

View Current Notification Recipients

Notifications from ESTR-IRB are sent to the PI, Primary Contact, members of the <u>Email List</u> and Faculty Sponsor (if there is one) when an action needs to be taken.

Find Recipients of a Given Notification	R View a List of Notification Recipients
To view who specifically received a particular notice, view the details of the notification in the submission history by taking the following steps:	To view who is listed as a default notice recipient, and who is included on each study email list:
 Navigate to the submission workspace via the link within the received notice Click on the logged item which matches the notification subject in the submission history Intervention Project Contacts Documents Follow Filter by @ Activity * Contacts Documents Follow Filter by @ Activity * Contacts Documents Follow Changes Submitted Assigned Primary Contact Changes Submitted Clarification Requested Notice Reviewer 	 Select the "Reports" link on the left side of the screen Submissions Meetings Reports Library Help Center Select the "Custom Reports" tab on the Reports page Standard Reports Custom Report Report features are updated regularly. Additional detailed Study Reports Name Description All Submissions Report of a Select the report named "Study Notice Recipients" (reports are listed alphabetically), a pop up will appear with search results.
 Select the "Notifications" tab on the Activity Details Activity Form Property Changes Documents Notifications requested for your submission Clarifications requested for your submission Clarifications requested for your submission Clarifications requested for your submission Clarifications requested for your submission Kara Thrace (Gr View the list of recipients 	
5. Select "Return to Workspace" to return to the submission workspace view << Return to Works	 4. To view results in a spreadsheet; click "Export" to generate the report and download the results.

ESTR uses the preferred email address associated with a person's HUID. If anticipated notices are not being received; please <u>view the email address on file</u> with the directory and take <u>the needed steps to</u> <u>update this information</u> (following update, ESTR will reflect the email address change within approximately three days).