

Ethical Review Manager

Applicant User Guide

The Ethical Review Manager (ERM) System has been designed to enable applications for ethical approval to conduct research to be submitted and processed online.

The application can be saved and completed in stages then submitted when all the information has been populated. You can also upload documents.

A built-in workflow will send any submitted applications to the chair of the academic integrity and ethics Committee for your School who, in conjunction with School Reviewers, will make a decision on your application.

You will receive an email to inform you of any progress updates, such as a decision being made or the form being returned to you for amendments or further details.

This user guide covers the following functions:

Contents

Logging in	2
Work area	3
Notifications	4
Viewing existing projects	7
Creating a new project	9
Project information	13
Supporting documents	17
Signatures	18
Sharing the application	20
Submission/Approval process	22
Resubmission	24
Applications returned with a decision	27
Amendments	28
Appeals	29
Using folders	30

The URL for the Ethical Review Manager (ERM) system is:

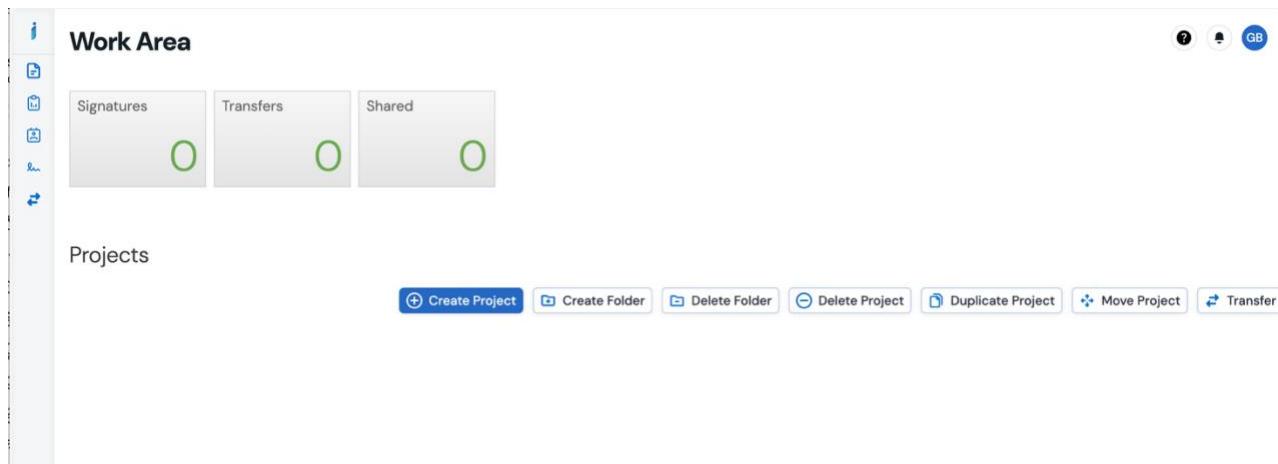
<https://uws.forms.ethicalreviewmanager.com>

The ERM is part of the UWS single sign-on system, so if you are already logged into another UWS system such as Microsoft 365 you will automatically be authenticated into the ERM when accessing the URL.

If you are unable to log in, please contact the ITDS helpdesk for assistance.

The work area is your dashboard.

- **Signatures** – requests for you to electronically sign an application that has been sent to you.
- **Transfers** – requests to transfer a project to another person (e.g. if you are leaving the University but the project is continuing under another investigator).
- **Shared** – forms that have been shared with you. This feature enables another UWS student or member of staff to share an application form with you outwith the review process.

