changes; indicate these in the review comments and submit the CMC to the TC Chair. The TC Chair makes sure that no JCRB review is needed and submits the CMC to the KCDB Office. The KCDB office then places the CMCs on-line.*

*A detailed description is given below.*

1. The eligible **CMC Writer** logs in with the credentials provided in the registering process and makes the editorial changes to their CMC(s):
   a. **Login**
   b. Click CMCs → My CMCs → Institute CMCs
   c. Select the CMC to modify and activate the “update” in the far right column to enter the CMC form.
   d. Make the required changes in the form. Please notice that text must be added to all fields marked with a red “*”. As this case is for an editorial modification, this should be indicated in the “Information to reviewer” fields. Please describe the modification that has been made.
   e. It is mandatory to tick the checkbox “I confirm that I am authorized by my institute to submit this CMC for review, and that supporting evidence of the RMO approval of the Quality System is provided”.
   f. Submit the CMC by clicking the button “SUBMIT”.

2. When notified, the **TC-Chair** checks the individual changes:
   a. Log in as TC-Chair
   b. Choose CMCs → My RMO space → CMC without reviewer
   c. Verify the changes. As these changes should only be editorial, increased uncertainties or reduced ranges, an action in the right column is not required. Submit the CMCs directly to the KCDB Office by ticking the select boxes for the CMCs and click the button “SUBMIT TO THE KCDB”.

3. The **KCDB Office** will carry out final editorial checks before publishing the CMCs on the open website.