



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.

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

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

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.

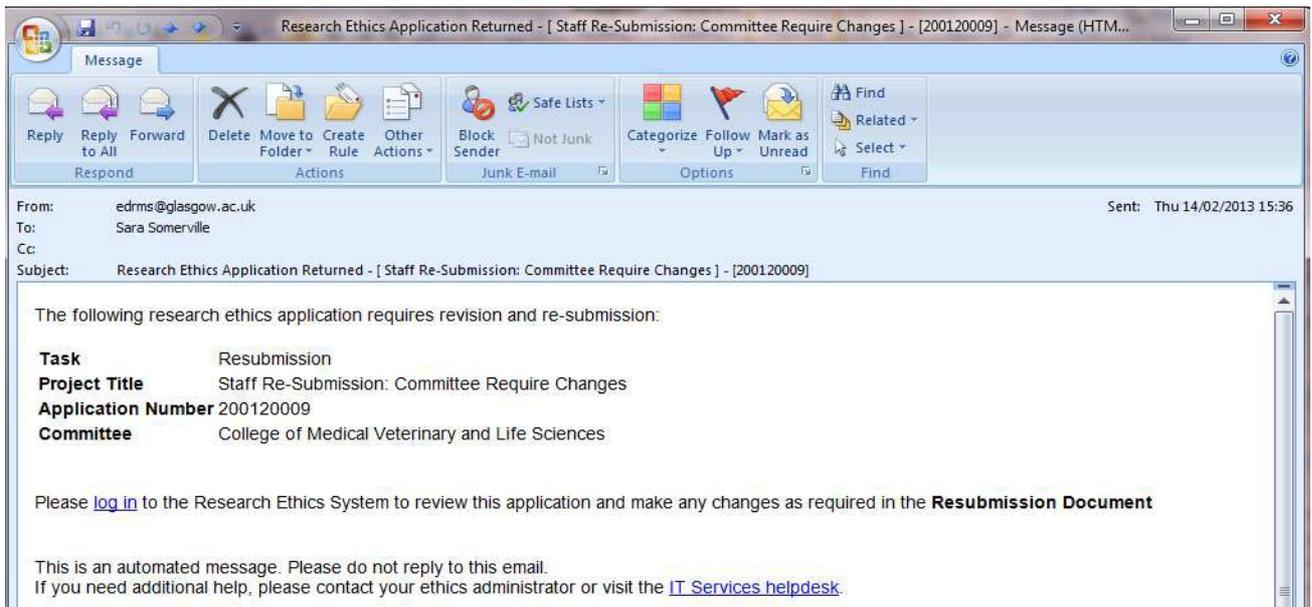
[BOnline](#)  
[EDRMS Utilities](#)  
[Electronic Document and Records Management \(EDRMS\)](#)  
[Exam Papers](#)  
[HR - Payroll Reporting Tool](#)  
[HR/Payroll System](#)  
[Research Ethics System](#)  
[Tender Documents Viewer](#)

## 2. Committee Changes: Notifications

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

# Research Ethics System

## How To Re-Submit A Staff Application Returned by Ethics Committee



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	200120009	Staff Re-Submission: Committee Require Changes	College of Medical Veterinary and Life Sciences	14/02/2013

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

## Research Ethics System

### How To Re-Submit A Staff Application Returned by Ethics Committee



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

Project Title: Staff Re-Submission: Committee Require Changes  
 Application No: 200120009      Status: Changes Required  
 Committee: College of Medical Veterinary and Life Sciences      PI: Mrs Sara Somerville

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	Research Ethics Application Form.docx	Mrs Sara Somerville	14/02/2013
CV	-Select Action	CV Researcher1.docx	Mrs Sara Somerville	14/02/2013
	<a href="#">Add Document</a>			
Participant Information	<a href="#">Add Document</a>			
Plan for Children	<a href="#">Add Document</a>			
Consent Form	<a href="#">Add Document</a>			
Resubmission Document	-Select Action	Resubmission Document.docx		14/02/2013
Supporting Document	<a href="#">Add Document</a>			

All Documents for 200120009

**Comments Documents**

Document Type	Action	Document Name	Modified By	Modified	Option
Collated Comments	-Select Action	Major Changes Required.docx		14/02/2013	

Task: Resubmission      -- Select an Option --      [Submit](#)

To view the changes required by the ethics committee go to the *Comments Documents* box at the bottom of the screen. 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- -Select Action- Download	minor changes.docx		04/07/2013	

Task: Resubmission      -- Select an Option --      [Submit](#)



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.

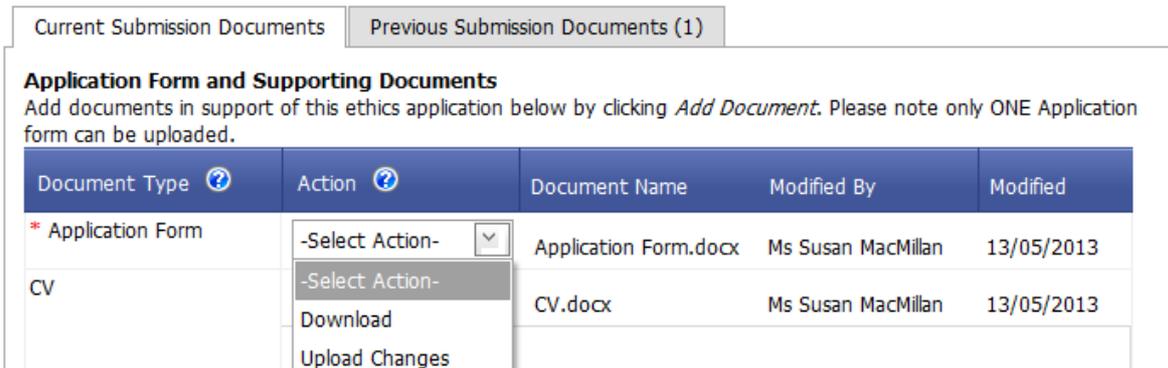
If the document seems to have 'disappeared' after you have enabled pop-ups and downloaded your document, please choose **Download** again from the **Action** drop down list, your document should now open in Word etc.

