

Login in a create initial Application Form

Enter basic details – Titles Etc.

Add Co-Applicants and Signatories

Co-Applicants receive automated emails

Signatories receive automated emails

Co-Applicants log into system and acknowledge involvement

Signatories log into system and acknowledge involvement

Populate application form with detailed information

Co-Applicants must 'Approve' completed application

Check point :
Application should have full content
Signatories must have acknowledged involvement
Co-applicant must have acknowledged involvement AND approved the content

VALIDATION
Before the application can be submitted it must validate successfully. To Validate the Application, open the application form in the online system and click Validate – you will be advised of any areas still requiring attention.
If validation is successful you are ready to submit - save and close you application and you will see the submission button

SUBMISSION
Click submit from the application details screen to complete the application process.
Remember after you submit you will no longer be able to make any changes

Following submission the named Statistician will receive an automated email requesting they log in and approve

The named Clinical Trial Unit representative will then receive an automated email requesting they log in and approve

The named Finance Officer will then receive an automated email requesting they log in and approve

The named Head of Department will then receive an automated email requesting they log in and approve

Application Submission Process Completed