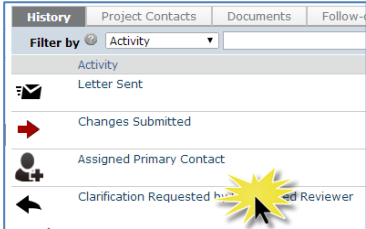
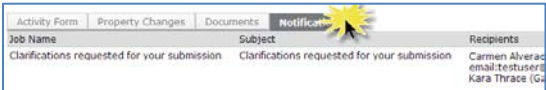
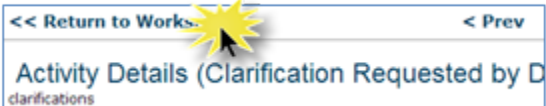
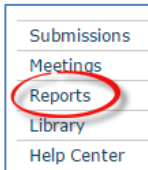
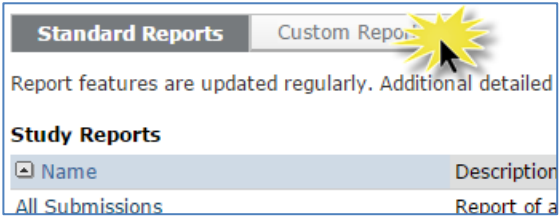
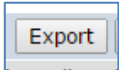
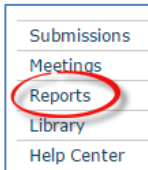
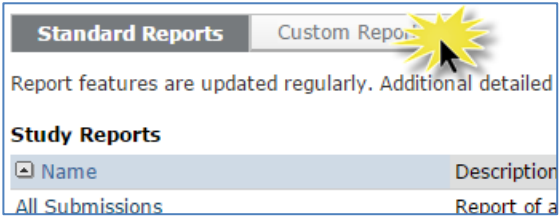
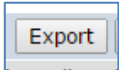




View Current Notification Recipients

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

Find Recipients of a Given Notification	OR	View a List of Notification Recipients
<p>To view who specifically received a particular notice, view the details of the notification in the submission history by taking the following steps:</p> <ol style="list-style-type: none">1. Navigate to the submission workspace via the link within the received notice2. Click on the logged item which matches the notification subject in the submission history  <ol style="list-style-type: none">3. Select the "Notifications" tab on the Activity Details  <ol style="list-style-type: none">4. View the list of recipients5. Select "Return to Workspace" to return to the submission workspace view  <td><p>To view who is listed as a default notice recipient, and who is included on each study email list:</p><ol style="list-style-type: none">1. Select the "Reports" link on the left side of the screen<ol style="list-style-type: none">2. Select the "Custom Reports" tab on the Reports page<ol style="list-style-type: none">3. Select the report named "Study Notice Recipients" (reports are listed alphabetically), a pop up will appear with search results.4. To view results in a spreadsheet; click "Export"</td>	<p>To view who is listed as a default notice recipient, and who is included on each study email list:</p> <ol style="list-style-type: none">1. Select the "Reports" link on the left side of the screen  <ol style="list-style-type: none">2. Select the "Custom Reports" tab on the Reports page  <ol style="list-style-type: none">3. Select the report named "Study Notice Recipients" (reports are listed alphabetically), a pop up will appear with search results.4. To view results in a spreadsheet; click "Export" 	

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