



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 the *College Research Ethics Committee*.

1. Logging In:

- Open Chrome, 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.

University of Glasgow Business Systems

Register Here

Help

IT Services

Business Systems Web Front Door

Please enter your username and password* below and then click on the Login button.

Username

Password

Login

- Click on **Research Ethics System**

University of Glasgow Business Systems

Logout

IT Services

Application List for (logged in as gustaff)

Welcome to the IT Services Web Applications facility. Below is a list of the services available to you - simply click on the relevant link.

[BOnline](#)

[EDRMS Utilities](#)

[Electronic Document and Records Management \(EDRMS\)](#)

[Exam Papers](#)

[HR - Payroll Reporting Tool](#)

[HR/Payroll System](#)

[Research Ethics System](#)

[Tender Documents Viewer](#)

2. Committee Changes:

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

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From: ResearchEthicsSystem@glasgow.ac.uk [mailto:ResearchEthicsSystem@glasgow.ac.uk]
Sent: Date
To: Name
Subject: Research Ethics Application for Re-Submission [Project Title]-[Project Number]

Dear [Name],

The following research ethics application has been returned for re-submission:

Project Title Project Title
Application Number xxxxxxxxx
Committee College of xxxxx
Submitted By Your Supervisor Name

Please log in [link to system] to the Research Ethics System to make any changes described in the Collated Comments Document and edit the Resubmission Document to indicate how the committee's comments have been addressed 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 - <http://www.gla.ac.uk/services/it/helpdesk/>

- To view a list of your applications that require action, click on the **My Tasks** menu item



The **My Tasks** screen opens displaying the application that requires action, the Task will be displayed as *Submit to Supervisor*.

My Tasks

These are your tasks awaiting action.

Click on the **Application Number** to view the application details and documents.

Task	Application No.	Title	Committee	Received Date
Submit to Supervisor	200120055	Student Application	College of Medical Veterinary and Life Sciences	03/07/2013

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

The changes required by the ethics committee are detailed in the *Collated Comments document* in the *Comments Documents* box at the bottom of the screen.

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- To view the changes click on the **Action** drop down list to the right of the *Collated Comments* Document Type and choose **Download**.

Comments Documents

Document Type	Action	Document Name	Modified By	Modified	Option
Collated Comments	-Select Action-	minor changes.docx		04/07/2013	

Task: Submit to Supervisor [Dropdown] [Submit]

In Internet Explorer a *File Download* pop-up box opens, click on **Open** in order to view the ethics committee'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.
-  A copy of your documents which were initially submitted to the committee are listed on the *Previous Submission Documents* tab.

3. To Edit Application Documents

- Create Draft Application
- Download Templates
- My Tasks (1)
- My Applications
- Draft
- Active
- Completed
- College Ethics Committees
- Help

Project Title: Student Application
 Application No: 200120055 Status: Student Changes Required
 Committee: College of Medical Veterinary and Life Sciences Supervisor: Ms Susan

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

Resubmitting an Application: Before resubmitting your application you must edit the Resubmission Document indicating how you have addressed the feedback.
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.docx	Ms Susan	03/07/2013
CV	Add Document			
Participant Information	Add Document			
Plan for Children	Add Document			
Consent Form	Add Document			
Resubmission Document	-Select Action-	Resubmission Document.docx		04/07/2013
Supporting Document	Add Document			

All Documents for 200120055

Comments Documents

Document Type	Action	Document Name	Modified By	Modified	Option
Collated Comments	-Select Action-	minor changes.docx		04/07/2013	

Task: Submit to Supervisor [Dropdown] [Submit]

In the *Collated Comments* document the committee may have requested that you make changes to the documents in your application.



Copies of the documents from your original application are displayed on the *Current Submission Documents* tab to enable you to edit these if necessary and re-submit them to amend your application.

If you wish to make changes are to an *existing* document **in the application**:



Do not add documents to provide the changes requested by the committee to the **existing** documents, these should be edited as described below and changes uploaded.

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 on the *Current Submission Documents* tab you wish to change and choose **Download** (as illustrated below).

Current Submission Documents Previous Submission Documents (1)

Resubmitting an Application: Before resubmitting your application you **must** edit the Resubmission Document indicating how you have addressed the feedback.

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.docx	Ms Susan	03/07/2013
CV	Select Action			
Participant Information	Upload Changes			

[In Internet Explorer a *File Download* pop-up box opens.]

- Click on **Save** to save this document outside of the system onto your computer in order to make your changes.

Current Submission Documents

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.docx	Test Student	15/03/2013
CV	-Select Action-			013
Participant Information	Add			
Plan for Children	Add			
Consent Form	Add			
Supporting Document	Add			

Task: Submit to Supervisor -- Select an Option -- Submit

Then to **Replace a document**:

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

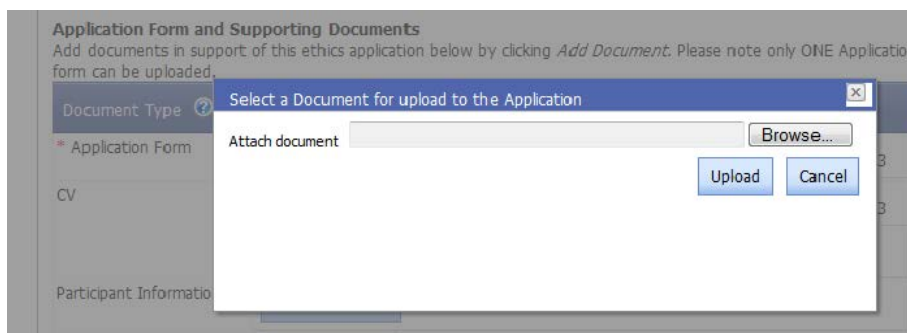


Once you have made changes to the document:

- save it on your computer and close it,
- Then click on the **Action** drop down list to the right of the document you wish to replace 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 on your computer and select it then click on **Upload**.



