Submitting a Completed Application

Important Information

- New applications must be submitted by the Principal Investigator (PI).
- Prior to submitting a new study application, Co-Investigators and Faculty Advisors must accept their roles on the study.
- Prior to submitting a new study application, it is recommended that Study Teams:
  - Run and complete all required fields on the application.
  - Run the Application Checklist and complete all required information.

1. Click the name of the completed application to be submitted from Require Action by Study Team section of My Inbox.

Note: The completed application will appear in the Ready to Submit section of the My Inbox for the Principal Investigator if study staff flagged the application as ready to submit so it appears in this section of the PI's inbox.

2. Once all the required sections are complete, you are to submit the application using either option below:
   - From the Study Workspace, click Submit Application
   - OR
End of Application

- From the **End of Application**, click **Submit Application**.
3. Upload or update your CV, resume or biological sketch.

4. Complete the **Conflict of Interest** information.

5. Select the checkbox to indicate agreement with the **Investigator Assurances**.

6. Click **OK**.