Important Information

- Using the Move to Ready to Submit Inbox Activity, a Study Team member can send an email to the selected study team members that the application is ready to submit and moves the application into the Ready to Submit section of the Inbox for all who have access to submit.
- The application must be complete before using the Move to Ready to Submit Inbox Activity.

eResearch Study Workspace

1. Prior to using this activity, Co-Investigators and Faculty Advisors must accept their roles on the study.

   - From the Study Workspace, click

     ![Move to Ready to Submit Inbox](image1)

   OR

   - From the End of Application, click

     ![Move to Ready to Submit Inbox](image2)
Notify Study Team Members to Accept Role

2. Select the appropriate Study Team Members.

3. If applicable, enter comments that you want included in the email notification.

4. Click OK to send an email to selected study team members that the application is ready to submit and move the application into the Ready to Submit section of the Inbox for all who have access to submit.

Note: In the Study Workspace, “Ready to Submit” displays in red.