



This symbol represents a handy tip or further information.

This document details the steps to re-submit the 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.

The screenshot shows the 'Business Systems' login page. 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. A message above the form says: 'Please enter your username and password* below and then click on the Login button.'

- Click on **Research Ethics System**

The screenshot shows the 'Business Systems' application list page. The user is logged in as 'gustaff'. The page lists several services available to the user, each with an information icon (i):

- BIOnline
- EDRMS Utilities
- Electronic Document and Records Management (EDRMS)
- Exam Papers
- HR - Payroll Reporting Tool
- HR/Payroll System
- Research Ethics System** (circled in blue)
- Tender Documents Viewer

2. Notifications

When an application has been returned to the student by the committee, an email will be sent to the student asking them to make any changes described in the *Collated Comments Document* and to edit the *Resubmission Document* before resubmitting to their Supervisor.

Research Ethics System

How To Supervise A Student Application Returned by Committee

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: Date
To: [Supervisor Name]
Subject: Research Ethics Application Returned - [Project Title] - [Project Number]

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

Project Title Project Title
Application Number xxxxxxxxxxxx
Committee College of Social 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 to their application and resubmitted it, you will receive a **task email** similar to the one below:

From: ResearchEthicsSystem@glasgow.ac.uk [mailto:ResearchEthicsSystem@glasgow.ac.uk]
Sent: Date
To: [Supervisor Name]
Subject: Research Ethics Application for Re-Submission [Project Title]-[Project Number]

Dear [Supervisor Name],

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

Task Resubmission
Project Title Project title
Application Number xxxxxxxxxxxx
Committee College of Social 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

3. Viewing a Resubmitted Application

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



When the **My Tasks** screen opens, locate the student 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	200130016	Application	College of Medical Veterinary and Life Sciences	24/04/2014
Resubmission	200130018	Test Student Application	College of Medical Veterinary and Life Sciences	24/04/2014

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



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

Project Title:	Test Student Application		
Application No:	200130018	Status:	Supervisor Review
Committee:	College of Medical Veterinary and Life Sciences	Supervisor:	Ms Susan MacMillan

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	23/04/2014
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"/>			
Resubmission Document	-Select Action-	Resubmission Document.pdf		24/04/2014
Supporting Document	<input type="button" value="Add Document"/>			

[All Documents for 200130018](#)

Comments Documents

Document Type	Action	Document Name	Modified By	Modified	Option
Collated Comments	-Select Action-	Lead Collated Comments Minor.pdf		24/04/2014	

Task: Resubmission -- Select an Option --

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

- To view the changes click on the **Action** drop down list to the right of the *Collated Comments* Document Type and choose **Download**.

Document Type	Action	Document Name	Modified By	Modified	Option
Collated Comments	-Select Action- -Select Action- Download	Lead Collated Comments Minor.pdf		24/04/2014	

In Internet Explorer a *File Download* pop-up box opens, click on **Open** in order to view the ethics committee's comments.

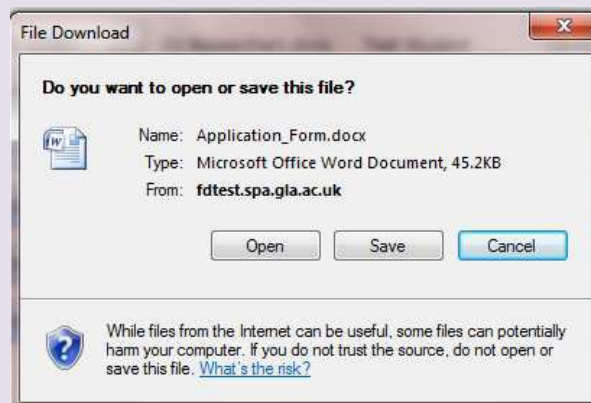
4. Edit Documents

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

Make changes to an existing document: on the *Current Submission Documents* tab

- 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.

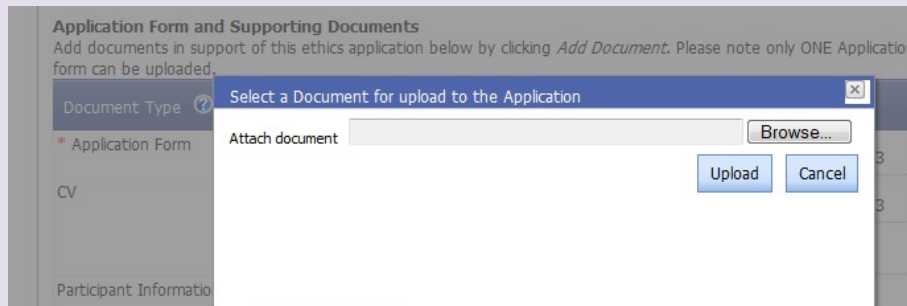


- Once you have made changes to the document, save it locally, i.e. on your computer and close it, then click on the **Action** drop down list to the right of the document you wish to replace and choose **Upload Changes**.

