

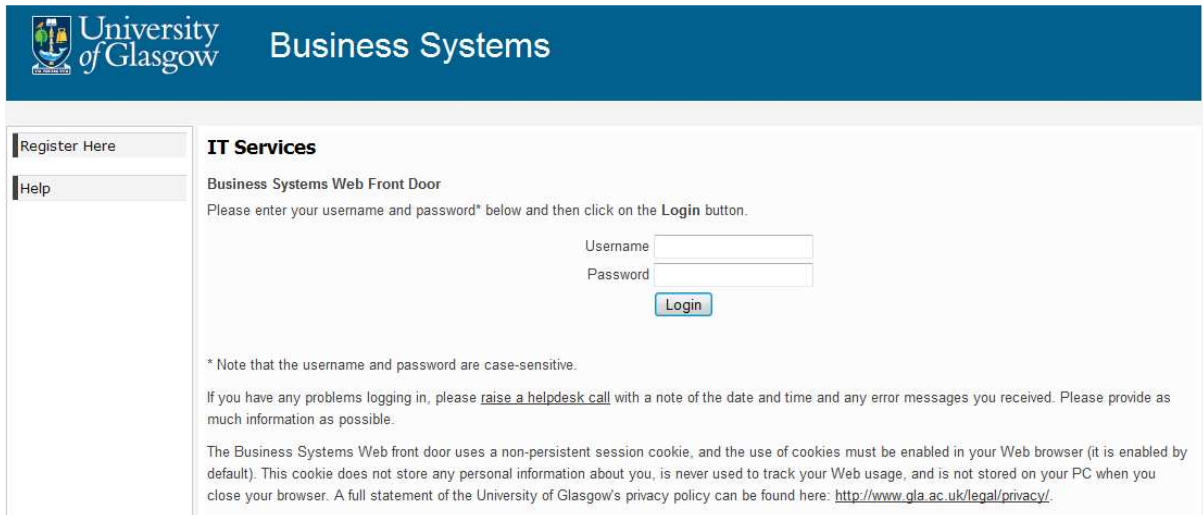
Research Ethics System How To Supervise Withdrawing a Student Application

This details the steps to withdraw a Student application that has been returned by the *College Ethics Committee* or *Ethics Administrator*.

1. Logging In

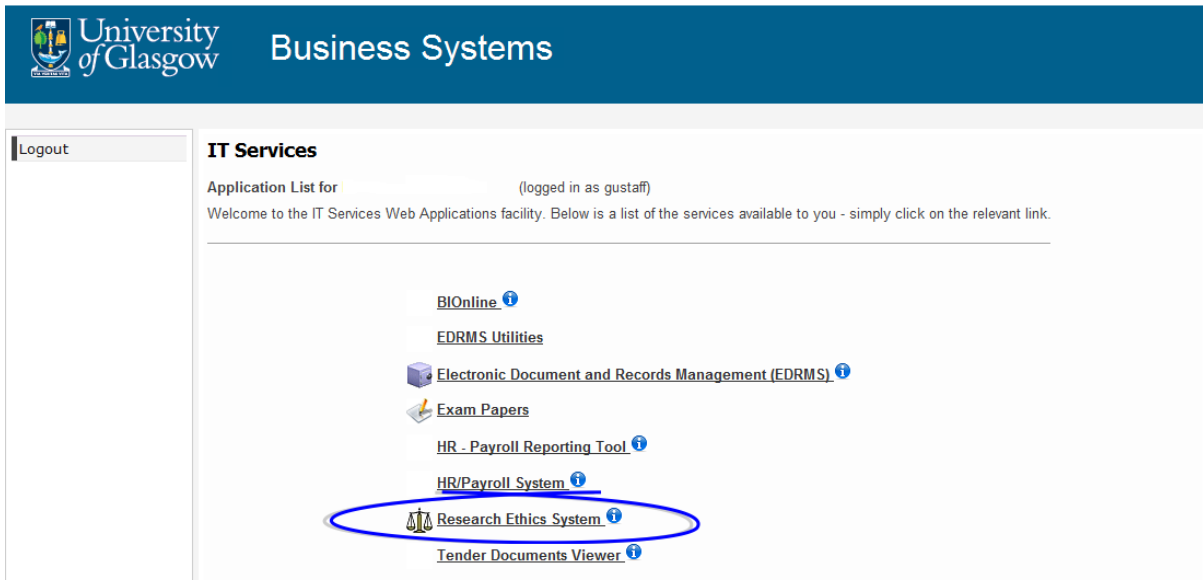
Open Internet Explorer or Firefox and log in to the system through the *Business Systems* front door page - <https://frontdoor.spa.gla.ac.uk/login/> using your GUID and password.

This page is also accessible from the *MyGlasgow* portal/Business Systems.



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. Below the form, there is a note: '* Note that the username and password are case-sensitive.' Further down, there is a paragraph of text: 'If you have any problems logging in, please [raise a helpdesk call](#) with a note of the date and time and any error messages you received. Please provide as much information as possible.' At the bottom, there is a paragraph about cookies: 'The Business Systems Web front door uses a non-persistent session cookie, and the use of cookies must be enabled in your Web browser (it is enabled by default). This cookie does not store any personal information about you, is never used to track your Web usage, and is not stored on your PC when you close your browser. A full statement of the University of Glasgow's privacy policy can be found here: <http://www.gla.ac.uk/legal/privacy/>.'

Click on **Research Ethics System**



The screenshot shows the 'Business Systems' application list page. On the left, there is a 'Logout' link. The main content area is titled 'IT Services' and 'Application List for (logged in as gustaff)'. It contains a welcome message: 'Welcome to the IT Services Web Applications facility. Below is a list of the services available to you - simply click on the relevant link.' Below this, there is a list of services: 'BIOOnline', 'EDRMS Utilities', 'Electronic Document and Records Management (EDRMS)', 'Exam Papers', 'HR - Payroll Reporting Tool', 'HR/Payroll System', 'Research Ethics System', and 'Tender Documents Viewer'. The 'Research Ethics System' link is circled in blue.

2. Withdrawing an 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*.

University of Glasgow Research Ethics System | Logged in as: Susan MacMillan | Home | Logout

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	200130012	Student Application	College of Medical Veterinary and Life Sciences	12/09/2013

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

Project Title:	Student Application		
Application No:	200130012	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	12/09/2013
CV	Add Document			
Participant Information	Add Document			
Plan for Children	Add Document			
Consent Form	Add Document			
Resubmission Document	-Select Action-	Resubmission Document.docx	Test Student	12/09/2013
Supporting Document	Add Document			

[All Documents for 200130012](#)

Comments Documents

Document Type	Action	Modified	Option
Collated Comments	-S	/2013	

Task: Resubmission

Click on the drop down list at the bottom of the screen to the right of the **Task: Resubmission** and select *Withdraw Application*.

Once you select *Withdraw Application* the **Submit** button becomes active, click on it.

A message is displayed asking if you are sure you want to withdraw the application, click on **OK** and you are returned to the Home screen.

You can still access this application through the *Student Applications/Completed* menu item if you wish to use the documents as a basis for a fresh application.

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).

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