💡 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 Supervisor.

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.

- **Click on Research Ethics System**

2. Changing your Application

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

From: ResearchEthicsSystem@glasgow.ac.uk [mailto:ResearchEthicsSystem@glasgow.ac.uk]
Sent: Date
To: xxxxxxx
Subject: Research Ethics Application Returned by Supervisor [Student Application for Supervisor Resubmission]-[D1361809210653]

The following research ethics application has been returned for re-submission:

Project Title	Student Application for Supervisor Resubmission
Application Number	D1361809210653
Committee	College of Medical Veterinary and Life Sciences

Please log in to the Research Ethics System and make any required changes and re-submit to your supervisor.

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.

- To view your application(s) 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 *Submit to Supervisor.*

- **Click on the Application Number** (in light blue text) to view the full application details (as shown below).

Your supervisor should have discussed with you any changes that are required.

- **Change Project Title**: **click on the light blue edit** text at the end of the Project Title. An *Edit Form* pop up box will be displayed, **click in to the text box** to make changes and then **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**.
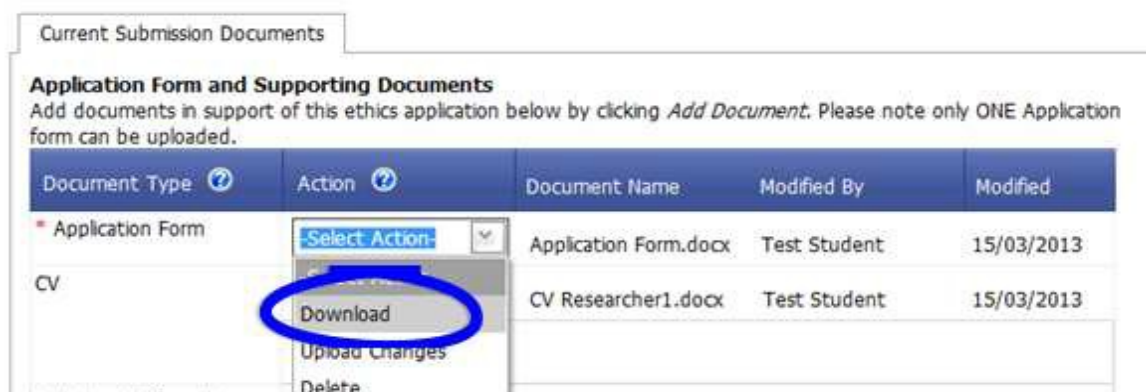
In Internet Explorer a *File Download* pop-up box opens, **click on Save** to save this document outside of the system in order to make your changes.
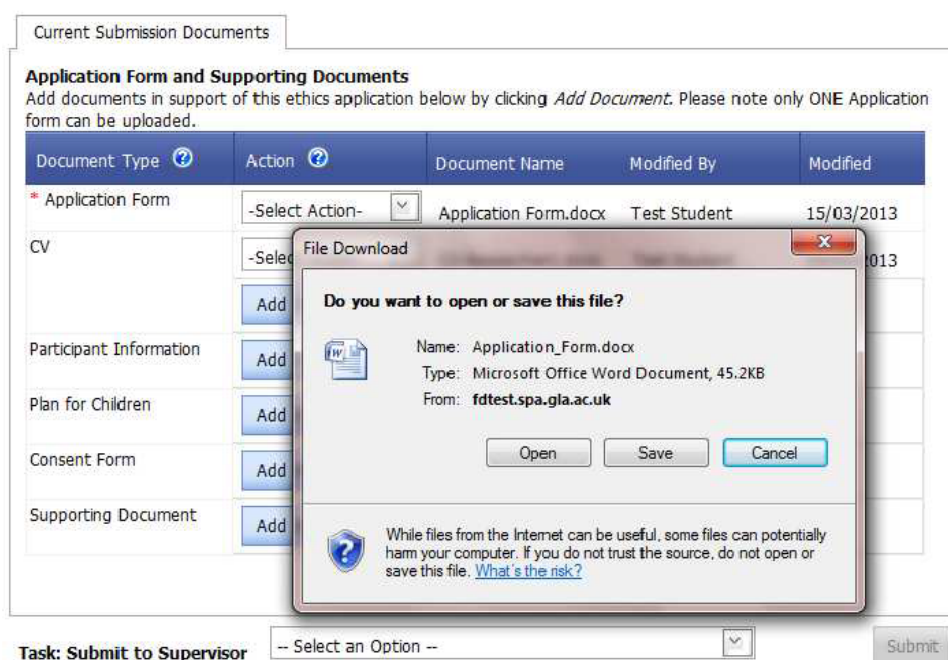
If an error message/warning is displayed when you try to download a document this may mean that pop-ups are disabled on your machine, please enable pop-ups/allow downloads.

