When a submission (application or amendment) is assigned to an MCRU Reviewer, the submission displays in the reviewer’s **Inbox** tab. The reviewer can then complete the reviewer checklist and submit their review as many times as necessary; however, the first time the review indicates that the submission is approved, the submission moves to the reviewer’s **In Progress** tab. Once MCRU review is complete, it displays on the reviewer’s **Completed** tab.

### MCRU Reviewer workspace

1. Select **MCRU** from **My Roles**, or verify it is selected.
2. Click the **Name** of the application or amendment you wish to review.

### Submission (Application or Amendment) workspace

3. Click **Submit Clinical Review**.
   **Note:** The name of this activity will display differently depending on the reviewer’s role (e.g., Submit Financial Review, Submit Lab Review).
4. Complete all of the required questions/sections in the reviewer checklist.
5. Click **OK**.