

The Basics

- All the research studies you are associated with will be found under the **My Projects** tab on the left panel – then click **Project Status View** on the Right to see all the most recent actions on each study
 - Toggle back to **Board Action View** to see the projects with **Pending Reviews or unfinished submissions**
- Any forms you need to fill out will be found under the **Forms and Templates** tab on the left panel
- All messages about each study will be able to be found under the **My Reminders** tab when you have My Projects open or under the **Messages & Alerts** tab when you have a study open
- If you begin a package, but do not want to complete it at the time, no worries – the package will automatically save and show as **Work in Progress in the My Projects** tab
- For each of the studies, all information about submissions, board approvals, tabling/deferral issues, etc. can be found under the **Project Overview** tab on the left panel
 - The most recent reviews will be listed under **Project Status as of:** for each of the committees that review the study
 - The most current submission will appear under the **Package** section—to see the other submissions, scroll through them or use the Jump drop down menu to select a submission