

Using the eResearch Home Workspace

eResearch Home Workspace

1. Verify **Study Staff** is displayed on the Home Workspace.
Note: If Study Staff is not displayed, click the **Study Team Member** link under My Roles.
2. The following tabs are available in your Home Workspace:

My Inbox - Displays items in your Inbox. It has the following sections:

- o **Ready to Submit**
- o **Need to Accept Role**
- o **Require Action by Study Team**

NOTES:

- o **My Inbox** is active. When a tab is active it appears in blue.
- o Submissions will not appear in **My Inbox** unless you are required to make changes or take some other action on the Submission.
- o **My Inbox** sections can be sorted using the **Filter by** drop-down.

In Progress - Displays all of your Submissions that are currently in progress.

Approved - Displays all of your approved Applications & IBC Registrations.

Exempt and Not Regulated -Displays all exempt and not regulated Applications.

Approaching Expiration - Displays all of your Applications & IBC Registrations that are approaching expiration.

Archived - Displays all archived Applications.

3. Click **New Study** to create an application for a new study.
4. Click **My Home** from any page in eResearch to return to your Home Workspace.
5. Click **Logoff** to exit eResearch.