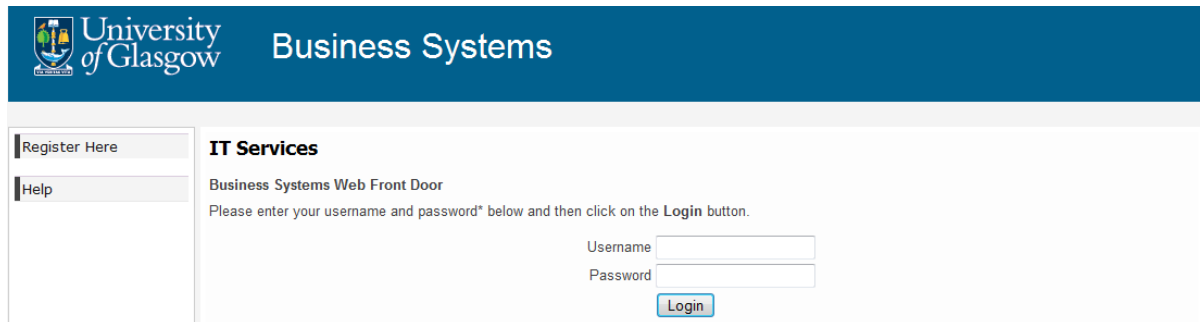


This details the steps to delete an application that is still at the *draft* stage and has not been submitted to the ethics committee.

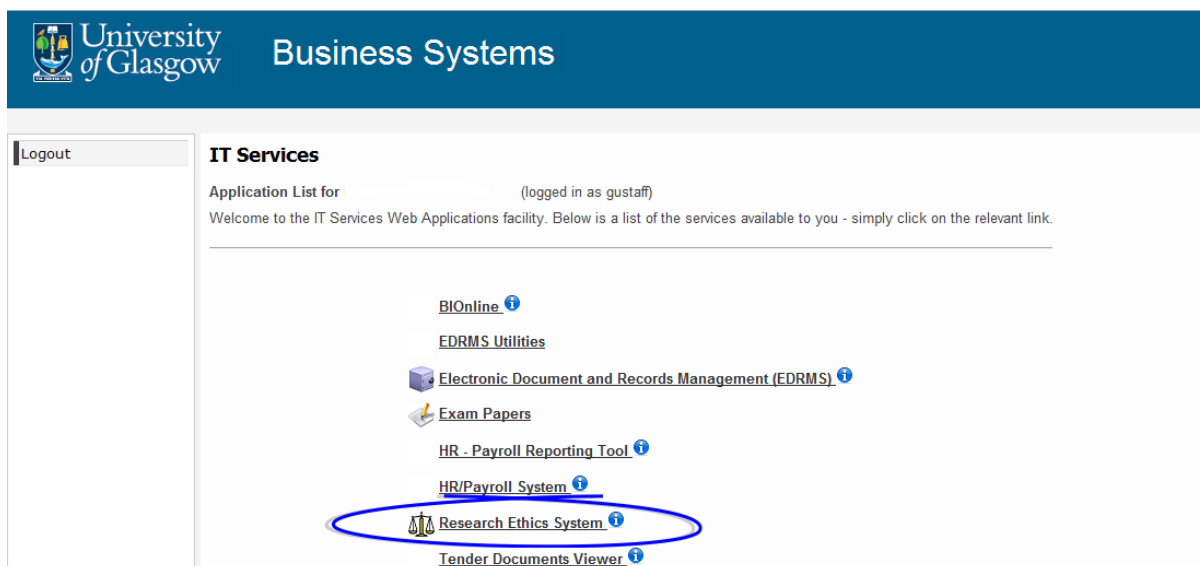
1. Logging In

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.

This page is also accessible from the *MyGlasgow* portal/Business Systems.



Click on **Research Ethics System**



2. Viewing Applications

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



3. Deleting a Draft Application

When the **My Tasks** screen opens, locate the application that you wish to delete.

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 Application	D1380878247262	Application	College of Medical Veterinary and Life Sciences	04/10/2013

Click on the **Application Number** to view the full application details (as shown below), the Status will be displayed as *Draft*.

Project Title:	Application edit		
Application No:	D1380878247262	Status:	Draft
Committee:	College of Medical Veterinary and Life Sciences	PI:	Ms Susan

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- v	Application Form.docx	Ms Susan	04/10/2013
CV	Add Document			
Participant Information	-Select Action- v	Participant Information.docx	Ms Susan	04/10/2013
	Add Document			
Plan for Children	Add Document			
Consent Form	Add Document			
Supporting Document	Add Document			

Task: Submit Application [Submit](#)

-- Select an Option --

[Submit Application](#)

[Delete](#)

[Select an Option](#) v

Click on the drop down list at the bottom of the screen to the right of the **Task: Submit Application** and select *Delete*. Then select *Submit*.

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).

or

Submit a support call via the IT Services Helpdesk page -
<http://www.gla.ac.uk/services/it/helpdesk/>

Login using your GUID and Password

- Click on *submit a new request*
- Choose Problem Category: Business Systems
- Then choose Research Ethics System