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.

**Study Workspace**

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

   **OR**

   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.

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

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

4. Click **OK**.
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, the **Ready to Submit** alert disappears (not shown).