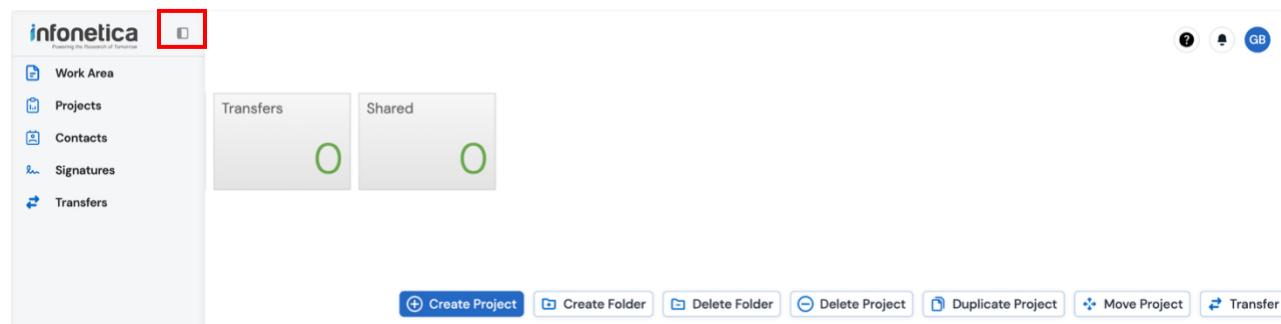


An ethical review application is classed as a *Project* in the ERM system. Any existing projects would be listed in this section.

you can also;

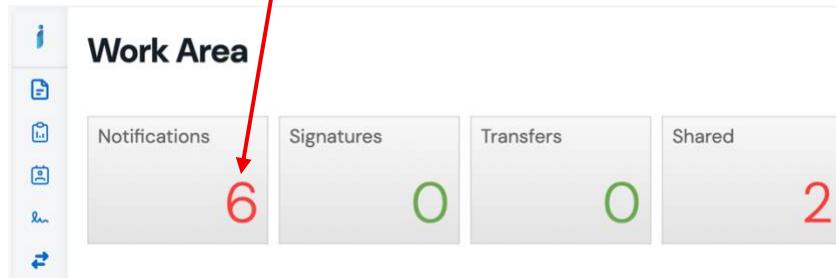
- create a project
- create a folder to group a number of projects together
- delete an existing folder
- delete an existing project
- duplicate a project, to create a copy that you can amend
- move a project to another folder
- transfer projects to a new “owner”

Moving your cursor over the left-hand edge of the screen will open the side bar, which allows you to navigate to the various sections listed. Clicking on the side-bar icon at the top-right of the side-bar keeps it on screen, clicking again reverts it to hidden when not in use.



Clicking on your initials in the top-right hand corner of the screen opens a menu allowing you to amend your personal details or logout. Clicking on the bell icon takes you to your notifications, messages from the system such as confirmation that an application has been submitted or amended. It will also notify you of any applications that have been returned to you by the Chair. Clicking on the question-mark icon opens the help menu.

The number shown alongside **Notifications** denotes the number of unread messages from the system



Clicking on the notification tile will take you to a list of your notifications.

Message	Attachment	Project Short Title	Date
Application returned to author		1st Sept	09/09/2025
has requested a signature from you	None	Development and expansion of catecholamine analysis in respective paediatric and adults for tumour analysis	09/07/2025
Your 1st Sept has been upgraded	None	1st Sept	05/09/2022
has requested a signature from you	None	The Effect of Interval Order on Heart Rate, Oxygen Uptake, and Perceptual Responses to high intensity interval training (HIIT).	23/05/2022

Click on a **Message** title to view that message in a po-up window, the message will include a link to the associated application form (**[View Form](#)**);

Message

Project Short Title: Creating a learning resource to introduce L7 students to haemoglobin: structure, function, and associated health issues.

Date: 07/03/2022 10:08 AM

has requested a signature from you

[View Form](#) [Close](#)

Once a message has been viewed, it will be marked as read in the Notifications list. Messages can be manually marked as read/unread by clicking the **tick** icon. The **flag** icon will highlight messages, enabling you to sort the list by flagged or unflagged items. The search criteria at the top of the page enables you to filter the list. The **X** will delete a notification.

A list of existing projects is shown in the work area. Use the **Search Projects** box to find projects using key words. Sort the list by clicking on any of the column headers.

