Submitting Requested Changes

Requested changes can be made to an Application, Amendment, AE/ORIO, Continuing Review, or IBC Request. This procedure show example screen shots from an application.

1. Submissions that require action appear in the **Require Action by Study Team** section of My Inbox.
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. View the requested changes in the **Outstanding Issues** section of the **Correspondence** tab.
5. Click **Edit Study** to make the requested changes to the submission and save the changes or click on the blue text under Outstanding Issues to go directly to that section of the study.
   - Click **Exit** to exit the submission and return to the **Study Workspace**.
6. When you have completed all required changes, click **Submit Changes to Core Staff** from the Study Workspace or the End of the Application.

7. Indicate the changes made in response to the **identified issues**.

8. Enter **Comments**, if applicable. **Note:** If all requested changes were not made, a comment is required.

9. Click **OK**.
10. A record of the submitted changes appears in the Correspondence tab.

11. Click Change Tracking to view the specific changes.

12. Click Change Tracking to view the details about each change.

Note: Click the page reference to go to the specific section of the study application.
13. The **Old Value** and **New Value** display the changed values for each property.

14. In the breadcrumb trail, click the name of the study to return to the **Study Workspace**.

   **Note:** The submission will appear in your [In Progress] tab of your Home Workspace.