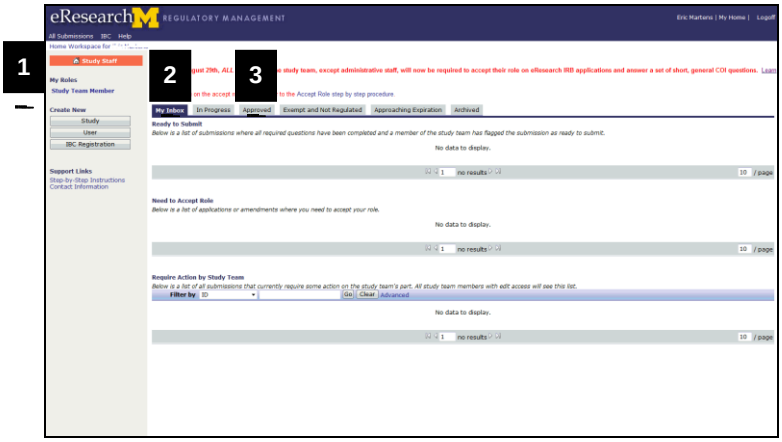
Study Team – Finding Approved IBC Registrations

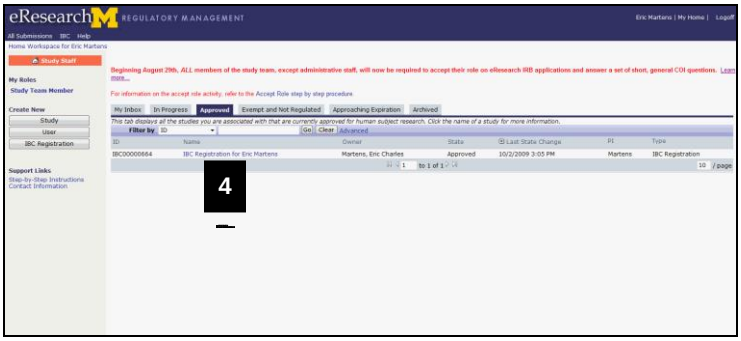
A Study Team member may need to find approved IBC registrations for a variety of reasons such as amending, renewing, or withdrawing an approved registration.

Study Staff Home Page



1. Verify **Study Staff** is displayed on the Home Workspace or select it from the **My Roles** list.
2. Click the **Approved** tab. The following tabs are also available in your Home Workspace:
   - **My Inbox** – Displays items in your Inbox.
   - **In Progress** – Displays all Registrations that are currently in progress.
   - **Exempt and Not Regulated** – Displays all Exempt and Not Regulated Registrations.
   - **Approaching Expiration** – Displays all Applications expiring within 90 days.
   - **Archived** – Displays all Archived Registrations.

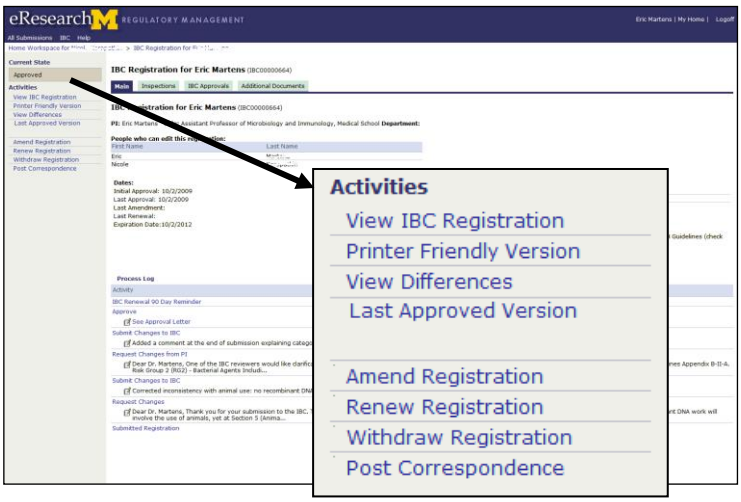
Approved Tab



The Registration ID is displayed, along with the name of the Registration, date modified, type, owner, state, and last state change information.

4. Click the **Name** of the Registration to open the Registration Workspace.

Registration Workspace



The following **Activities** are available in the Registration Workspace:

- **View IBC Registration** opens a read-only view of the Registration.
- **Printer Friendly Version** opens a printer-friendly version of the Registration.
- **View Differences** shows all changes to the Registration between versions. If no previous versions are found, no changes will be displayed.
- **Last Approved Version** opens the last IBC approved version of the Registration.
- **Amend Registration** adds a new amendment to the Registration.
- **Renew Registration** renews an expiring IBC Registration.
- **Withdraw Registration** withdraws a previously approved IBC Registration.
- **Post Correspondence** to communicate with others involved in the study.