1. Verify that 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:
     - Ready to Submit
     - Need to Accept Role
     - Require Action by Study Team
   **NOTES:**
     - **My Inbox** is active. When a tab is active it appears in blue.
     - Submissions will not appear in My Inbox unless you are required to make changes or take some other action on the Submission.
     - 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 to create an application for a new study.

4. Click from any page in eResearch to return to your Home Workspace.

5. Click to exit eResearch.