Using the Move to Ready to Submit Inbox Activity

A study team member can use the **Move to Ready to Submit Inbox** activity to alert selected team members that the study application (or amendment, if applicable) is ready to submit. This activity moves the application (or amendment) into the **Ready to Submit** section of the Principal Investigator’s Inbox (and/or anyone else with access to submit) and sends an email notification.

**Important Information**

- The application must be complete before using this activity.
- Prior to using this activity, Co-Investigators and Faculty Advisors must accept their roles on the study.

**eResearch Study Workspace**

1. From the Study Workspace (or Amendment Workspace, if applicable), click **Move to Ready to Submit Inbox**.

   OR

2. From the End of Application page within the application, click **Move to Ready to Submit Inbox**.

   After clicking **Move to Ready to Submit Inbox**, the system automatically runs an error check. Any errors must be addressed before proceeding.

3. Select the appropriate **Study Team Members** to notify.

4. If applicable, enter comments that you want included in the email notification (e.g. reminders to accept role for the study).

5. Click **OK**.
Study Workspace

In the Study Workspace, a “Ready to Submit” alert displays in red.

Removing an Application from the Ready to Submit Inbox

A Remove from Ready to Submit Inbox activity becomes available to use if an application needs to be pulled back to the Require Action by Study Team list in the Inbox.

Study Workspace

1. Select the Remove from Ready to Submit Inbox activity.
2. Repeat steps 2-4 from above.

Note: In the Study Workspace, “Ready to Submit” alert disappears (not shown).