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.

Click on **Research Ethics System**

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 to submit your application to.

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

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

You must have an agreed supervisor before creating an 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.

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

Click in to the **Project Supervisor** text box and begin to type the name of your supervisor (this is not case sensitive) once the name you require is displayed click on it to select it.

You can type the first name and/or the surname of your supervisor into the *Project Supervisor* box (without their title, e.g. Professor) and the system will search the list of University staff for you to select from.

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 [mailto:ResearchEthicsSystem@glasgow.ac.uk]
Sent: Date
To: xxxxxx
Subject: Research Ethics Application Created [Test Student Application]-[D1361809210653]
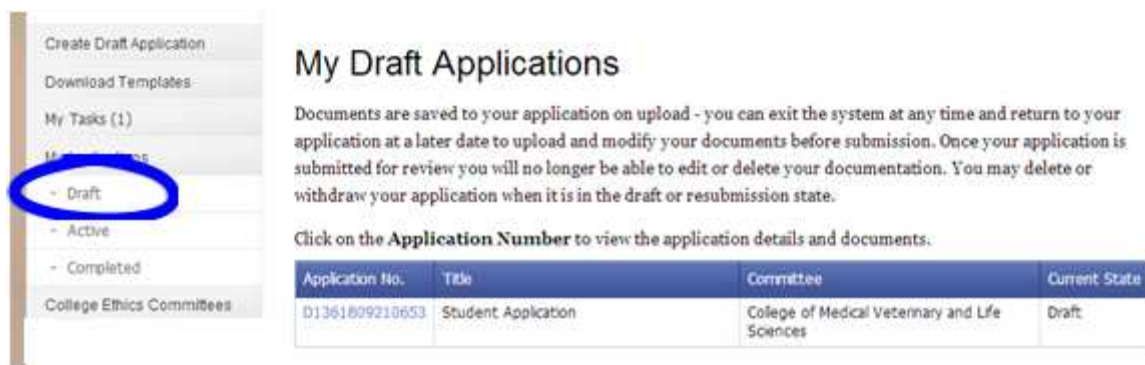
Dear Test Student,
The following research ethics application has been created:

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.

---

4. Upload Documents to Your Application
Click on the **My Applications-Draft** menu item

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).

Project Title:	Student Application edit			
Application No:	D1361809210653		Status:	Draft
Committee:	College of Medical Veterinary and Life Sciences		Supervisor:	Ms Susan

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 ⑦	Action ⑦	Document Name	Modified By	Modified
* Application Form	Add Document			
CV	Add Document			
Participant Information	Add Document			
Plan for Children	Add Document			
Consent Form	Add Document			
Supporting Document	Add Document			

Task: Submit to Supervisor   -- Select an Option -- ☑   Submit

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:	Student Application *edit*		
Application No:	D1361809210653	Status:	Draft
Committee:	College of Medical Veterinary and Life Sciences	Supervisor:	Ms Susan

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 ⑦	Action ⑦	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
	Upload Changes			
	Delete			
Participant Information	Add Document			
Plan for Children	Add Document			
Consent Form	Add Document			
Supporting Document	Add Document			

Task: Submit to Supervisor   -- Select an Option -- ⌄   Submit

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.

My Applications
- Draft
- Active
- Completed
College Ethics Committees
Help

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 ⑦	Action ⑦	Document Name	Modified By	Modified
* Application Form	-Select Action- ⌄	Application Form.docx	Test Student	15/03/2013
CV	-Sele			2013
	Add			
Participant Information	Add			
Plan for Children	Add			
Consent Form	Add			
Supporting Document	Add			

File Download ✕

Do you want to open or save this file?

Name: Application_Form.docx
Type: Microsoft Office Word Document, 45.2KB
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?

**Task: Submit to Supervisor**   -- Select an Option -- ⌄   Submit

💡 If an error message or warning is displayed when you try to edit 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.

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**.
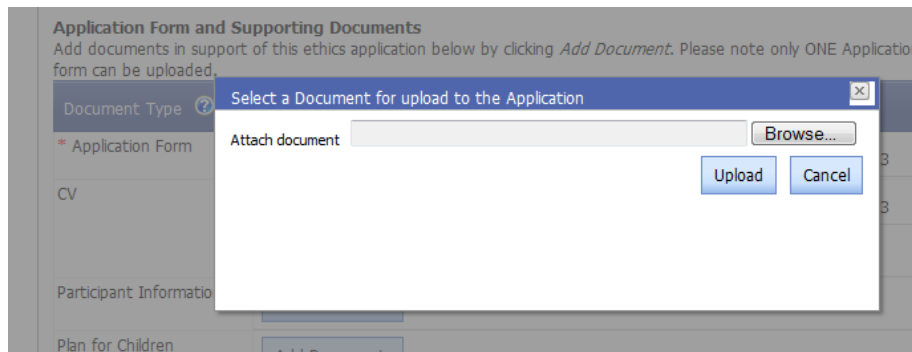
6. Submit Draft Application to Supervisor
Once you have completed your ethics application you must submit it to your chosen supervisor.

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

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 to Supervisor* and choose **Submit to Supervisor**

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

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

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).