The screenshot shows the 'Work Area' interface. At the top, there are four summary boxes: 'Notifications' (5), 'Signatures' (0), 'Transfers' (0), and 'Shared' (2). Below this is a section for 'Project Folders' with 'All Projects' (10) and a specific folder for 'student applications' (2). The main area is titled 'Projects' and contains a table with the following data:

Project Title	Project ID	Owner	Date Created	Date Modified
New form2	23877		12/06/2025 11:16	17/10/2025 12:03
New form	23874		11/06/2025 15:00	11/06/2025 15:00
1st Sept	16751		01/09/2021 15:42	09/09/2025 08:21
Test 2	13377		30/09/2020 09:40	04/11/2025 15:26
New test	10905		10/03/2020 11:41	10/03/2020 11:53
Test 4	973		11/09/2017 08:41	19/04/2022 10:46

At the top of the 'Projects' section, there are buttons for 'Search Projects', 'Create Project', 'Create Folder', 'Delete Folder', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'.

Click on a **Project Title** to open the project.

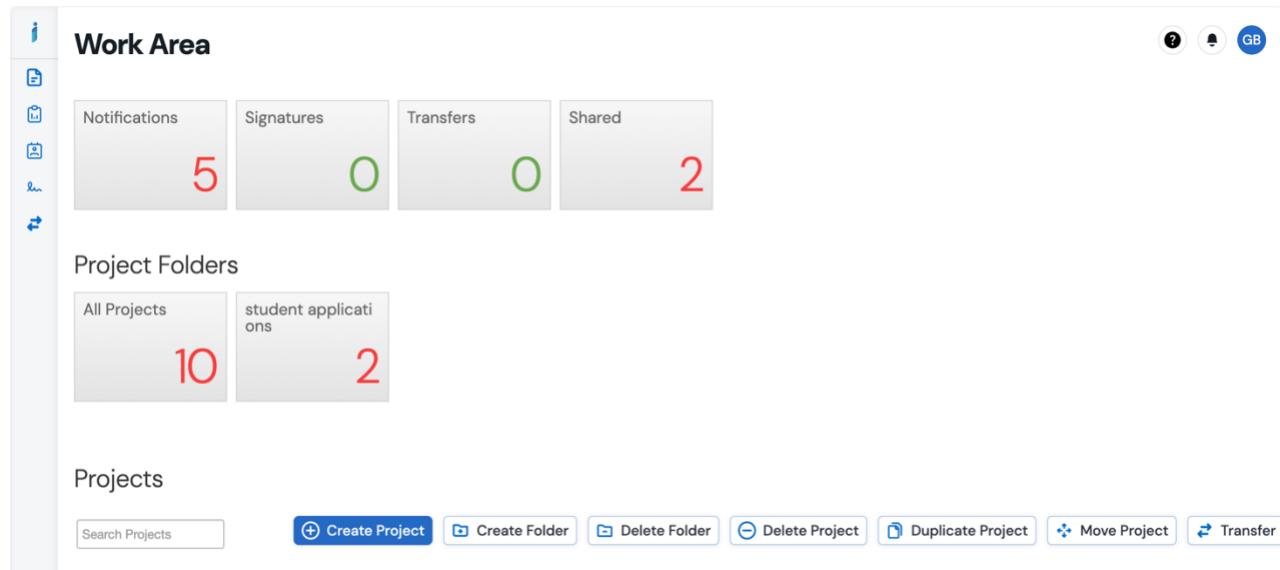
The screenshot shows the Ethical Review Manager - Applicant User Guide interface. On the left, a sidebar has a red arrow pointing to the 'Project' icon. The main area shows a 'Project Tree' with '1st Sept' and 'New Application Form'. Below is a navigation bar with 'Completeness Check', 'Project', 'Share', 'View as PDF', and 'Correspond'. The 'New Application Form' section has a 'Section' column (Applicant Details, Project Information, Supporting Documents, Signatures) and a 'Questions' column (Applicant Details, Project Information, Supporting Documents, Signatures). A red arrow points to the 'Signatures' link in the 'Questions' column. To the right is an 'Overview' panel with basic info: Project Title (1st Sept), Project Id (16751), Form Title (New Application Form), Status (Returned to Author), Review Reference (2021-16751-14059), Last Modified (09/09/2025), and Action Required (Yes). A red arrow points to the minus sign next to the 'Overview' title.

The **Overview** panel provides basic details of the application including its current **Status** and whether any action is required on your part. You can hide the overview panel by clicking the – sign next to it.

Clicking on any of the active links in the **Questions** column will take you to that part of the form.

