

Conditional Approvals

**ETHICS APPLICATION & APPROVAL SYSTEM**

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# **Submit documents for Conditionally Approved Applications**



Researchers click on function Conditional Approval Documents and Search.

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

# **Upload documents**



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

# **Add a comment**



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

Click on “Submit for Approval” to send the request directly to the Ethics Administrator.

# **Ethics Administrator view documents**



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

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

You will receive a list of applications needing Final Approval, select one.



On the 1st icon, view the document.

# **View comments and letter, Approve**



Click on the 2nd icon to:

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

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