



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.

Register Here

Help

IT Services

Business Systems Web Front Door

Please enter your username and password* below and then click on the Login button.

Username

Password

Login

Click on **Research Ethics System**

Logout

IT Services

Application List for (logged in as gustaff)

Welcome to the IT Services Web Applications facility. Below is a list of the services available to you - simply click on the relevant link.

[BIOOnline](#)

[EDRMS Utilities](#)

[Electronic Document and Records Management \(EDRMS\)](#)

[Exam Papers](#)

[HR - Payroll Reporting Tool](#)

[HR/Payroll System](#)

[Research Ethics System](#)

[Tender Documents Viewer](#)

2. Download Template

The application form and templates for your ethics committee are available 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 you are going to submit your application 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. You must save and complete your documentation outside the system.



To download further templates click on the appropriate document name to open it.

3. Create Draft Application

Click on the **Create Draft Application** menu item to the left of the screen

Click on the **Choose Ethics Committee** drop down list and choose the college ethics committee you wish to submit your application to (as illustrated below).

Create Draft Application

Choose Ethics Committee:

Committee

- College of Arts
- College of Medical Veterinary and Life Sciences
- College of Science and Engineering
- College of Social Sciences

Please Note: If you exit this screen without clicking on **Create Draft Application** your application will not be created.

Create Draft Application

Click in to the **Project Title** text box and type in the name of your project (this can be edited later if required before submitting your application).

Create Draft Application

Choose Ethics Committee:
College of Medical Veterinary and Life Sciences

Project Title:
Test Staff Application

Once you have entered these details click on **Create Draft Application** - this will save your draft application to **My Applications-Draft** where you may edit, delete and upload documents before submitting your application (these documents will be saved to your application on upload).

Please Note: If you exit this screen without clicking on **Create Draft Application** your application will not be created.

Create Draft Application

Click on the **Create Draft Application** button.

The draft application is created, the screen refreshes and you are automatically re-directed to the *My Applications/Draft* screen.

An **email notification** is sent to you with the details of your draft project number, similar to the one below.

From: ResearchEthicsSystem@glasgow.ac.uk
Sent: Date
To: [Name]
Subject: Research Ethics Application Created [Test Staff Application]-[D1363713461015]

Dear [Name],

The following research ethics application has been created:

Project Title Test Staff Application
Application Number D1363713461015
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](#).

4. Upload Documents to Your Application

Click on the **My Applications-Draft** menu item



My Draft Applications

Documents are saved to your application on upload - you can exit the system at any time and return to your application at a later date to upload and modify your documents before submission. Once your application is submitted for review you will no longer be able to edit or delete your documentation. You may delete or withdraw your application when it is in the draft or resubmission state.

Click on the **Application Number** to view the application details and documents.

Application No.	Title	Committee	Current State
D1363713461015	Test Staff Application	College of Medical Veterinary and Life Sciences	Draft

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

On the *Current Submission Documents* tab click on the **Add Document** button to the right of the Application Form Document Type (see below).

The screenshot shows the 'Current Submission Documents' tab. At the top, there is a summary box with the following information:

Project Title:	Test Staff Application edit	Status:	Draft
Application No:	D1365170930547	PE:	Mrs Sara Somerville
Committee:	College of Medical Veterinary and Life Sciences		

Below this is the 'Current Submission Documents' section, titled 'Application Form and Supporting Documents'. It contains the instruction: 'Add documents in support of this ethics application below by clicking *Add Document*. Please note only ONE Application form can be uploaded.'

Document Type	Document Name	Modified By	Modified
* Application Form			
CV			
Participant Information			

Each row in the table has an 'Add Document' button to its right. The 'Add Document' button for the 'Application Form' row is circled in blue.

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 your Application Form click on it and click on **Open**. Then click on the **Upload** button.

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.



Each document you upload is saved to your application - you may exit the system and return to your draft application at any time.



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



If you wish to edit your 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**.

5. Edit/Replace a Document

To edit a document you have already uploaded, click on the **Action** drop down list to the right of the document you wish to change and choose **Download**.

Project Title: Test Staff Application [edit](#)
Application No: D1365170930547 Status: Draft
Committee: College of Medical Veterinary and Life Sciences PI: Mrs Sara Somerville

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	Mrs Sara Somerville	05/04/2013
CV	Download	CV Researcher1.docx	Mrs Sara Somerville	05/04/2013
Participant Information	Upload Changes			
Plan for Children	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.

Project Title: Test Staff Application [edit](#)
Application No: D1365170930547 Status: Draft
Committee: College of Medical Veterinary and Life Sciences PI: Mrs Sara Somerville

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	Mrs Sara Somerville	05/04/2013
CV	-Select Action-	CV Researcher1.docx	Mrs Sara Somerville	05/04/2013
Participant Information	Upload Changes			
Plan for Children	Delete			
	Add Document			
Consent Form	Add Document			
Supporting Document	Add Document			

File Download
Do you want to open or save this file?
Name: CV_Researcher1.docx
Type: Microsoft Office Word Document, 9.69KB
From: fdtest.spa.gla.ac.uk
Open Save Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



If an error message or 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 your 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.

Research Ethics System How To Create A Staff Ethics Application

To upload the document you have edited, click on the **Action** drop down list and choose **Upload Changes**.

Project Title:	Test Staff Application edit		
Application No:	D1365170930547	Status:	Draft
Committee:	College of Medical Veterinary and Life Sciences	PI:	Mrs Sara Somerville

Document Type	Action	Document Name	Modified By	Modified
* Application Form	-Select Action-	Application Form.docx	Mrs Sara Somerville	05/04/2013
CV	Select Action: -Select Action-	CV Researcher1.docx	Mrs Sara Somerville	05/04/2013
Participant Information	Upload Changes			
Plan for Children	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**.

Document Type	Action	Document Name	Modified By	Modified
* Application Form	-Select Action-	Application Form.docx	Mrs Sara Somerville	05/04/2013
CV	Select Action: -Select Action-	CV Researcher1.docx	Mrs Sara Somerville	05/04/2013
Participant Information	Upload Changes			
Plan for Children	Add Document			

Select a Document for upload to the Application

Attach document

6. Submit Application

Once you have completed your ethics application you must submit it for review.

Click on the **My Applications-Draft** menu item

My Draft Applications

Documents are saved to your application on upload - you can exit the system at any time and return to your application at a later date to upload and modify your documents before submission. Once your application is submitted for review you will no longer be able to edit or delete your documentation. You may delete or withdraw your application when it is in the draft or resubmission state.

Click on the **Application Number** to view the application details and documents.

Application No.	Title	Committee	Current State
D1365170930547	Test Staff Application	College of Medical Veterinary and Life Sciences	Draft

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

Click on the drop down list at the bottom of the screen to the right of the *Task: Submit Application* and choose **Submit Application**.

Project Title: Test Staff Application [edit](#)

Application No: D1365170930547 Status: Draft

Committee: College of Medical Veterinary and Life Sciences PI: Mrs Sara Somerville

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	Mrs Sara Somerville	05/04/2013
CV	-Select Action-	CV Researcher1.docx	Mrs Sara Somerville	05/04/2013

Participant Information Add Document

Plan for Children Add Document

Consent Form Add Document

Supporting Document Add Document

Task: Submit Application - Select an Option - Submit

Dropdown menu options: -- Select an Option --, Submit Application, Delete

Once a selection has been made the **Submit** button becomes active, click on it and click **OK** to the success message. An **email notification** is sent to you with the details of your new project number.



You can track the progress of your application through the *My Applications/Active* menu item.

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