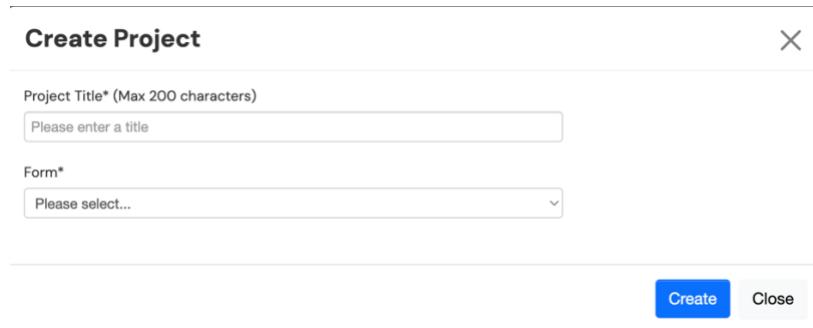
You can use the **Go Back to Work Area** link or hover over the side-bar icons to return to the work area or go to your list of projects.

In the work area, use the **Create Project** button to start a new project (application):



The screenshot shows the 'Work Area' interface. At the top, there are four status boxes: 'Notifications' (5), 'Signatures' (0), 'Transfers' (0), and 'Shared' (2). Below this is a section for 'Project Folders' with 'All Projects' (10) and 'student applications' (2). At the bottom, there is a 'Projects' section with a search bar and several action buttons: 'Create Project' (highlighted in blue), 'Create Folder', 'Delete Folder', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'.

Add the **Project Title** and confirm which template the project should use - either New Application or Historical Application*:

