Important Information

Prior to submitting the application, you can display a list application sections that are not complete by running the Application Checklist. You can then jump to incomplete sections and complete all required information.

eResearch Home Workspace

1. Click the name of the application to be submitted from Require Action by Study Team section of My Inbox.

eResearch Study Workspace

2. Click Application Checklist.
3. The Application Checklist Progress window displays the current progress status of each section of the application.

4. Click the name of an incomplete section to jump to that section within the application.

5. Make the necessary changes.

6. Click **Save**.
7. Keep the Application Checklist **Progress** window open to quickly navigate to incomplete sections within the application.

8. Click **Close** to close the application checklist and return to the Study Workspace.