Study Approvals and Submitting Contingencies

Important Information

- When the IRB meets to review applications, its decisions are recorded in eResearch and study teams are notified via email of the decision. The study team can view the status of the application at any time in eResearch.
- In some cases, submissions may be approved with contingencies. Study teams are required to submit additional information to satisfy the contingencies prior to full approval. Research cannot begin until final approval has been obtained.

eResearch Study Workspace

1. The study team is informed of pending contingencies via email notification. A link is provided to view this letter directly in eResearch. Any contingencies can be viewed in the **Outstanding Issues** section of the **Correspondence** tab.

2. Click **Edit Study** to make the requested changes to the study application and save the changes or click on the blue text under Outstanding Issues to go directly to that section of the study.
   - Click **Exit** in the Study Application to return to the **Study Workspace**.

3. Click **Submit Contingencies** from the End of the Application or Study Workspace to indicate that you have completed the request.
4. Indicate the changes made in response to the identified issues.

5. Add Comments, if necessary.

   Note: If all requested changes were not made, a comment is required.

6. Click OK.

7. The submission will appear in your In Progress tab of your Home Workspace.