

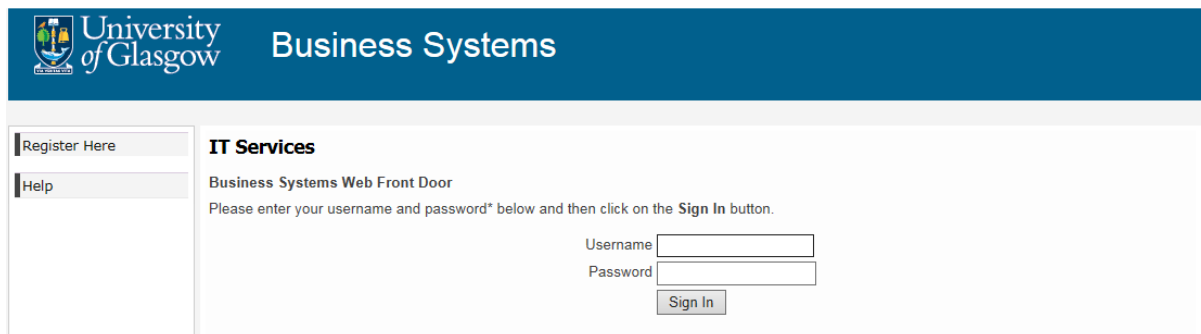
This details the steps to withdraw a Staff application that has been submitted.

In order to withdraw a submitted application, the application status must be displayed as *Resubmission*. If the application is not displayed as *Resubmission*, please speak to your college research ethics administrator about having the application returned to you so you can withdraw it.

1. Logging In

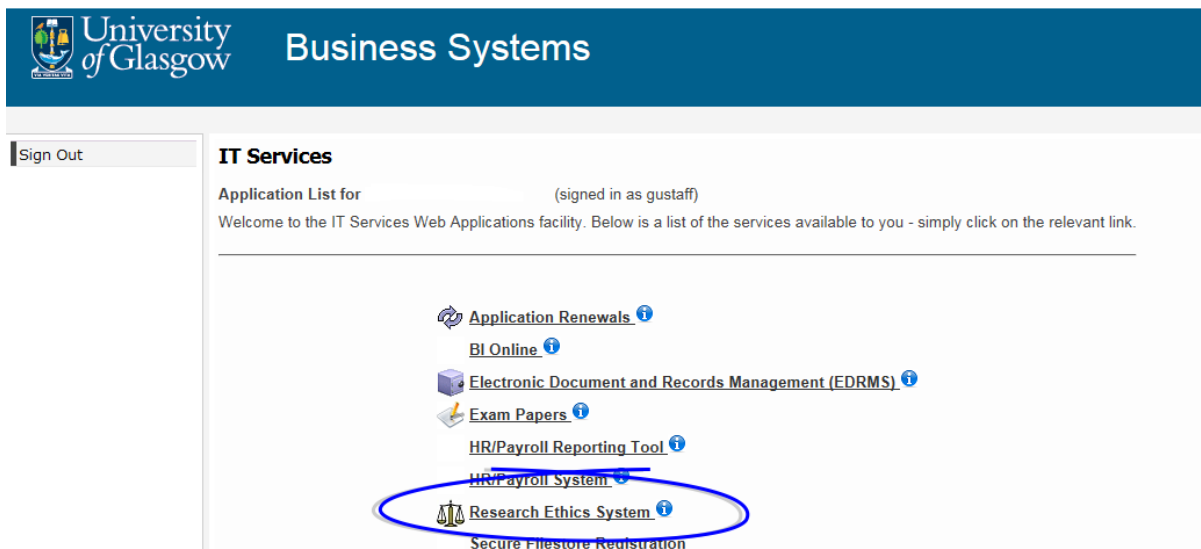
Open Internet Explorer or Firefox and log in to the system through the *Business Systems* front door page - <https://frontdoor.spa.gla.ac.uk/login/> using your GUID and password.

This page is also accessible from the *MyGlasgow* staff 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 side, there are two buttons: 'Register Here' and 'Help'. The main content area is titled 'IT Services' and 'Business Systems Web Front Door'. It contains the instruction: 'Please enter your username and password* below and then click on the Sign In button.' Below this are two input fields: 'Username' and 'Password', followed by a 'Sign In' button.

