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.

eResearch Study Workspace

1. Click Post Correspondence.

2. Enter your Comments in the field provided.

3. Click 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.

4. Select the desired recipients of your correspondence.

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

6. Click .

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