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

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.