Click on **Research Ethics System**



The screenshot shows the 'Business Systems' IT Services page. At the top left is the University of Glasgow logo. The main header is 'Business Systems'. On the left side, there is a 'Sign Out' button. The main content area is titled 'IT Services' and 'Application List for (signed in as gustaff)'. It contains the text: '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 is a list of services, each with an icon and a link: 'Application Renewals', 'BI Online', 'Electronic Document and Records Management (EDRMS)', 'Exam Papers', 'HR/Payroll Reporting Tool', 'HR/Payroll System', 'Research Ethics System', and 'Secure Filestore Registration'. The 'Research Ethics System' link is circled in blue.

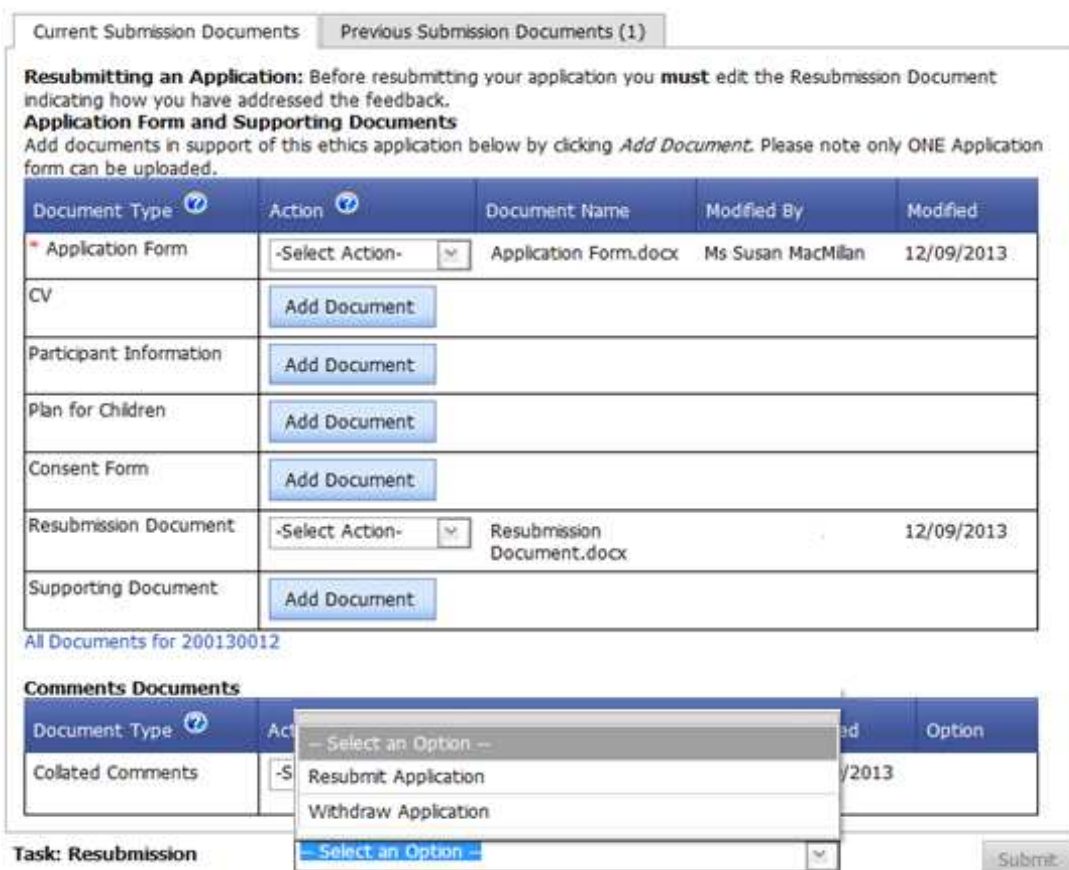
2. Withdrawing an Application

To view a list of all applications that require action, click on the **My Tasks** or **My Applications/Active** menu item.

When the My Tasks or My Applications/Active screen opens, locate the application that requires action. The Task will be displayed as *Resubmission*.



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



Click on the drop down list at the bottom of the screen to the right of the **Task: Resubmission** and select *Withdraw Application*.

Once you select *Withdraw Application* the **Submit** button becomes active, click on it.

A message is displayed asking if you are sure you want to withdraw the application, click on **OK** and you are returned to the Home screen.

You can still access this application through the *My Applications/Completed* menu item if you wish to use the documents as a basis for a fresh application.

3. 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