If you wish to **add additional new documents** to the application:



Do not add documents to provide the changes requested by the committee to the **existing** documents, these should be edited as described above and changes uploaded.

Add a new document:

- On the *Current Submission Documents* tab you can add (an) additional document(s) to this application using the **Add Document** button to the right of the document type you wish to upload.

[In Internet Explorer a *Select Document for upload* pop up box opens.]

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- Click on the **Browse** button to the right of the *Attach Document* text box. [A *Choose File to Upload* pop up box opens in Internet Explorer.] Once you have located the document on your computer, click on it and click on **Open**. Then click on the **Upload** button.



You can add more than one document of each type, apart from the Application Form. Each document you add is saved to the application on upload - you may exit the system and return to the application as many times as required.

Once you have completed your changes **you must edit the Resubmission Document** indicating how you have addressed the committee's feedback.

4. Edit the Resubmission Document



A **copy** of the *Collated Comments* document has been placed in with your Application Documents and **re-named the Resubmission Document**. This is so that you can complete the Applicant Response section on the form and resubmit this to the committee explaining how you have addressed their requested changes.

- Click on the **Action** drop down list to the right of the *Resubmission Document* type and choose **Download**.

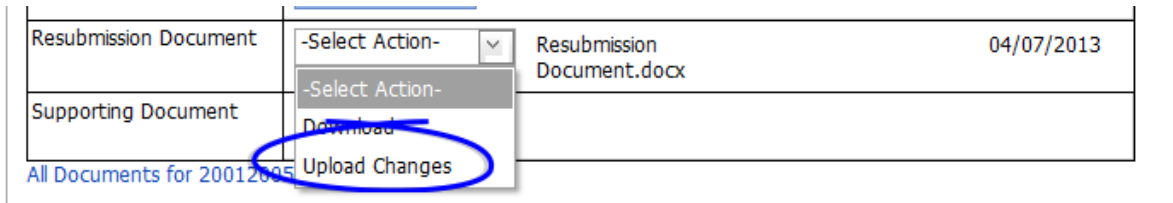
Document Type	Action	Document Name	Modified By	Modified
* Application Form	-Select Action-	Application Form.docx	Ms Susan	03/07/2013
CV	Add Document			
Participant Information	Add Document			
Plan for Children	Add Document			
Consent Form	Add Document			
Resubmission Document	-Select Action-	Resubmission Document.docx		04/07/2013
Supporting Document	Download			

In Internet Explorer a **File Download** pop-up box opens asking if you wish to **Open, Save** or **Cancel**.

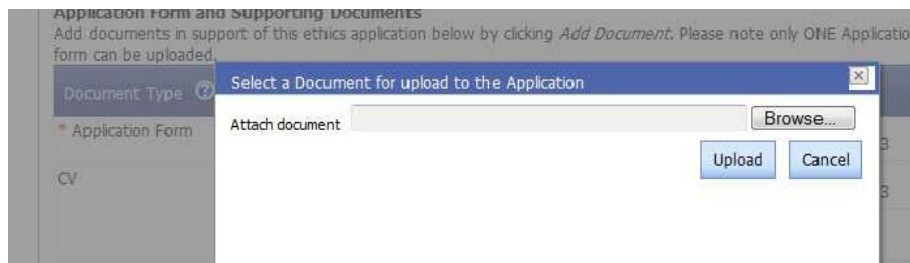
- Click on **Open** to edit the document.
- Fill in the relevant sections explaining how you have addressed the comments that the committee have made about your application.

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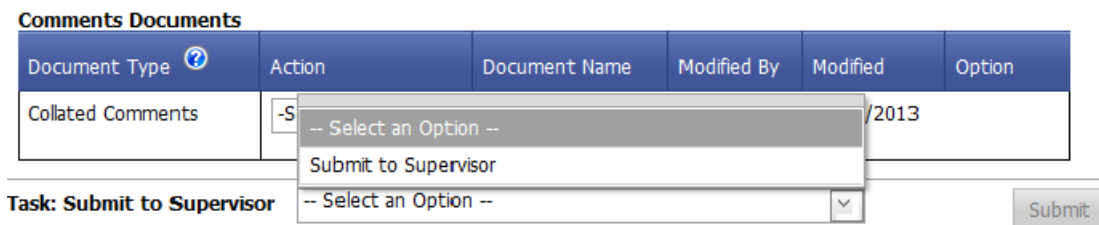
- Once you have made changes to this document choose **Save As** and save your document to your desktop or local drive etc. and close it.
- To upload the document you have edited click on the **Action** drop down list beside *Resubmission Document* and choose **Upload Changes**.



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



- After editing and reuploading the *Resubmission Document* click on the drop down list at the bottom of the screen to the right of the **Task: Submit to Supervisor**.



- Once you select *Submit to Supervisor* 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.



The *Submit to Supervisor* task will remain in your task box until you have uploaded an edited *Resubmission Document* and submitted your application.



To **withdraw** your application at this stage; please refer to other guidance documentation in the system on the **System Support** menu item or the College ethics website. Only your supervisor can withdraw your application at this stage.

5. 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_____