This symbol represents a handy tip or further information.

This document details the steps to re-submit your application if it has been returned by your *Administrator*.

1. Logging In

Open Internet Explorer or Firefox and log in to the system through the *Business Systems* front door page - https://frontdoor.spa.gla.ac.uk/login/ using your GUID and password.

Click on **Research Ethics System**

2. Administrator Comments

You will receive an email from the system notifying you that your ethics application requires changes. It will look similar to the one below:

From: ResearchEthicsSystem@glasgow.ac.uk [mailto:ResearchEthicsSystem@glasgow.ac.uk]
Sent: Date

To: xxxxxxx
Subject: Research Ethics Application Returned By Admin [Student Application for Administrative Resubmission]-[200120010]

Dear Test Student,

The following research ethics application has been returned for re-submission: **Project Title**
Student Application for Administrative Resubmission **Application**
Number   200120010
Committee   College of Medical Veterinary and Life Sciences
Submitted By   Your Supervisor Name

Please log in to the Research Ethics System and make any required changes as described in the
Administrator Comments Document and re-submit to your supervisor.

This is an automated message. Please do not reply to this email.
If you need additional help, please contact your ethics administrator or visit the IT Services helpdesk.

To view your application that requires action, click on the **My Tasks** menu item

The **My Tasks** screen opens displaying the application(s) that require action, the Task will be displayed as *Submit to Supervisor* as the application needs to be re-submitted to your supervisor for review before they re-submit your application to the committee.

- Click on the **Application Number** (in light blue text) to view the full application details (as shown below).

This is your new project number as your application is now part of the formal review process.

- To view the changes required by the ethics administrator go to the *Comments Documents* box at the bottom of the screen.

Project Title:	Student Application for Administrative Resubmission		
Application No:	200120010	Status:	Student Changes Required
Committee:	College of Medical Veterinary and Life Sciences	Supervisor:	Ms Susan

Current Submission Documents | **Previous Submission Documents (1)**

Application Form and Supporting Documents
Add documents in support of this ethics application below by clicking *Add Document*. Please note only ONE Application form can be uploaded.

Document Type	Action	Document Name	Modified By	Modified
* Application Form	-Select Action	Application Form with edits.docx	Ms Susan	27/02/2013
CV	-Select Action	CV Researcher1.docx	Ms Susan	27/02/2013
	Add Document			
Participant Information	Add Document			
Plan for Children	Add Document			
Consent Form	Add Document			
Supporting Document	Add Document			

All Documents for 200120010

Comments Documents

Document Type	Action	Document Name	Modified By	Modified	Option
Administrator Comments	-Select Action	Admin Comments.docx		27/02/2013	

- Click on the **Action** drop down list to the right of the *Administrator Comments Document* Type and choose **Download**
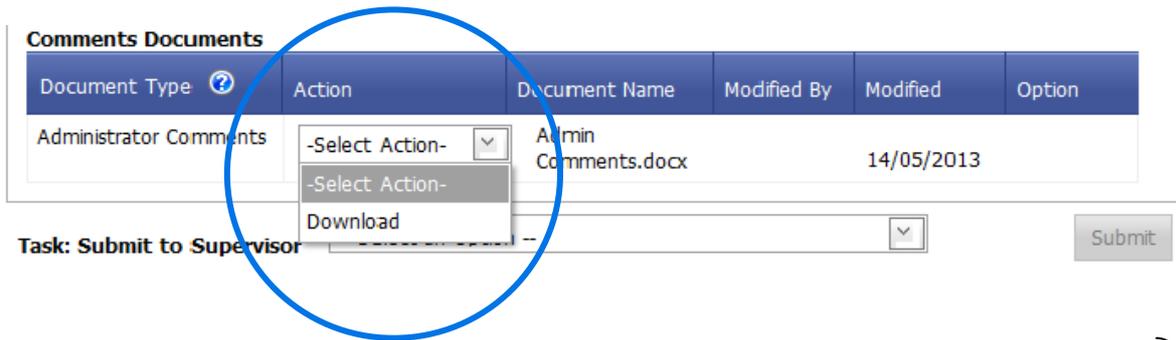
In Internet Explorer a *File Download* pop-up box opens, click on **Open** in order to view the ethics administrator's comments.

