PI – Submitting a Completed Application

Only the PI can submit a completed study application. Before submitting, all required fields on the application must be complete, all applicable members of the study team must accept their role, and the application must be moved to ready-to-submit. It is also recommended that you run the **Error Check** and **Application Checklist** activities before submitting the application. For more information, see the Preparing an Application for Submission step-by-step procedure.

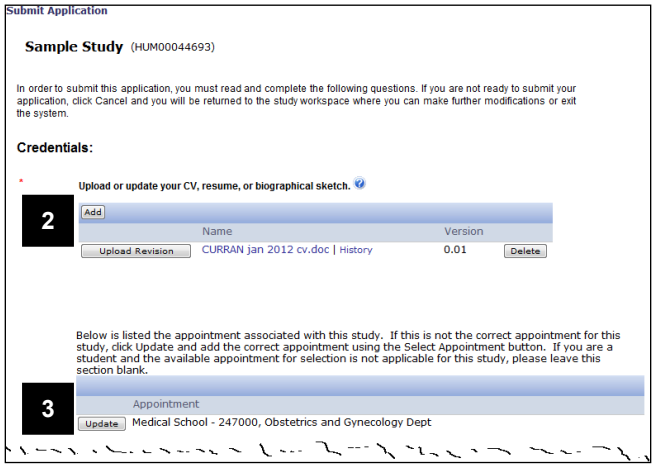
Study Workspace

1. After clicking the name of the study from the **Ready to Submit** section of your **Inbox**, click the **Submit Application** activity in the Study Workspace.

Notes:

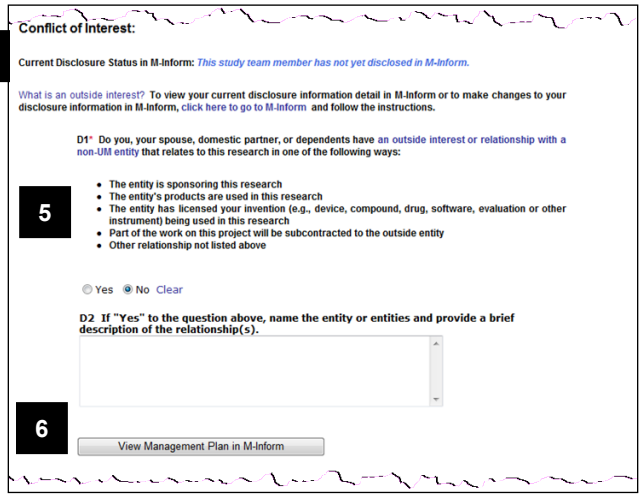
- You can also click **Submit Application** from section **45. End of Application** of the Study Application (not shown).
- After clicking **Submit Application**, the system will automatically run an error check. You must address all errors before proceeding.

Submit Application Window



2. (Optional) Click **Upload Revision** to update any documents listed in the **Credentials** section, or click **Add** to upload any new documents to the section.
3. (Optional) Click **Update** if you wish update the appointment associated with the study.

Submit Application Window (Cont.)



4. Note your **Current Disclosure Status in M-Inform**.
5. Read COI question **D1** and respond by clicking the applicable Yes/No radio button. If your answer to D1 is "Yes," complete question **D2**.

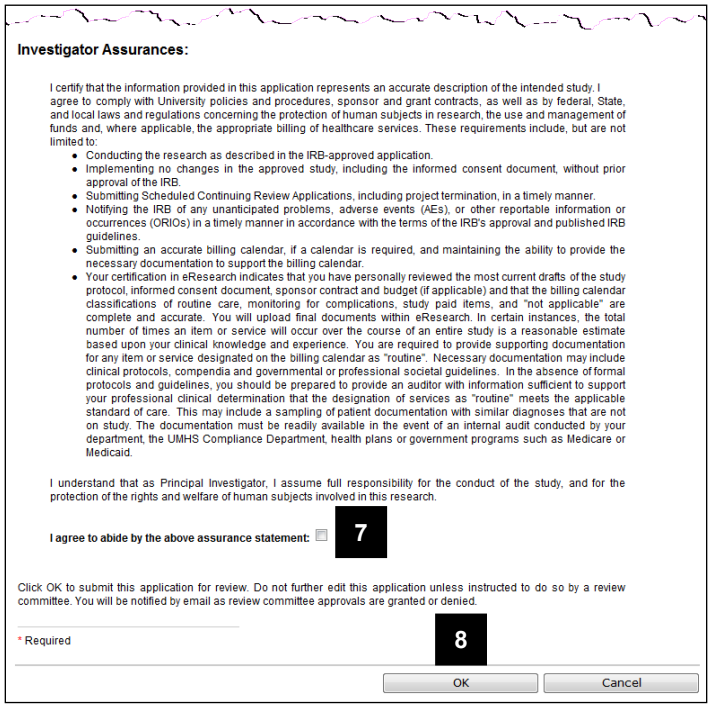
Note: Depending on a combination of your current disclosure status and your response to the COI question, you may be required to update your disclosure in M-Inform before submitting. See below for more details.

6. (Optional) Click **View Management Plan in M-Inform** to verify that one exists, or in order to update your current disclosure in M-Inform.

Disclosure Status / COI Question Response Scenarios

- In ALL cases where you answer "no," you can submit the application.
- If you answer "yes" and have not disclosed, you will have to disclose in M-Inform before you can submit.
- If you answer "yes" and have disclosed but have no outside interests, you will have to update your disclosure in M-Inform before you can submit.
- If you answer "yes" and have disclosed and have outside interests, you will be able to submit the application but will see a pop-up warning that says if necessary, update your disclosure information.

Submit Application Window (Cont.)



7. Check the box to indicate that you agree to abide by the **Investigator Assurance** statement.
8. Click **OK** to submit the application for review by the appropriate committee(s).