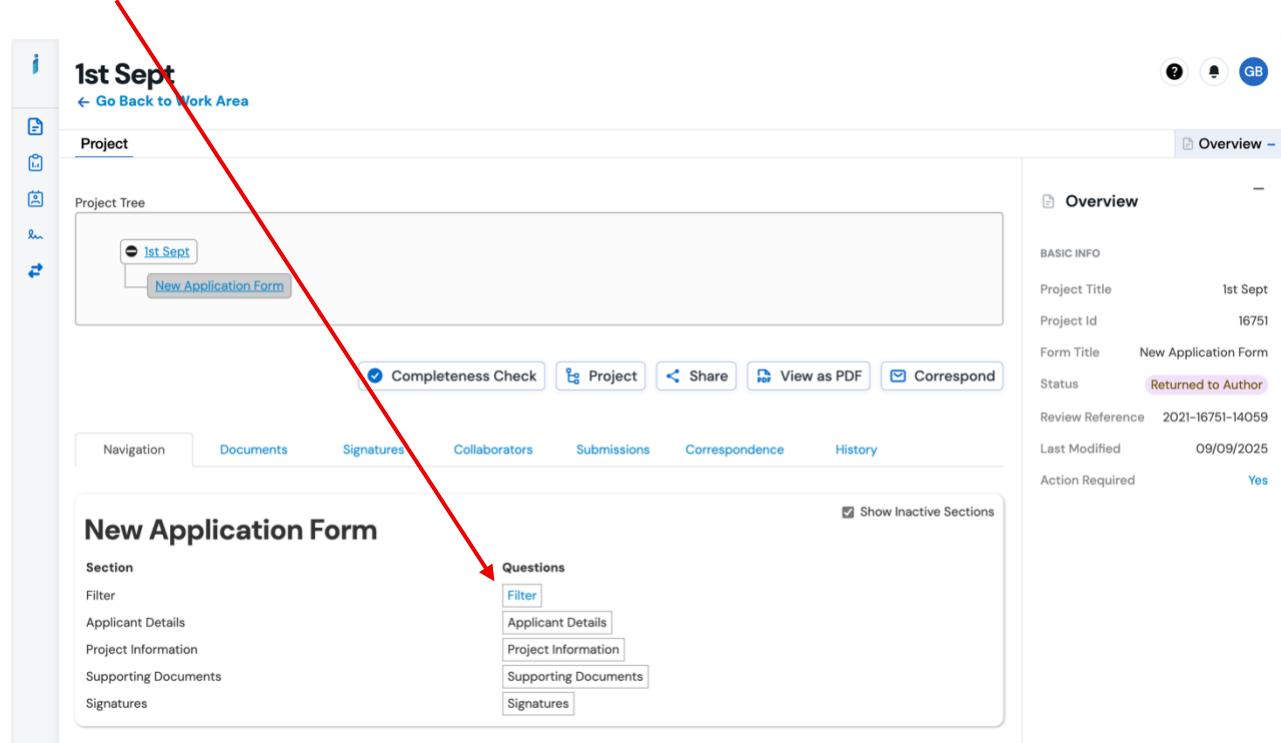


The 'Create Project' dialog box contains fields for 'Project Title*' (Max 200 characters) and 'Form*'. The 'Project Title' field has a placeholder 'Please enter a title'. The 'Form' field has a placeholder 'Please select...'. At the bottom are 'Create' and 'Close' buttons.

Click **Create**.

* An historical project is one which was **approved before the Ethical Review Manager system went live** and could either be in progress or still to begin. These projects only need to be added if you wish to make a change to that project and update the details for further review. Completed projects should not be entered. Historical projects are subject to the same process, but the form will contain fewer fields.

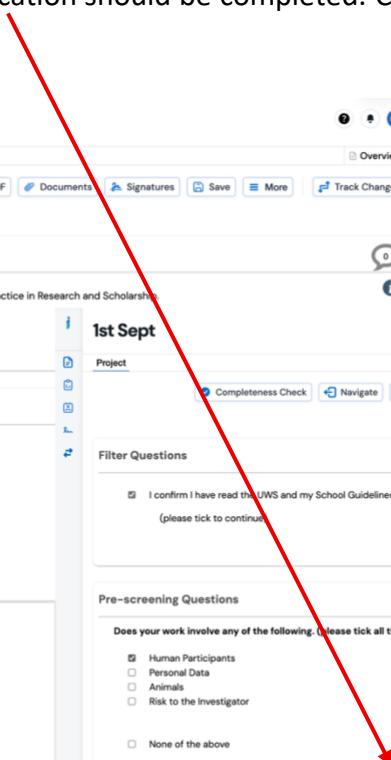
The **Filter** section must be completed before continuing with the rest of the application.



The screenshot shows the 'New Application Form' interface. On the left, there's a sidebar with 'Project' and 'New Application Form' buttons. The main area has tabs for 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. A red arrow points from the 'Project' sidebar to the 'Questions' section on the right. The 'Questions' section contains a 'Filter' button and five categories: 'Applicant Details', 'Project Information', 'Supporting Documents', and 'Signatures'. To the right of the 'Questions' section is a sidebar titled 'Overview' with 'BASIC INFO' details: Project Title (1st Sept), Project Id (16751), Form Title (New Application Form), Status (Returned to Author), Review Reference (2021-16751-14059), Last Modified (09/09/2025), and Action Required (Yes).

This asks you to confirm that you have read the UWS and School Guidelines and which areas your research may involve.

Once the relevant categories in the pre-screening questions have been ticked, text is shown to confirm if an ethical review application should be completed. Click **Next** at the bottom of the page to proceed.



1st Sept

Project

Completeness Check | Navigate | View as PDF | Documents | Signatures | Save | More | Track Changes

Filter Questions

I confirm I have read the UWS and my School Guidelines for Ethical Practice in Research and Scholarship.
(please tick to continue)

1st Sept

Project

Completeness Check | Navigate | View as PDF | Documents | Signatures | Save | More | Track Changes

Filter Questions

I confirm I have read the UWS and my School Guidelines for Ethical Practice in Research and Scholarship.
(please tick to continue)

Pre-screening Questions

Does your work involve any of the following. (please tick all that apply)

Human Participants
 Personal Data
 Animals
 Risk to the Investigator

None of the above

Based on your answers to the above questions you should complete the remainder of this form and submit it to your school ethics committee for approval **PRIOR** to commencing any work on your project. Please click **Next** to proceed.

As the applicant, you will be listed as the **Principal Investigator**. Your details will be populated from the UWS Active Directory details.

