Tracking a Submitted Application and Approved Documents

Home Workspace

1. This example shows study applications that have been approved and appear in the Approved tab.

Notes:
- Submissions only appear in My Inbox if an action is required by you.
- All new submissions appear in In Progress.
- Amendment, Continuing Review, and Adverse Event submissions appear in In Progress prior to approval. Once approved, these submissions can be viewed by accessing the parent study.
- Exempt and Not Regulated applications appear in Exempt and Not Regulated.
- Applications expiring within 90 days appear in Approaching Expiration.
- Completed or withdrawn studies appear in Archived.

2. The State column displays the current state of the study.

3. Click the Name of the study to view more detail.
4. The status bar shows the progression the study application has made through the approval process.

5. The **Current State** of the study appears at the top left corner of the workspace.

6. Activities for each study appear in **Activities and Correspondence**.

   **Notes:**
   
   - Items listed in **Correspondence** indicate actions that have already taken place. These buttons are not active function buttons.
   
   - Click **See Approval Letter** under Activities to open and view the Approval Letter.

7. The **Documents/Related Records** tab displays all documents related to the study.

   **Notes:**
   
   - Documents appearing in **Finalized Documents** are consenter recruitment materials that have been finalized by Core Office Staff.
   
   - Links to documents included in the study application by the study team appear in **Documents in the Study**.
   
   - **Supporting Documents** uploaded by core staff are other documents added to the application workspace by Core Office Staff.