💡 If an error message/warning is displayed when you try to download a document this may mean that pop-ups are disabled on your machine, please enable pop-ups/allow downloads.

If the document seems to have 'disappeared' after you have enabled pop-ups and downloaded your document, please choose **Download** again from the **Action** drop down list, your document should now open in Word/Excel etc.

If the document still does not download correctly, please refer to the troubleshooting document on Internet Explorer 9 (available via the Help menu in the system).

3. Changing Your Application

The administrator may have requested that you make changes to your application.

💡 Your application documents which were initially submitted are listed in the *Previous Submission Documents* tab.

💡 A **copy** of these documents is available for editing and re- submission on the *Current Submission Documents* tab.

Make changes to an existing document:

- To edit a document that has already been uploaded and submitted: click on the **Action** drop down list to the right of the document you wish to change on the *Current Submission Documents* tab and choose **Download** (as illustrated below).
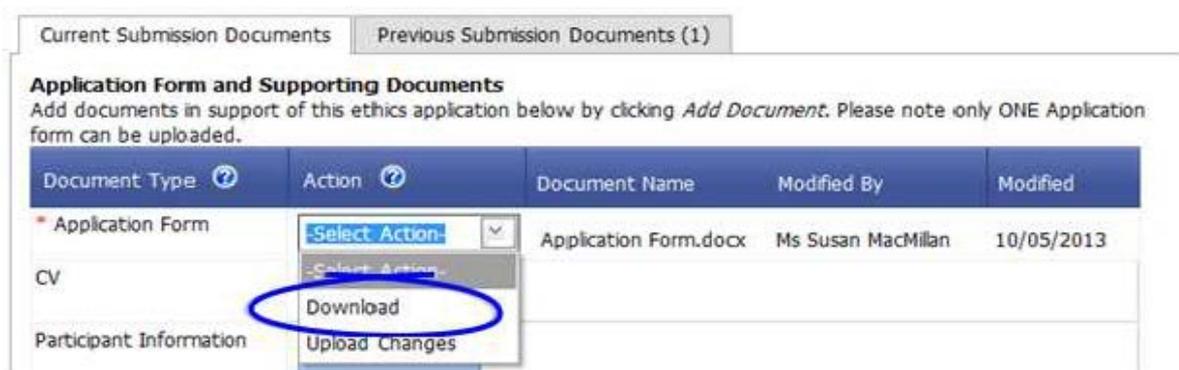
💡 **Do not add** documents to provide the changes requested by the administrator to the *existing* documents, these should be edited as described below and changes uploaded.

In Internet Explorer a *File Download* pop-up box opens, click on **Save** to save this document outside of the system in order to make your changes.

- Once you have made changes to the document, save it locally on your computer and close it, then click on the **Action** drop down list to the right of the document you wish to replace on the *Current Submission Documents* tab and choose **Upload Changes**.

- A pop-up box is displayed entitled *Select a Document for upload to the Application*. **Click** on the **Browse** button to locate your document and select it then click on **Upload**.

- **Replace a document**: to overwrite an existing document, **click** on the **Action** drop down list to the right of the document you wish to replace on the *Current Submission Documents* tab and choose **Upload Changes**.

- **If you wish to add new documents:** to add additional documents to this application, **click** on the **Add Document** button to the right of the Document Type you wish to add on the *Current Submission Documents* tab.

- A pop-up box is displayed entitled *Select a Document for upload to the Application*. **Click** on the **Browse** button to locate your document on your computer and select it then click on **Upload**.

- Once you have completed your changes: **Click** on the drop down list at the bottom of the screen to the right of the **Task: Submit to Supervisor**. The list displays the option *Submit to Supervisor*.

- Once a selection has been made the **Submit** button becomes active, **click** on it.

- A message is displayed indicating that you have successfully resubmitted your application, **click** on **OK** on the message and you are returned to the Home screen.

You can track the progress of your application through the *My Applications/Active* menu item at any time.

If you wish to withdraw this application you must first submit this application to your supervisor who can do this for you. This is because the application is now part of the formal review process.

4. Help and Support

If you have any queries or questions about the system please contact your college research ethics administrator (these details are on each of the college ethics web pages accessible from the system through the **College Ethics Committees** menu item).

End.