A new application pop-up screen will be turned on Tuesday evening, August 29, 2023. With the improved program languages now available, the screen will have quicker response, additional functionality and provide for more automated functions in the future.

The Study History screen will remain unchanged. Accessing the application remains the same as well.

The screen display will continue to show the swim lane at the top of the window. Additional submission information is included in the block below.
The left hand menu provides faster navigation between the various screens and incorporates the Options links.

**Screen Menu**

**Application**: Displays the full, expanded application.

**Library**: Scrolls down to the document library.

**Collapse/Expand**: Just as it says! It collapses or expands the application sections.

**Item List**: A list of all sections and sub-sections of the application.

**Committee**:

**Checklist**: The 111 checklist.

**Review Result**: Selection of your review determination.

**Review Notes**: Study Findings, Submission Findings, link to the Meeting Notes.

**Letter**: Select letter template and draft the review letter.

---

**Application**

The application opens with all sections and subsections displayed.
Library

The Library link has the same function as the existing Library hyperlink at the top of the screen:

Collapse / Expand

The Collapse function will collapse the application so that you only see the sections and sub-sections of the application.
Click #1:

Click #2:

Expand all will expand the application fully to show all questions.
If you wish to collapse the General Information sub-section, click on the down arrow.

If you wish to collapse the entire General Information section, click on the right arrow.

---

Checklist

Once the submission is approved, you can view the 111 criteria for approval checklist.
PI Responses

Once the submission is approved, you will be able to see the study team’s responses to last set of stipulations.

Item List

The item list remains unchanged. A list of all sections and sub-sections of the application are displayed with the option to navigate to any section.
Committee

The Committee screen will reflect the committee to which the submission is assigned. If it is blank, then a committee assignment has not been made.

Once a Full Board study has been assigned to an agenda, you will see the committee and the agenda date.

For studies that are reviewed via expedited procedures, the committee date will be assigned on the final approval.

Review Result

Until a review is finalized, you will not see anything on the Review Result screen.
Once a review is finalized, you will see the result.

**Review Notes**

Similarly, the Review Notes screen will be blank until the submission is approved.
**Letter**

If you click on the Letter tab before the review is final, you will receive a notice that you do not have permission to view the letters.

Once a review is final, you can view the letter that has been sent to the study team.