The screenshot shows the 'Applicant Details' page. At the top, there is a header with a message icon (0) and an information icon (i). Below the header, the 'Position of Principal Investigator' section has a dropdown menu labeled 'Please Select...'. A red arrow points to this dropdown. To the right of the dropdown are fields for 'Title' (containing 'Dr'), 'First Name' (redacted), and 'Surname' (redacted). Below this is an 'Add to contacts' button. The 'School' section has a dropdown menu labeled 'Please Select...'. A red arrow points to this dropdown. Below the dropdown are radio buttons for 'Yes' and 'No' under the question 'Are there any co-applicants'. At the bottom of the page are 'Previous' and 'Next' buttons.

Use the drop-down menu to confirm your position within UWS and select your School from that drop-down list.

Wherever the “i” icon appears, you can click on it to view information or guidance.

Confirm if there are any **Co-applicants** or **Collaborators***. If ‘Yes’ is selected, further fields will appear to add their details. These details can then be saved as a “contact” for use in any future applications”.

* *Co-applicants must always be internal to UWS. Collaborators can be internal or external.*

The Project Information page contains many fields relating to the detail of your application. Although your changes will be saved when you click Next to move to the next page, you may find it useful to click **Save** at regular intervals as you work through the form.

The screenshot shows the 'Project Information' section of the Ethical Review Manager. At the top, there is a toolbar with various icons and buttons, including 'Save' (which is highlighted with a red arrow). Below the toolbar, there are several input fields: 'Title of Study' (a text input box), 'Primary purpose of the study' (a dropdown menu with 'Please Select...' as the placeholder), 'Where will the proposed research take place?' (a text input box), and 'How will the costs of the study be met?' (another text input box). The page has a clean, modern design with a light gray background and white input fields.

Add a descriptive title and select the primary purpose of the study, e.g., primary research, UG dissertation etc. If the research is going to be conducted at multiple locations, you should detail each of them in the Where will the research take place question.

Previous Approvals

0

Has the proposed study been considered by any other ethics committee?

- Yes
- No

Purpose, justification, design and methodology

0

Please give a full summary of the purpose, justification, design and methodology of the planned study: (word limit 1000 words)

How has the scientific quality of the proposed research project been assessed?

- Independent external review
- Review within a company
- Review within a multi-centre research group
- Review within the principal investigator's institution
- Review within the research team
- Review by supervisor/director of studies
- Other

If the proposed study has been considered by another committee, (e.g. at your collaborator's institution), click Yes to provide further details.

The **Purpose, justification, design and methodology** question is the main area of the form where you explain your project to the reviewers, please note that you can copy and paste this information from a word document. Tick all applicable responses in the **How has the scientific quality of the proposed research been assessed** question.



Interviews/Questionnaires

Does the proposed research involve the use of individual/group interviews or questionnaires?

Yes
 No

Impact on Participants

Please provide details of how you will recruit participants to your study:

Will participants be from any of the following groups? (Please tick all that apply)

Children under 16
 Adults with learning disabilities
 Adults with a terminal illness
 Adults in emergency situations
 Adults with mental illness (particularly if detained under the mental health act)
 Adults with dementia
 Adults in Scotland who are unable to consent for themselves
 Those who could be considered to have a particularly dependent relationship with the investigator
 Other
 None of the above

[< Previous](#) [Next >](#)

If you are using questionnaires/Interviews within your study, you will be asked to upload a copy of the questionnaire or interview schedule. A pop-up box will appear so you can browse for your document and attach it to the application. The original copy should be uploaded as Version 1. Any subsequent versions should be uploaded with the applicable version number (e.g. Version 2, Version 3, etc.). Uploaded documents will be listed, and you can upload additional documents or download/delete documents you've already uploaded. You will also be asked if your questionnaire/interviews will be asking any questions that could be sensitive/upsetting, if they are you will be asked how you will mitigate any such effects.

You should outline your recruitment process in detail so that reviewers have a clear understanding of how it will be done and confirm if any intended participants are from potentially vulnerable groups (tick all that apply).

Will study participants be paid to take part?

- Yes
- No

What is the expected duration of participation in the study for each participant?

Will informed consent be obtained from study participants?

- Yes
- No

Is the study likely to cause any discomfort or distress, either physical or psychological (see UWS Guidelines for Ethical Practice in Research and Scholarship)?

