



This symbol represents a handy tip or further information.

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.

The screenshot shows the 'Business Systems' login page. At the top left is the University of Glasgow logo. The main header is 'Business Systems'. On the left, there are links for 'Register Here' and 'Help'. The main content area is titled 'IT Services' and 'Business Systems Web Front Door'. It contains a login form with fields for 'Username' and 'Password', and a 'Login' button. Below the form, there is a note: '* Note that the username and password are case-sensitive.' and a link to 'raise a helpdesk call'. At the bottom, there is a privacy policy notice: 'The Business Systems Web front door uses a non-persistent session cookie, and the use of cookies must be enabled in your Web browser (it is enabled by default). This cookie does not store any personal information about you, is never used to track your Web usage, and is not stored on your PC when you close your browser. A full statement of the University of Glasgow's privacy policy can be found here: <http://www.gla.ac.uk/legal/privacy/>.'

Click on **Research Ethics System**

The screenshot shows the 'Business Systems' application list page. At the top left is the University of Glasgow logo. The main header is 'Business Systems'. On the left, there is a 'Logout' link. The main content area is titled 'IT Services' and 'Application List for (logged in as gustaff)'. It contains a welcome message: 'Welcome to the IT Services Web Applications facility. Below is a list of the services available to you - simply click on the relevant link.' Below this, there is a list of services: 'BIOOnline', 'EDRMS Utilities', 'Electronic Document and Records Management (EDRMS)', 'Exam Papers', 'HR - Payroll Reporting Tool', 'HR/Payroll System', 'Research Ethics System', and 'Tender Documents Viewer'. The 'Research Ethics System' link is circled in blue.

2. Notifications

When a student application has been returned to the student by the Administrator, a task email will be sent to the student asking them to make any changes described in the Administrator Comments document.

Research Ethics System
How To Supervise A Student Application Returned by Administrator

You will receive a **notification** email to let you know that the application has been returned to the student.

From: edrms@glasgow.ac.uk [mailto:edrms@glasgow.ac.uk]
Sent: 25 April 2014 11:16
To: [Supervisor Name]
Subject: Research Ethics Application Returned - [Test Student Application] - [200130020]

The following research ethics application requires revision and re-submission:

Project Title	Test Student Application
Application Number	200130020
Committee	College of Medical Veterinary and Life Sciences

This email is for information only.

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](#).

Once the student has made the relevant changes and resubmitted the application, you will receive a **task email** similar to the one below:

From: ResearchEthicsSystem@glasgow.ac.uk [mailto:ResearchEthicsSystem@glasgow.ac.uk]
Sent: 25 April 2014 11:25
To: [Supervisor Name]
Subject: Research Ethics Application for Re-Submission [Test Student Application]-[200130020]

Dear [Supervisor Name],

The following research ethics application has been changed and requires re-submission:

Task	Resubmission
Project Title	Test Student Application
Application Number	200130020
Committee	College of Medical Veterinary and Life Sciences
Submitted By	[Supervisor Name]

Please [log in](#) to the Research Ethics System to review this application and re-submit it.
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](#).

Viewing a Resubmitted Application

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



The screenshot shows the University of Glasgow Research Ethics System interface. On the left, a navigation menu includes 'Create Draft Application', 'Download Templates', 'My Tasks (2)', 'My Applications', and a sub-menu for 'My Applications' with options for 'Draft', 'Active', and 'Completed'. The 'My Tasks (2)' item is circled in blue. The main content area displays the system title, a welcome message, and a description of the system's purpose. Links for 'Getting Started' and 'Creating an Application' are also visible.

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	200130020	Test Student Application	College of Medical Veterinary and Life Sciences	25/04/2014

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



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

Research Ethics System

How To Supervise A Student Application Returned by Administrator



A copy of the documents which were originally submitted are listed on the *Previous Submission Documents* tab.

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

Project Title:	Student Application		
Application No:	200130019	Status:	Supervisor Review
Committee:	College of Medical Veterinary and Life Sciences	Supervisor:	Ms Susan MacMillan

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.docx	Ms Susan MacMillan	24/04/2014
CV	<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 200130019](#)

Comments Documents

Document Type	Action	Document Name	Modified By	Modified	Option
Administrator Comments	-Select Action-	Admin Review.docx		24/04/2014	

Task: Resubmission -- Select an Option --

- To view the changes 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- Download	Admin Review.docx		24/04/2014	

