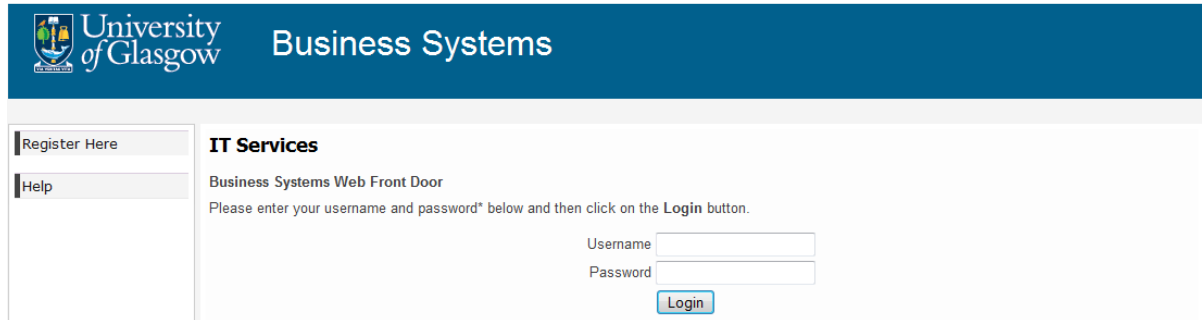


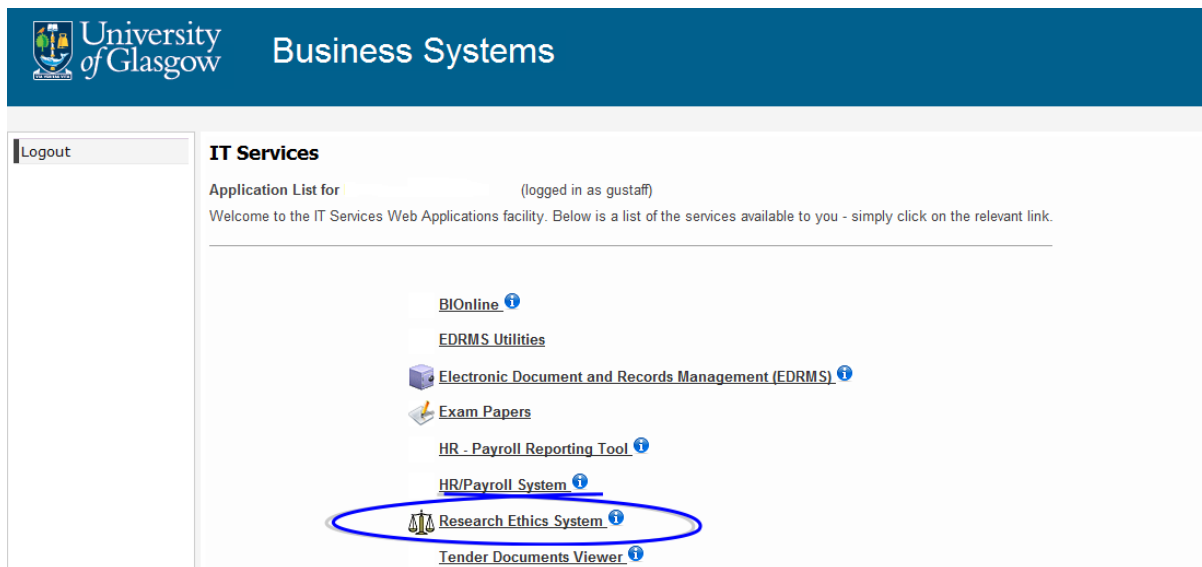
This details the steps to delete an application that is still at the *draft* stage and has not been submitted to the ethics committee.

## 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. Viewing Applications

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



### 3. Deleting a Draft Application

When the **My Tasks** screen opens, locate the application that requires action. The Task will be displayed as *Submit to Supervisor*.

## 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 to Supervisor	D1379587142379	Student Application	College of Medical Veterinary and Life Sciences	19/09/2013

Click on the **Application Number** to view the full application details (as shown below), the Status will be displayed as *Draft* or *Student Changes Required*.

Project Title:	Student Application <a href="#">edit</a>	Status:	Student Changes Required
Application No:	D1379587142379	Supervisor:	Ms Susan
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	19/09/2013
CV	<a href="#">Add Document</a>			
Participant Information	<a href="#">Add Document</a>			
Plan for Children	<a href="#">Add Document</a>			
Consent Form	<a href="#">Add Document</a>			
Supporting Document	<a href="#">Add Document</a>			

Task: **Submit to Supervisor** [- Select an Option -](#) [Submit](#)

Click on the drop down list at the bottom of the screen to the right of the **Task: Submit to Supervisor** and select *Delete*. Then select *Submit*.

### 4. 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).