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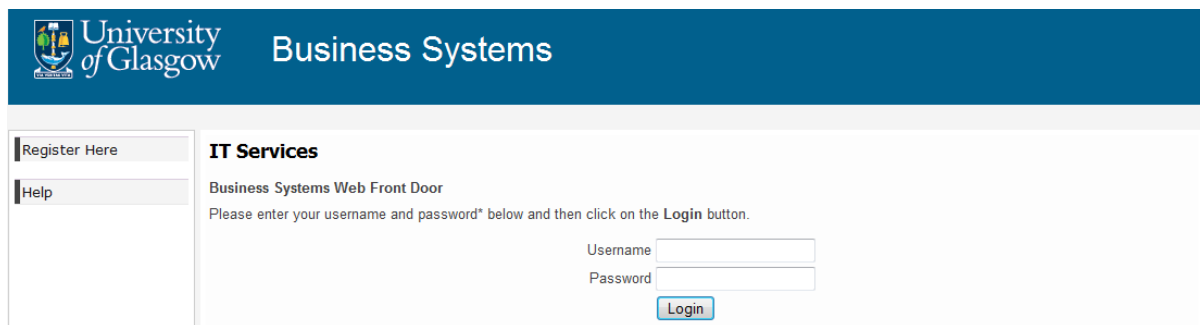


This symbol represents a handy tip or further information.

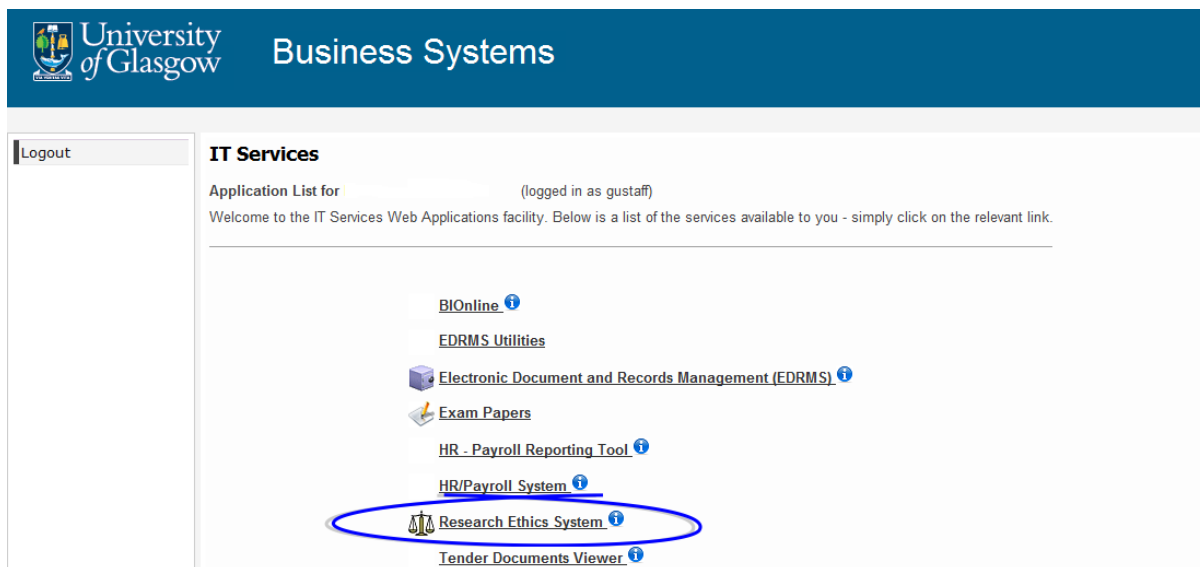
1. Logging In

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.



Click on **Research Ethics System**



If the system is not listed please contact your College ethics administrator.

2. College Templates

The application form and any other templates specific to your ethics committee are available for the student to download via the *Download Templates* menu item.

Click on the **Download Templates** menu item to the left of the screen

Click on the **Committee List** drop down list and choose the college ethics committee the application will be submitted to.

Document Templates for download

Please select an ethics committee from the drop down list below to view the associated templates. Click on the document name to open or save it - you **must** save your completed document outside the system.

For further information and advice on submitting an Ethics Application and the details of your ethics administrator, please refer to your College Ethics Committee Webpages - these can be accessed from the *College Ethics Committees* menu item on the left.

Committee List

College of Arts	▼
Committee	
College of Arts	
College of Medical Veterinary and Life Sciences	
College of Science and Engineering	
College of Social Sciences	

To download the application form template click on the **Application Form** text in blue

Document Templates for download

Please select an ethics committee from the drop down list below to view the associated templates. Click on the document name to open or save it - you **must** save your completed document outside the system.

For further information and advice on submitting an Ethics Application and the details of your ethics administrator, please refer to your College Ethics Committee Webpages - these can be accessed from the *College Ethics Committees* menu item on the left.

Committee List

College of Medical Veterinary and Life Sciences	▼
Template Documents	
CV	
Participant Information	
Application Form	

In Internet Explorer a *File Download* pop up box is displayed, click on the **Save** button and then click on **Save** again to save the document to your computer/desktop/memory stick.

Once the document has been saved click on the **Open** button from the *Download complete* box.



The documentation for this ethics application should be completed and saved outside the system.

3. Creating a Draft Application

The student is responsible for creating their draft ethics application in the system and they should nominate you as their supervisor upon creation.

If the student cannot find your name in the drop down list of staff, please let your ethics administrator know and they will contact IT Services who can add you to the system (academic members of staff have been automatically added, but some may have been missed).

