My Inbox

Navigation

“My Inbox” displays items that the user needs to take action on. This includes submissions from all UVMClick modules.

Sample “My Inbox:"

From “My Inbox” you will see:

1) A list of submissions requiring action
2) Submission ID (aka protocol number/amendment number)
3) Protocol or Submission short name/title
4) Date submission was created
5) Date submission was last modified
6) State of the submission within the workflow process

In the example above it shows two submission IDs awaiting action

PROTO201900008
This a new protocol started by this PI that is in a Pre-Submission state. That means the protocol was started (still in the works) and has not yet been submitted to the RPO office.

AMEND201900001
This Inbox is that of an IACUC Committee member. The Amendment is in a state of Committee Review. It is awaiting a final committee determination. Only protocols in this state will show in the Inbox of a committee member.
For Principal Investigators/Proxies their “My Inbox” displays:

- Items not yet submitted to the Research Protections Office for review
- Items returned from the Research Protections Office or IACUC that require attention

For example:
- New protocols still being prepared and not yet submitted to the RPO Office
- Clarifications requiring a response
- Expired training for protocol team member and/or amendment change requests