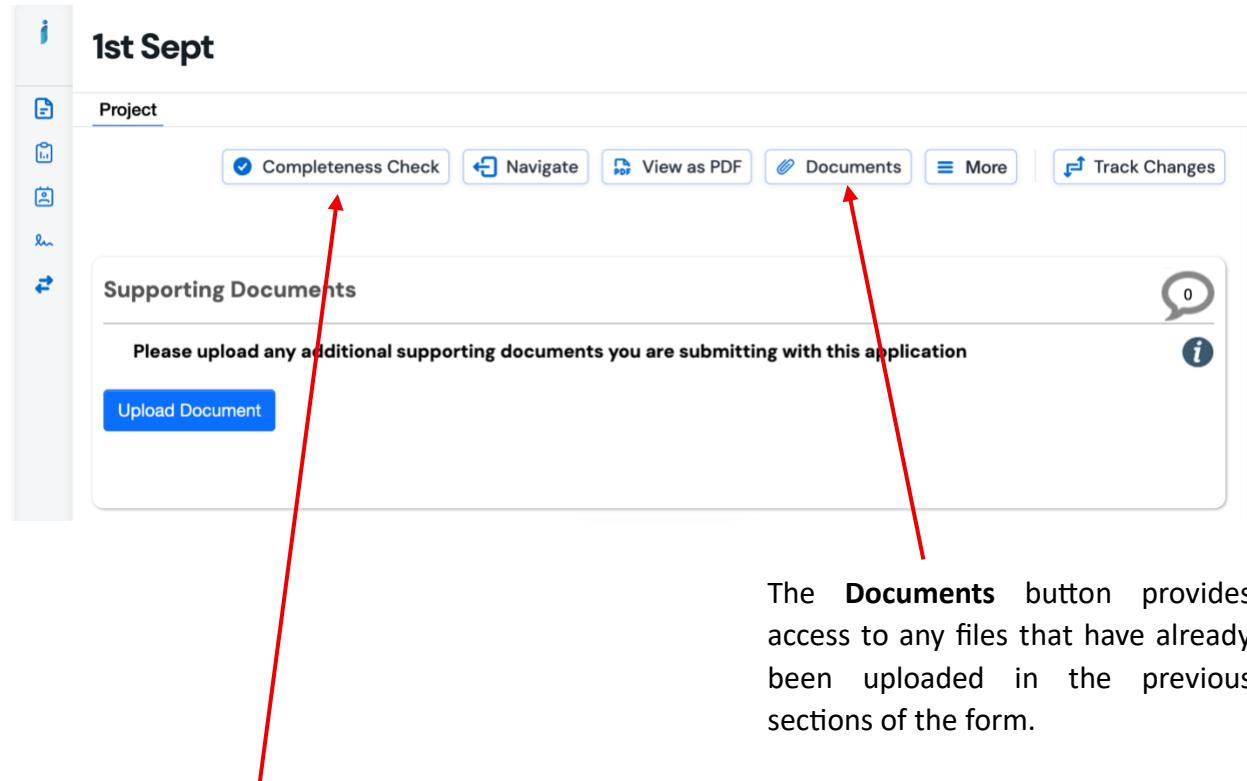
- Yes
- No

Does the proposed research involve any physically invasive procedures?

- Yes
- No

If you answer **Yes** to any of these questions you will be asked to provide further details. It is expected that informed consent will always be obtained, so when you answer Yes to this question you will be asked to upload a copy of your **Participant information sheet** and **Consent form**. The original copies should be uploaded as Version 1. Any subsequent versions should be uploaded with the applicable version number (e.g. Version 2, Version 3, etc.).