Once the draft application has been created a *notification email* is sent to the **student** with the details of their draft project number, similar to the one below.

From: ResearchEthicsSystem@glasgow.ac.uk [<mailto:ResearchEthicsSystem@glasgow.ac.uk>]
Sent: Date
To: xxxxxx
Subject: Research Ethics Application Created [Test Student Application]-[D1361809210653]

Dear [Student Name],
The following research ethics application has been created:

Project Title Test Student Application
Application Number D1361809210653
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](#).

Additionally, a *notification email* will be sent to **you** to let you know that you have been nominated as a supervisor, similar to the one below.

From: ResearchEthicsSystem@glasgow.ac.uk [<mailto:ResearchEthicsSystem@glasgow.ac.uk>]
Sent: Date
To: xxxxxx
Subject: New Research Ethics Application Created [Test Student Application]-[D1361809210653]

Dear [Your Name],
The following draft research ethics application has been created and you have been named as the Supervisor for this Project.

Project Title Test Student Application
Application Number D1361809210653
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](#).

Although you cannot add any documents at this stage you can view the application via the **Student Applications/Draft** menu item in the system.

4. Reviewing a Draft Application

Once the student has submitted their application to you, you will receive a *task email* similar to the one below.

From: ResearchEthicsSystem@glasgow.ac.uk [<mailto:ResearchEthicsSystem@glasgow.ac.uk>]

Sent: Date

To: xxxxxx

Subject: Research Ethics Application Submitted by Student [Test Student Application]-
[D1361809210653]

Dear [Your Name],

The following research ethics application has been submitted for review:

Task Submit Application

Project Title Test Student Application

Application Number D1361809210653

Committee College of Medical Veterinary and Life Sciences

Please log in to review this application in the Research Ethics System.

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 you have logged in to the system, you can view the application(s) you have to action by clicking on the **My Tasks** menu item on the left hand side of the screen.



The **My Tasks** screen opens displaying the draft application with the task of *Submit Application* in the *Task* column.

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	D1366795839258	Test Student Application SAS	College of Medical Veterinary and Life Sciences	24/04/2013

To view the full application details click on the **Application Number** beginning with a 'D' and displayed in blue text.

To view the documents in this application click on the **Action** drop down list to the right of the document you wish to view and choose **Download**.

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	Application Form.docx	Test Student	15/03/2013
CV	Download	CV Researcher1.docx	Test Student	15/03/2013
Participant Information	Add Document			



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).

5. Editing a Draft Application

As the supervisor of this application you can edit the Project Title, add documents, change existing documents or delete documents.

Project Title:	Student Application edit	Status:	Supervisor Review
Application No:	D1367489798563	Supervisor:	Ms Susan MacMillan
Committee:	College of Medical Veterinary and Life Sciences		

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-	Application Form.docx	Test Student	02/05/2013
CV	-Select Action-			
Participant Information	Download			
Plan for Children	Upload Changes			
	Delete			
Consent Form	Add Document			
Supporting Document	Add Document			

Edit project title: if you wish to edit the project title click on the blue **edit** text at the end of the *Project Title* at the top of the screen, edit the text in the pop-up box and click on **Save**.

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**.

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	Application Form.docx	Test Student	15/03/2013
CV	Download	CV Researcher1.docx	Test Student	15/03/2013
Participant Information	Upload Changes			
	Delete			
	Add Document			

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**.

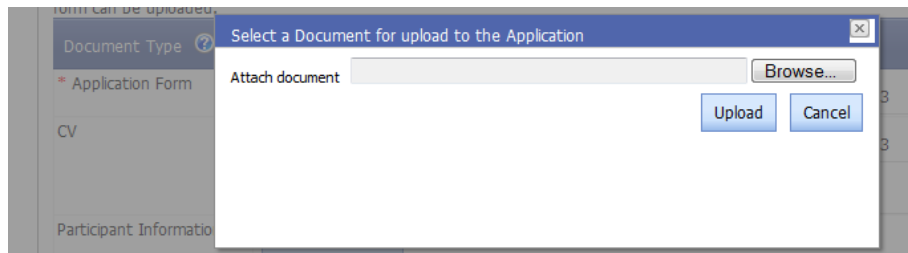
Research Ethics System How To Supervise A Draft Student Application

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-	Application Form.docx	Test Student	15/03/2013
CV	Select Action-	CV Researcher1.docx	Test Student	15/03/2013
Participant Information	Add Document			

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.

Delete a document: to delete a document(s) from this application click on the *Action* drop down list to the right of the document type you wish to delete and select **Delete**.

Document Type	Action	Document Name	Modified By	Modified
* Application Form	-Select Action-	Application Form.docx	Test Student	24/04/2013
CV	-Select Action-			
Participant Information	Upload Changes			
	Delete			



The red asterisk indicates those documents that are mandatory and must be included for this college ethics committee application.

6. Submitting/Returning a Student Application

You may either submit the application for review, return it to the student or delete the whole application.

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

Once a selection has been made the **Submit** button becomes active, click on it and click **OK** to the success message.

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-	Application Form.docx	Test Student	02/05/2013
CV	Add Document			
Participant Information	Add Document			
Plan for Children	Add Document			
Consent Form	Add Document			
Supporting Document	-- Select an Option -- Submit Application Return to Student Delete			

Task: Submit Application

Submit



Once the application is submitted for review you can track the progress of your student's application through the *Student Applications/ Active* menu.

7. 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