### 3. Edit Application Documents

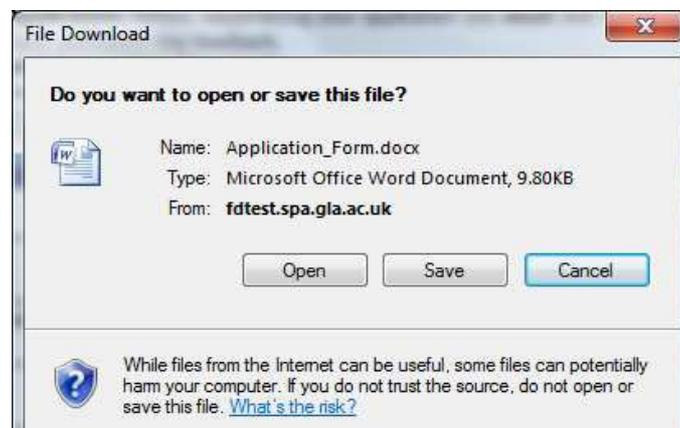
The committee may have requested that you make changes to the documents in your application.

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.

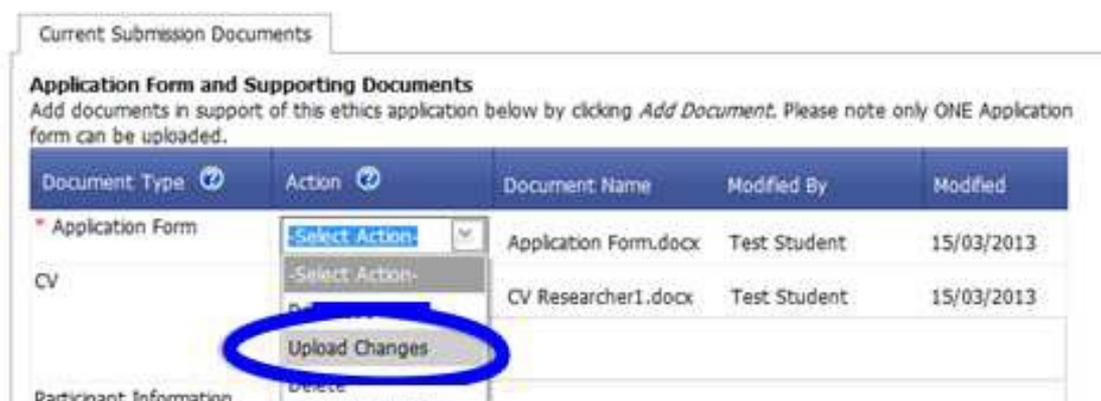
**Make changes to an existing document:** to edit an existing document click on the **Action** drop down list to the right of the document you wish to change and choose **Download** (as illustrated below).



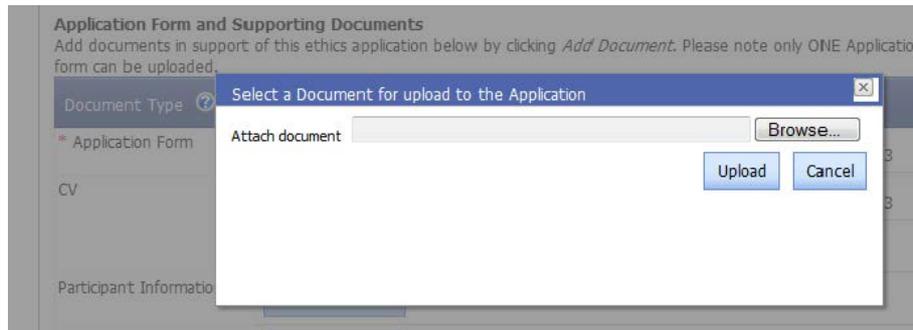
In Internet Explorer a *File Download* pop-up box opens, click on **Save** to save this document outside of the system in order to make your changes.



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**.



**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.

**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 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 a Resubmission Document**

A copy of the *Collated Comments* document has been placed in with the Application Documents and re-named the *Resubmission Document*.

Click on the **Action** drop down list to the right of the *Resubmission Document* and choose **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 and fill in the relevant sections explaining how you have addressed the comments that the committee have made about your application.

## Research Ethics System

### How To Re-Submit A Staff Application Returned by Ethics Committee

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 MacMillan	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	-Select Action-			

All Documents for 20012005

Once you have finished editing 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**.

Resubmission Document	-Select Action-	Resubmission Document.docx	04/07/2013
Supporting Document	-Select Action-		

All Documents for 20012005

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**.

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.

Select a Document for upload to the Application

Attach document

After uploading the edited *Resubmission Document* 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

Comments Documents

Document Type	Action	Document Name	Modified By	Modified	Option
Collated Comments	-S-			2013	

Task: Resubmission

-- Select an Option --  
 Resubmit Application  
 Withdraw Application  
 -- Select an Option --

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.



The Resubmission task will remain in your task box until you have uploaded an edited *Resubmission Document* and submitted your application. If you do not edit the *Resubmission Document* you will not be able to resubmit this application.

## 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).

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

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End