Using the Post Correspondence Activity

Study Team Members can use the Post Correspondence activity to communicate with others involved with the study. Post Correspondence is a communication tool only and will not update or submit your application.

The posted messages 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).

This procedure assumes you know how to locate and open a submission from your Home Workspace.

Study Workspace

1. Click Post Correspondence from the Activities menu.

Post Correspondence Window

2. Enter or edit an Email Subject.

3. Enter your Comments.

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. If you need to include non-study team members in the correspondence, click Add in the Other People to Notify field and select the person from the list. Repeat the process for all additional people.

7. Click OK.

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