Conditionally Approvals

ETHICS APPLICATION & APPROVAL SYSTEM

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1. Submit documents for Conditionally Approved Applications

Researchers click on function Conditionally Approval Documents and Search.

All the students Conditionally Approved Applications will be listed, or if there is only one, it will open that specific application.

2. Upload documents

On the first icon, the documents can be uploaded, by clicking on the "Add other relevant documents" button.

3. Add a comment

Researchers can add a comment by clicking on the 2ⁿᵈ icon and Post the comment

Click on "Submit for Approval" to send the request direct to the Ethics Administrators.

4. Ethics Administrator view documents

Under All Ethics, please make sure which documents are required for Full Approval.

Ethics Administrators click on the same function "Conditional Approval Documents" and search.

You will receive a list of applications needed Full Approval, select one.

On the 1st icon, view the document.

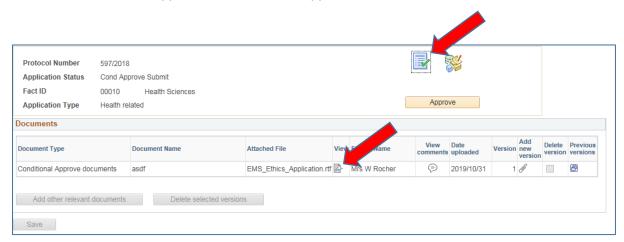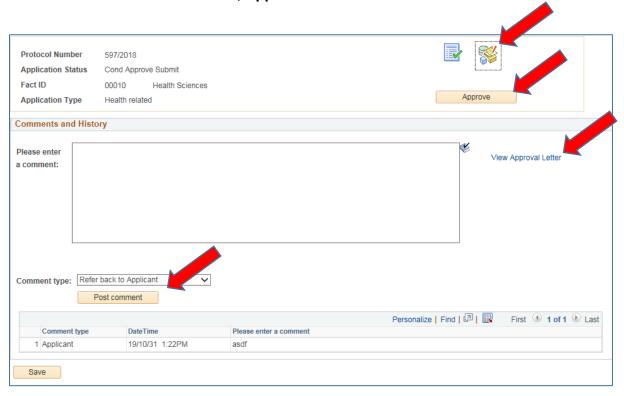## 5. View comments and letter, Approve

Click on the 2nd icon to:

1) View the comments
2) View the Full Approval Letter, by clicking on the link "View Approval Letter"
3) Refer the submission back to the Reviewer, if documents are still outstanding, by typing a comment and click on the "Post Comment" button.
4) If you are happy with the documents and the letter, click on the Approve button.

When approved, the Full Approval letter will be send to the Researcher by e-mail, and the Full Approval letter will be added on his/her Application under the Documents icon.