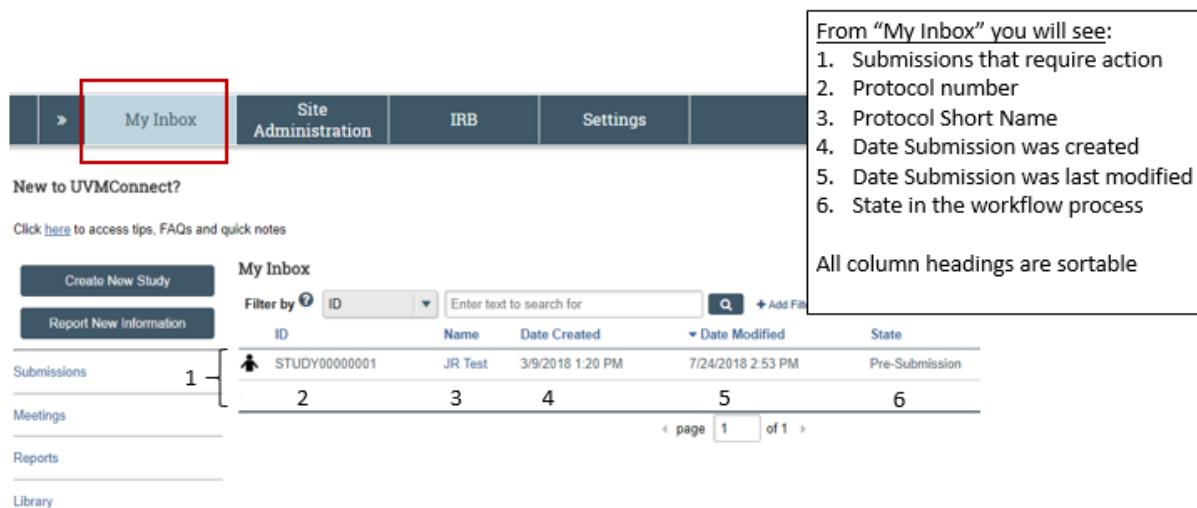


My Inbox

Navigation

“My Inbox” displays items that the user needs to take action on.

Sample “My Inbox:”



From “My Inbox” you will see:

1. Submissions that require action
2. Protocol number
3. Protocol Short Name
4. Date Submission was created
5. Date Submission was last modified
6. State in the workflow process

All column headings are sortable

	ID	Name	Date Created	Date Modified	State	
Submissions	1	STUDY00000001	JR Test	3/9/2018 1:20 PM	7/24/2018 2:53 PM	Pre-Submission
Meetings	2	3	4	5	6	

In the example above it shows a new protocol that was created on 3/9/2018 and has not yet been submitted to the RPO Office (State = Pre-Submission).

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 IRB 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 study team member change requests