



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 *ethics administrator*.

1. Logging In

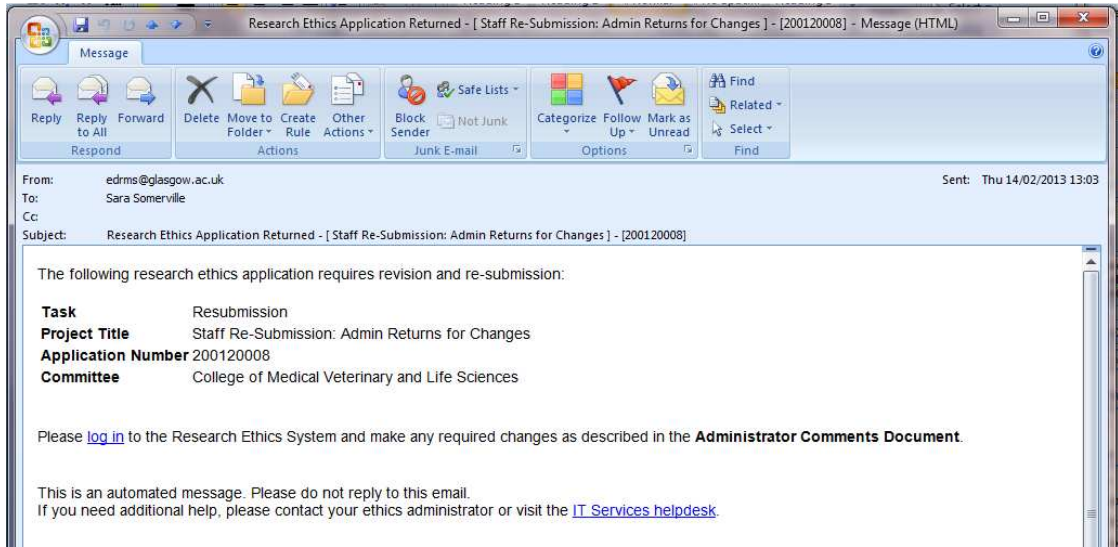
Open Internet Explorer or Firefox and log in to the system through the *Business Systems* front door page - <https://frontdoor.spa.gla.ac.uk/login/> using your GUID and password.

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

Click on **Research Ethics System**

2. Administration 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:



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 *Resubmission*.

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
Resubmission	200120008	Staff Re-Submission: Admin Returns for Changes	College of Medical Veterinary and Life Sciences	14/02/2013

Research Ethics System

How To Re-Submit A Staff Application Returned by Administrator

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

Project Title:	Staff Re-Submission: Admin Returns for Changes		
Application No:	200120008	Status:	Changes Required
Committee:	College of Medical Veterinary and Life Sciences	PI:	Mrs Sara Somerville

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	Research Ethics Application Form.docx	Mrs Sara Somerville	14/02/2013
CV	-Select Action	CV Researcher1.docx	Mrs Sara Somerville	14/02/2013
<input type="button" value="Add Document"/>				
Participant Information	<input type="button" value="Add Document"/>			
Plan for Children	<input type="button" value="Add Document"/>			
Consent Form	<input type="button" value="Add Document"/>			
Supporting Document	<input type="button" value="Add Document"/>			

All Documents for 200120008

Comments Documents

Document Type	Action	Document Name	Modified By	Modified	Option
Administrator Comments	-Select Action	Admin Comments.docx		14/02/2013	

Task: Resubmission -- Select an Option --

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

Click on the **Action** drop down list to the right of the *Administrator Comments* Document Type and choose **Download**.

Comments Documents

Document Type	Action	Document Name	Modified By	Modified	Option
Administrator Comments	-Select Action-	testing document admin check.docx		10/05/2013	

Task: Resubmission --

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.

