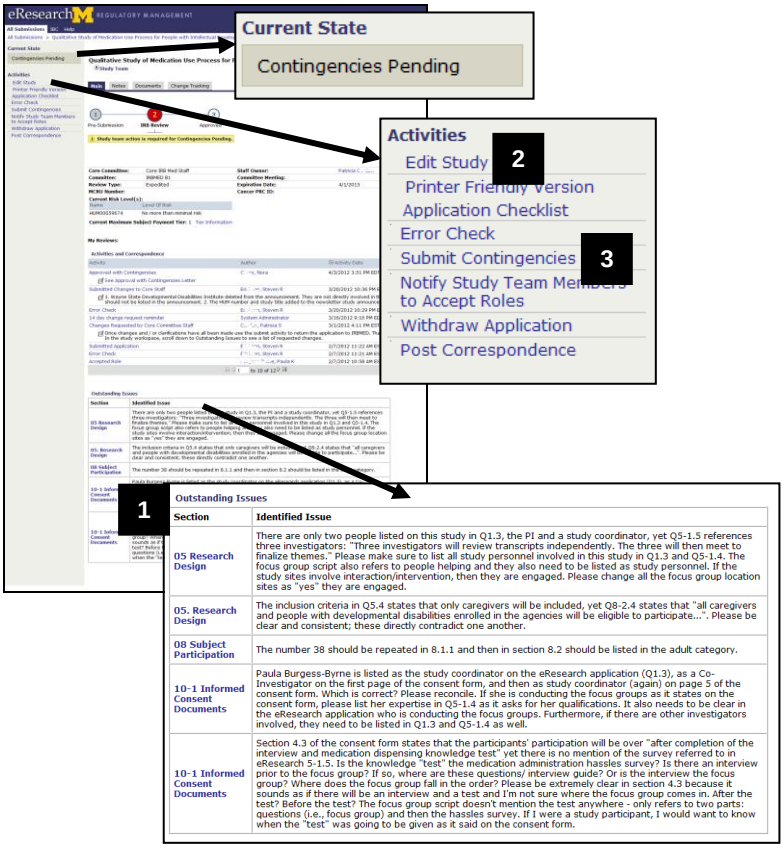
Submitting Contingencies

In some cases, submissions may be approved with contingencies. Study teams are required to submit additional information to satisfy the contingencies prior to full approval. The study team is informed of pending contingencies via a Contingencies Letter email notification, which also includes a link to the study. The **Outstanding Issues** table at the bottom of the Study Workspace lists all contingencies that must be addressed. The Current State of the study is **Contingencies Pending**.

eResearch Study Workspace



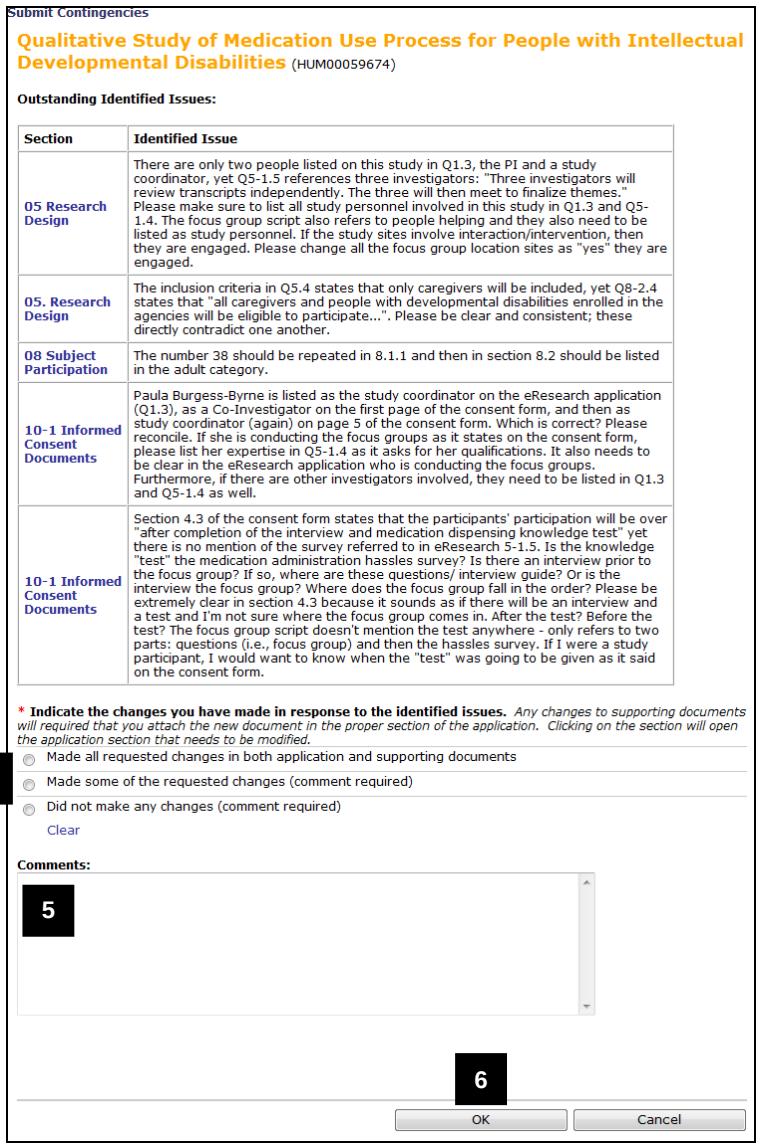
1. Locate the **Outstanding Issues** table at the bottom of the Study Workspace and review all **Identified Issues**.
2. Click **Edit Study** from the Activities menu and make all necessary changes to the study application.

Note: If available, you can also click the blue **Section** links in the Outstanding Issues table to navigate directly to those sections of the study application.

3. Click **Submit Contingencies** from the Activities menu.

Note: The system validates that all required fields on the study application are complete. Any errors must be addressed before submitting contingencies.

Submit Contingencies Window



4. Click the applicable radio button to **indicate the changes made in response to the identified issues.**
5. Enter **Comments** in the field provided, if necessary.
6. Click **OK**.

After submitting contingencies, the study application returns to the applicable committee for review and the Current State of the study changes to reflect this (e.g., **Core Committee Staff Contingency Review**).