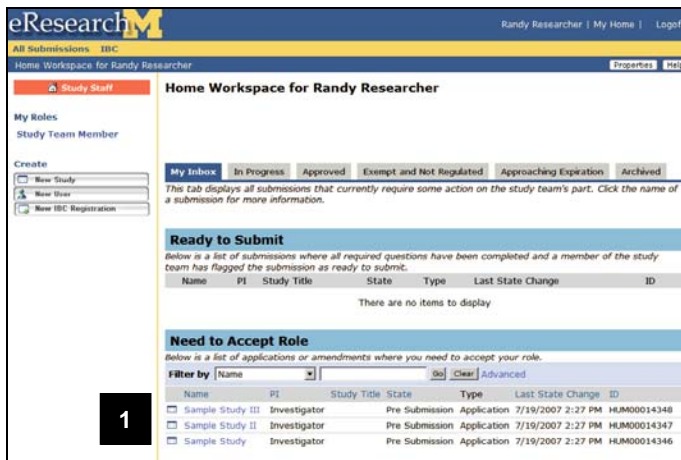


Posting Correspondence

Important Information

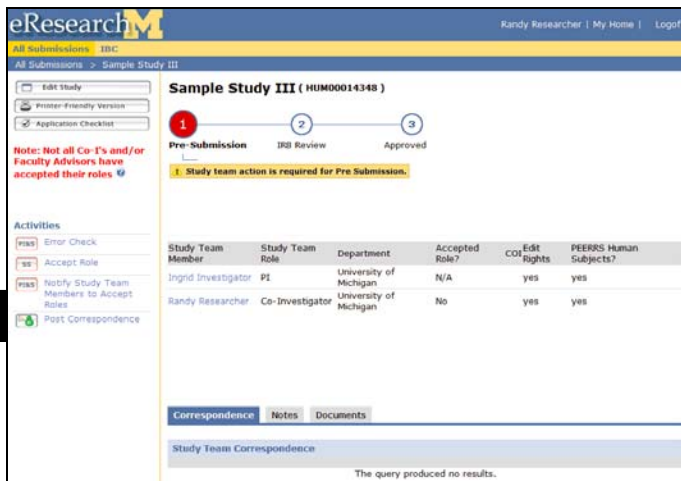
- Study Team Members can use the Post Correspondence activity in eResearch to communicate with others involved with the study.
- Messages posted using the **Post Correspondence** activity are permanent and visible to anyone with access to the Study Workspace (e.g., Study Team Members, Core Committee Staff, IRBs, Ancillary Committees, regulatory officials).

eResearch Home Workspace



1. From your **Home Workspace**, click the name of the submission to access the **Study Workspace**.

eResearch Study Workspace



2. Click **Post Correspondence**.

Correspondence Window

Post Correspondence

Test study for eResearch PI new application (HUM00005441)

Comments and documents are posted to the Study Workspace.

Comments and documents are visible to anyone with access to the study and cannot be deleted. This includes:

- Study Team Members
- Committee Staff
- Committee Members
- Technical Staff
- Regulatory parties

Comments:

3

Revised documents that were originally uploaded in the application should NOT be uploaded here; these documents should be uploaded to the appropriate section of the application. Post Correspondence is a communication tool only, and will not update or submit your application.

For more information on working with documents, [see Help](#).

Attach documents here:

Add

name	version
There are no items to display	

To send a notification of this posted correspondence, you **MUST** check a recipient below.

Study Team Member	Role on Study
<input type="checkbox"/> Ingrid Investigator (University of Michigan)	PI
<input type="checkbox"/> Randi Researcher (University of Michigan)	Co-Investigator

Required Core Committees

IRBMED

6

OK Cancel

3. Enter your **Comments** to the Study Team.

Note: Post Correspondence is a communication tool only and will not update or submit your application.

4. Click **Add** to attach documents, if needed.

Note: Revised documents that were originally uploaded in the application should NOT be uploaded here. They should be uploaded to the appropriate section of the application.

5. Select the desired recipients of your correspondence.

6. Click **OK**.

Note: The selected recipients will receive an email notification of the correspondence.