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| **#** | **Activity Name** | **Name** | **Description** | **Notification Sent To** |
| 1 | Manage Ancillary Review | Notification of Ancillary Review | Notification sent to the ancillary reviewers (Person) selected in Manage Ancillary Review activity | Users selected in Manage Ancillary Review activity |
| 2 | Manage Ancillary Review | Notification of Ancillary Review | Notification sent to the ancillary reviewers (Organization) selected in Manage Ancillary Review activity | Users defined as reviewers under the Organization selected in Manage Ancillary Review activity |
| 4 | Assign Owner | Owner Assigned | Notification sent when an Agreement owner is assigned | PI(Submitter), PI Proxy, Study Team |
| 5 | Request Clarifications | Clarifications Requested | Notification sent to PI when Request Clarification activity is executed | PI(Submitter), PI Proxy |
| 6 | Submit Changes | Changes Submitted | Notification sent to person that executed Request Changes activity requesting changes from PI / Proxy | Person that executed Request Changes activity |
| 7 | Contact Owner | Owner Contacted | Notification sent to Agreement Owner upon execution of Contact Owner activity | Assigned Agreement Owner |
| 8 | Email Agreement | Agreement Emailed | Notification sent to user selected in Email Agreement activity | Person selected in Email Agreement activity |
| 9 | Reminder | Reminder of Clarifications Requested | Notification sent when a response is not received from the PI after Request Clarifications activity is executed | PI(Submitter), Proxy |
| 10 | Approve | Agreement Approved | Sent to PI, Proxies and Study Team members when the agreement amendment is approved | PI(Submitter), Proxy, Study Team |
| 12 | Activate | Agreement Activated | Sent when the Agreement is activated | PI(Submitter), Proxy, Study Team |
| 13 | Approve Language | Language Approved | Sent when the Approve Language activity is executed | PI(Submitter), Proxy, Study Team |
| 14 | Log Correspondence | Log Correspondence | Sent when the Log Correspondence activity is executed | Person listed in the To field of the Log Correspondence activity |
| 15 | Edit Correspondence | Notification of Correspondence Edited | Send when the Edit Correspondence activity is executed | Person listed in the To field of Edit Correspondence activity |