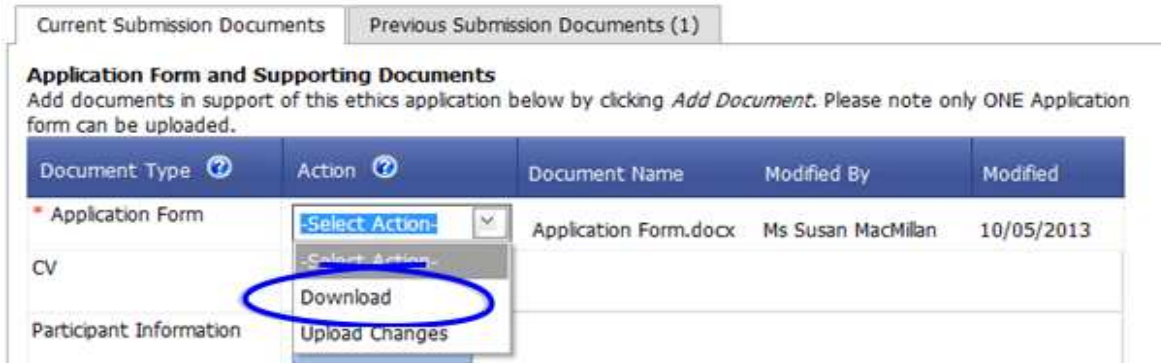
If the document seems to have 'disappeared' after you have enabled pop-ups and downloaded your document, please choose **Download** again from the **Action** drop down list, your document should now open in Word/Excel etc.

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. Edit an Application Document

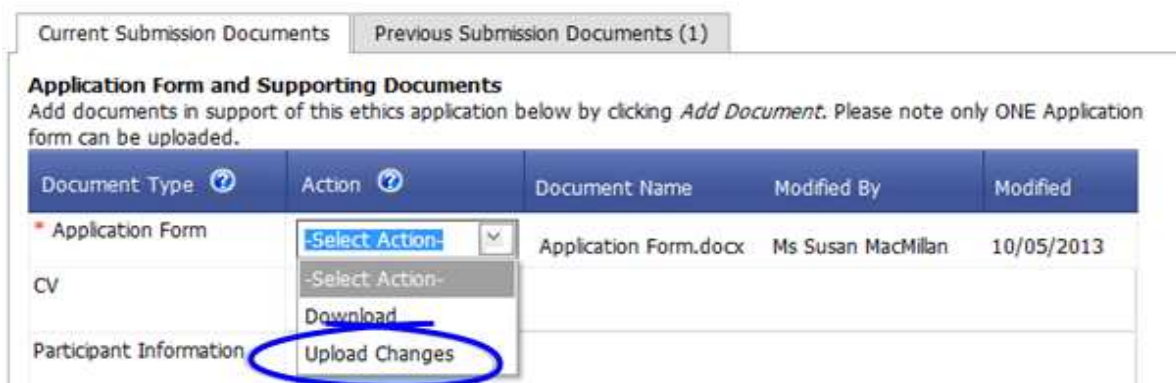
The administrator may have requested that you make changes to your application.

Make changes to an existing document: to edit an existing document click on the **Action** drop down list to the right of the document you wish to change and choose **Download**.

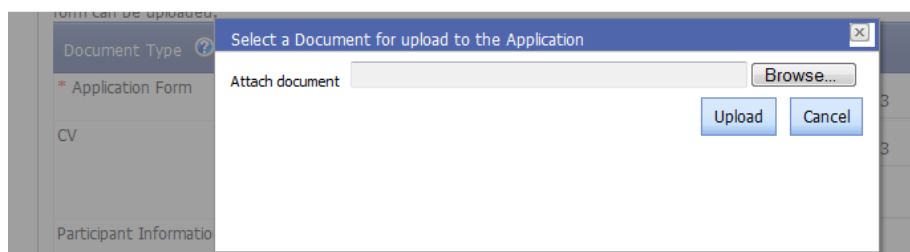


In Internet Explorer a *File Download* pop-up box opens, click on **Save** to save this document outside of the system in order to make your changes.

Once you have made changes to the document, save it locally 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 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 and choose **Upload Changes**.

Add a document: to add documents to this application click on the **Add Document** button to the right of the Document Type you wish to add.

In Internet Explorer a *Select Document for upload* pop up box opens. 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, 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/edit 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 click on the drop down list at the bottom of the screen to the right of the **Task: Resubmission**. The list displays the following recommendations:

- Resubmit Application
- Withdraw Application

The screenshot shows a web interface with a table of documents. The table has columns for 'Document Type', 'Action', 'Status', 'Date', and 'Option'. The 'Document Type' column contains 'Administrator Comments'. The 'Action' column has a dropdown menu open, showing options: '- Select an Option -', 'Resubmit Application', and 'Withdraw Application'. Below the table, there is a label 'Task: Resubmission' and another dropdown menu with '- Select an Option -'. A 'Submit' button is visible to the right.

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** to 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.



A copy of your documents which were initially submitted are listed in the *Previous Submission Documents* tab.

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