Task: Resubmission -- Select an Option --

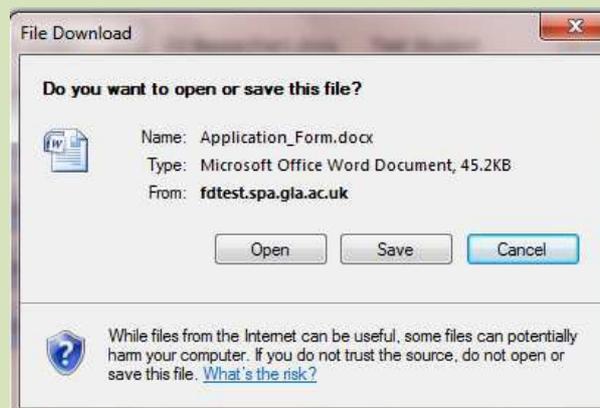
In Internet Explorer a *File Download* pop-up box opens, click on **Open** in order to view the document.

3. Edit Documents

You may have agreed with the student to make amendments to some of the documents on their behalf.

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 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**.

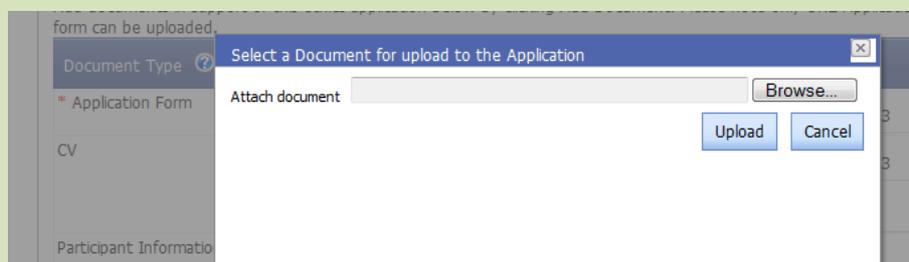
Current Submission Documents | Previous Submission Documents (1)

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.docx	Ms Susan MacMillan	25/04/2014
CV	-Select Action-			
Participant Information	Download 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 administrator to the **existing** documents, these should be edited as described below and changes uploaded.

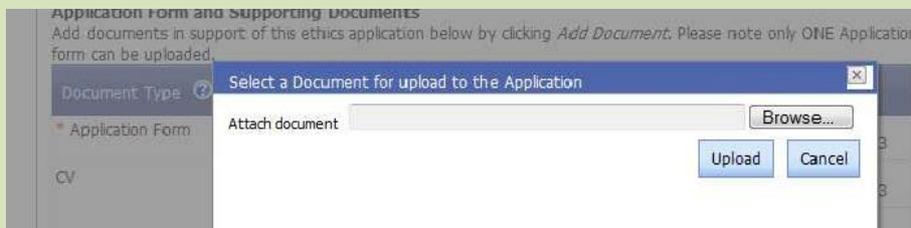
Replace a document::

- 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: 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.

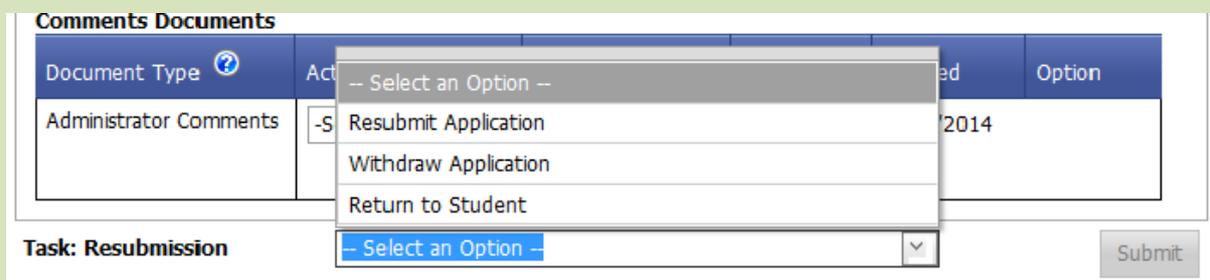
- Click on the **Browse** button to the right of the *Attach Document* text box, a *Choose File to Upload* pop up box opens in Internet Explorer. Once you have located the document on your computer, click on it and click on **Open**. Then click on the **Upload** button.



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 before submitting the application.

4. Resubmitting the Application following administrative return

- After reviewing the application, click on the drop down list at the bottom of the screen to the right of the **Task: Resubmission** to resubmit it.



- Once you select *Resubmit Application* the **Submit** button becomes active, click on it.
- A message is displayed indicating that you have successfully resubmitted the application, click on **OK** to the message and you are returned to the Home screen.



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



The *Resubmission* task will remain in your task box until you have resubmitted the application.



To **withdraw** the application at this stage from **Task: Resubmission**, select *Withdraw 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

End.