Tracking a Submitted Application

1. This example shows study applications that have been approved and appear in **Approved**.

   **Notes:**
   - Submissions only appear in **My Inbox** if an action is required by you.
   - All new submissions appear in **In Progress**.
   - Amendment, Continuing Review, and Adverse Event submissions appear in **In Progress** prior to approval. Once approved, these submissions can be viewed by accessing the parent study.
   - Exempt and Not Regulated applications appear in **Exempt and Not Regulated**.
   - Completed or withdrawn studies appear in **Archived**.

2. The **State** column displays the current state of the study.

3. Click the **Name** of the study to view more detail.
eResearch Study Workspace

4. The status bar shows the progression the study application has made through the approval process.

5. The **Current State** of the study appears below the status bar.

6. Activities for each study appear in **Correspondence**.

   **Note:** Items listed in **Correspondence** indicate actions that have already taken place. These buttons are not active function buttons.

7. The **Documents** tab displays all documents related to the study.

   **Notes:**
   - Documents appearing in: **Approved Documents** are consent recruitment materials that have been finalized by Core Office Staff. **Supporting Documents uploaded by core staff** are other documents added to the application workspace by Core Office Staff.
   - Links to documents included in the study application by the study team appear in **Supporting Documents in the Study**.