Submitting the application

1. The assigned Principal Investigator selects the study ready for submission
   - Note: Other members of the study team can complete the application and upload documents but only the PI has the ability to submit the application.
2. Click on the Submit activity.
3. The system will run a final check on the entire application before submission. If there are any errors, they will be displayed on the submit activity window. A link to the relevant smart form page will be displayed. The application must be error-free before it can be submitted.
4. Click the OK button at the bottom of the screen to submit the application

Submit Application

You are about to submit this application to the CHR for review. Please note the following:

- Be sure all information is accurate and complete. Once you submit this application, you cannot make any changes.
- All Study Team members listed on this application (PI, Co-Investigators, Student Investigators and Study Contact) must have completed human subjects training.
- You may enter any additional notes below if you choose (optional).
- When finished, click OK at the bottom of this window. You will receive email notification when any changes, clarifications or revisions are requested during the review process.
- You will be able to log in to this site at any time to check the status of your application.

Additional Notes: (optional)