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).

- To upload the document you have edited, **click on the Action** drop down list 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**.
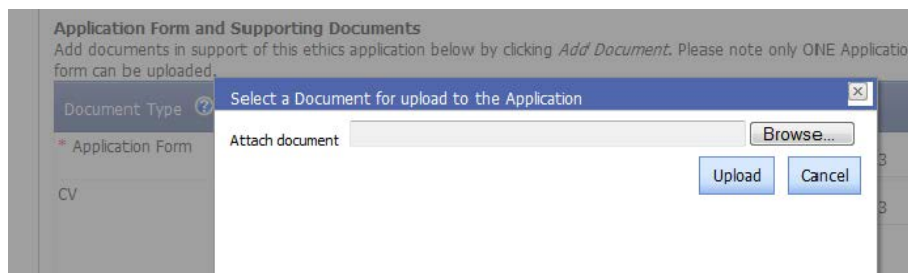
- **Replace a document**: to overwrite an existing document, **click on the Action** drop down list to the right of the document you wish to replace and choose **Upload Changes**.

- **If you wish to Add Documents:** on the *Current Submission Documents* tab add an additional document(s) to this application using the **Add Document** button to the right of the document type you wish to upload.

- 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**.

- **Delete Documents:** on the *Current Submission Documents* tab delete a document(s) from this application using the **Delete** button to the right of the document type you wish to delete.
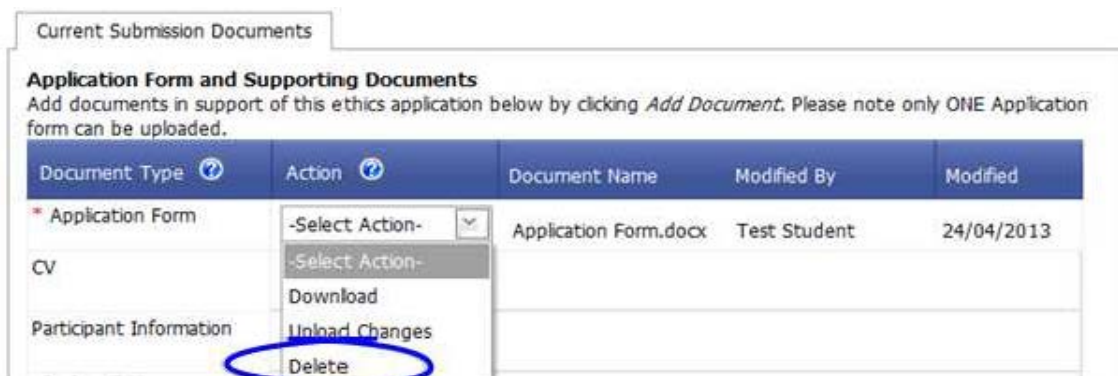
💡 The red asterisk * indicates those documents that are mandatory and must be included for this College ethics committee application.

- Once you have completed the changes to your application, **click on the drop down list** at the bottom of the screen to the right of the **Task: Submit to Supervisor**.

 The list displays the following recommendations:
   - Submit to Supervisor
   - Delete (you may delete this application if you wish at this stage)

- 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 to your supervisor, **click on OK** to the message and you are returned to the Home screen.

You can check that your application has been submitted to your supervisor through the *My Applications/Draft* menu item, the Current State will display *Supervisor Review*.

💡 Once your application has been submitted by your supervisor to the ethics committee you can track its progress via the *My Applications/Active* menu item.

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).