When a submission (Human Subjects Application or Amendment) is assigned to be reviewed by the Cellular Therapy Ancillary Committee, the submission displays in the reviewer’s **Inbox** tab. The reviewer can then review or postpone the submission, which moves the submission to the reviewer’s **In Progress** tab. Once Cell Therapy Ancillary Committee review is complete, it displays on the reviewer’s **Completed** tab.

### Cell Therapy workspace

1. Select **Cell Therapy** from **My Roles**, or verify that it is selected.

2. Click the **Name** of the Application or Amendment to review from the **Inbox** or **In Progress** tabs.

### Submission (Application or Amendment) workspace

3. Click **View Study**, **View Amendment**, **Application Checklist**, or **Submission Summary**.

4. After you’ve reviewed the Application or Amendment, click the applicable activity to:
   - **Update Cell Therapy Staff Info**,
     - Use this activity to enter or select the **Staff Owner**.
     - **Note**: You can change the **Staff Owner** at any time.
   - **Postpone Cell Therapy Review**, or
   - **Complete Cell Therapy Review**.
5. Complete the required questions in the activity window, and enter Cell Therapy Staff Notes, if desired.

6. Click OK.

Notes:
A. “Additional Review Status: Cell Therapy Review In Progress” (or Complete) will display in the Application or Amendment workspace.

B. If you entered or changed the Staff Owner in the Update Cell Therapy Staff Info activity, the Staff Owner name will display on the submission workspace.

C. The In Progress and Completed tabs of your Home workspace will display the Staff Owner and Staff Notes.