Document Type	Action	Document Name	Modified By	Modified
* Application Form	-Select Action- Download	Application Form.docx	Ms Susan MacMillan	03/07/2013
CV	-Select Action- Download			
Participant Information	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 on the *Current Submission Documents* tab 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, 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 re-submitting the application.

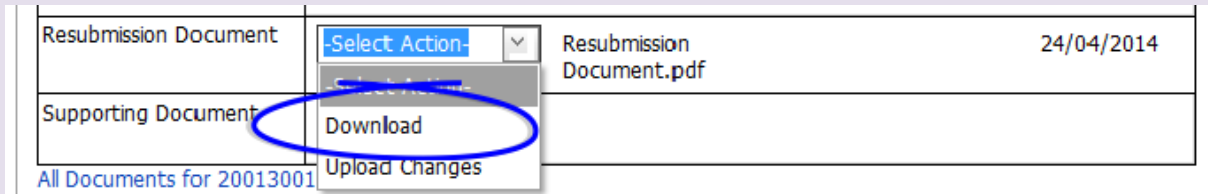
Once any changes have been completed the *Resubmission Document* **must be edited** indicating how the student has addressed the committee's feedback. Ideally the student should do this, but it is also possible for the supervisor to edit this document.

5. Edit the Resubmission Document

A **copy** of the *Collated Comments* document has been placed in with the Application Documents **and re-named the Resubmission Document**. This is so that the Applicant Response section on the form can be completed and the document resubmitted to the committee explaining how their requested changes have been addressed.

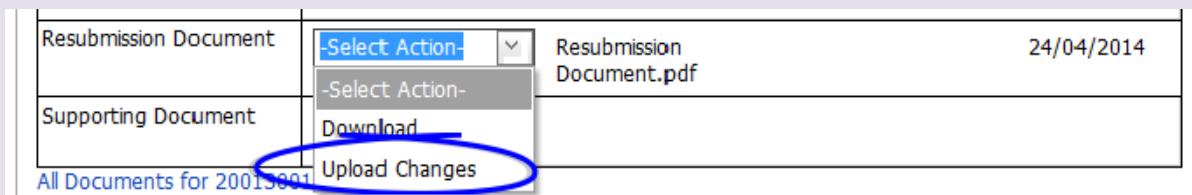
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- Click on the **Action** drop down list to the right of the *Resubmission Document* type and choose **Download**.

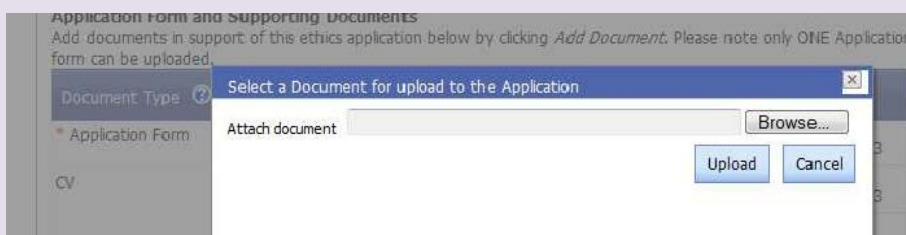


In Internet Explorer a **File Download** pop-up box opens asking if you wish to **Open, Save or Cancel**.

- Click on **Open** to edit the document.
- Fill in the relevant sections explaining how the student has addressed the comments that the committee have made about the application.
- Once you have finished editing the document, **save it locally i.e. on your computer and close it**.
- To upload the document you have edited click on the **Action** drop down list beside *Resubmission Document* and choose **Upload Changes**.

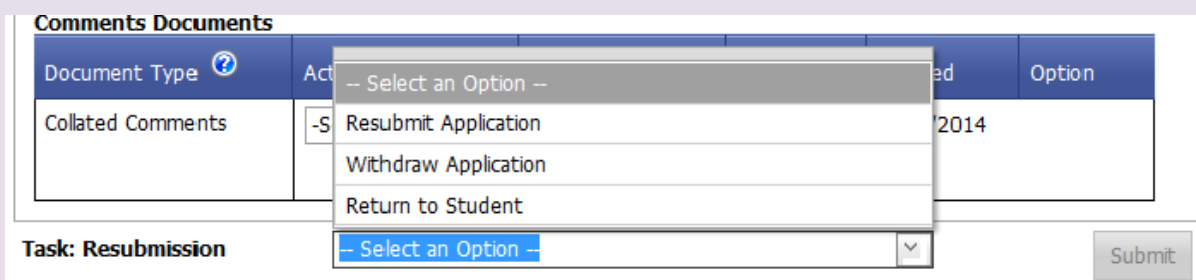


- A pop-up box is displayed entitled *Select a Document for upload to the Application*. Click on the **Browse** button to locate your document and select it then click on **Upload**.



6. Resubmitting the Application

- 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** on 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 student's application.



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

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

End