Any additional documents related to your application, such as risk assessments, protocols, access agreements etc. can be added on this page:

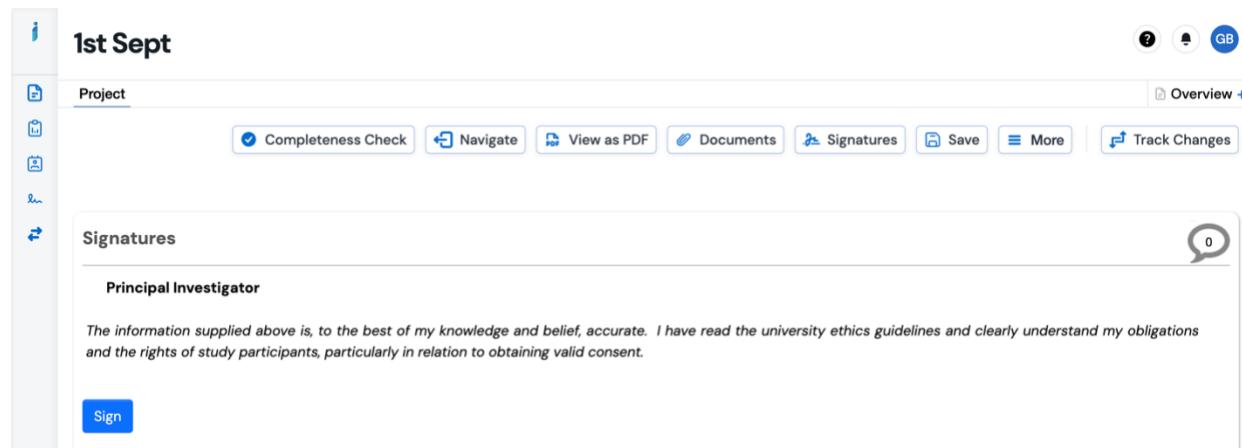


The screenshot shows a user interface for an application. At the top, there is a navigation bar with several buttons: 'Completeness Check' (highlighted with a red arrow), 'Navigate', 'View as PDF', 'Documents' (highlighted with a red arrow), 'More', and 'Track Changes'. On the left, a sidebar titled '1st Sept' shows a 'Project' section with a 'Supporting Documents' sub-section. This sub-section contains a text box with the instruction 'Please upload any additional supporting documents you are submitting with this application' and a blue 'Upload Document' button. A red arrow points from the text 'The Documents button provides access to any files that have already been uploaded in the previous sections of the form.' to the 'Documents' button in the top navigation bar. Another red arrow points from the text 'The Completeness check button runs a check of the form and will produce a pop-up report of any unanswered questions on the form. If there are unanswered questions the report will include clickable links to take you to those questions.' to the 'Completeness Check' button in the sidebar.

The **Documents** button provides access to any files that have already been uploaded in the previous sections of the form.

The **Completeness check** button runs a check of the form and will produce a pop-up report of any unanswered questions on the form. If there are unanswered questions the report will include clickable links to take you to those questions.

The Signature page requires the Principal Investigator to electronically sign the form and confirm they agree to the declaration.



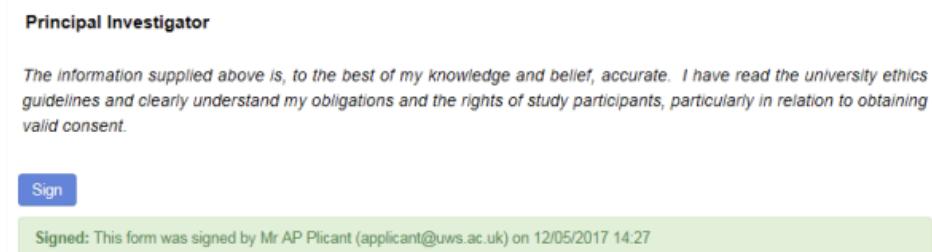
The screenshot shows the 'Signatures' section for the 'Principal Investigator'. The declaration text is as follows:

The information supplied above is, to the best of my knowledge and belief, accurate. I have read the university ethics guidelines and clearly understand my obligations and the rights of study participants, particularly in relation to obtaining valid consent.

A blue 'Sign' button is visible at the bottom left of the declaration area. The top right of the screen shows a navigation bar with various icons and buttons.

If there are any incomplete sections, these will be highlighted when the **Sign** button is clicked.

If all required sections have been completed, the signature box will request your login details. When you have successfully signed the form, it will show the date and time of your signature (see below).



Principal Investigator

The information supplied above is, to the best of my knowledge and belief, accurate. I have read the university ethics guidelines and clearly understand my obligations and the rights of study participants, particularly in relation to obtaining valid consent.

Sign

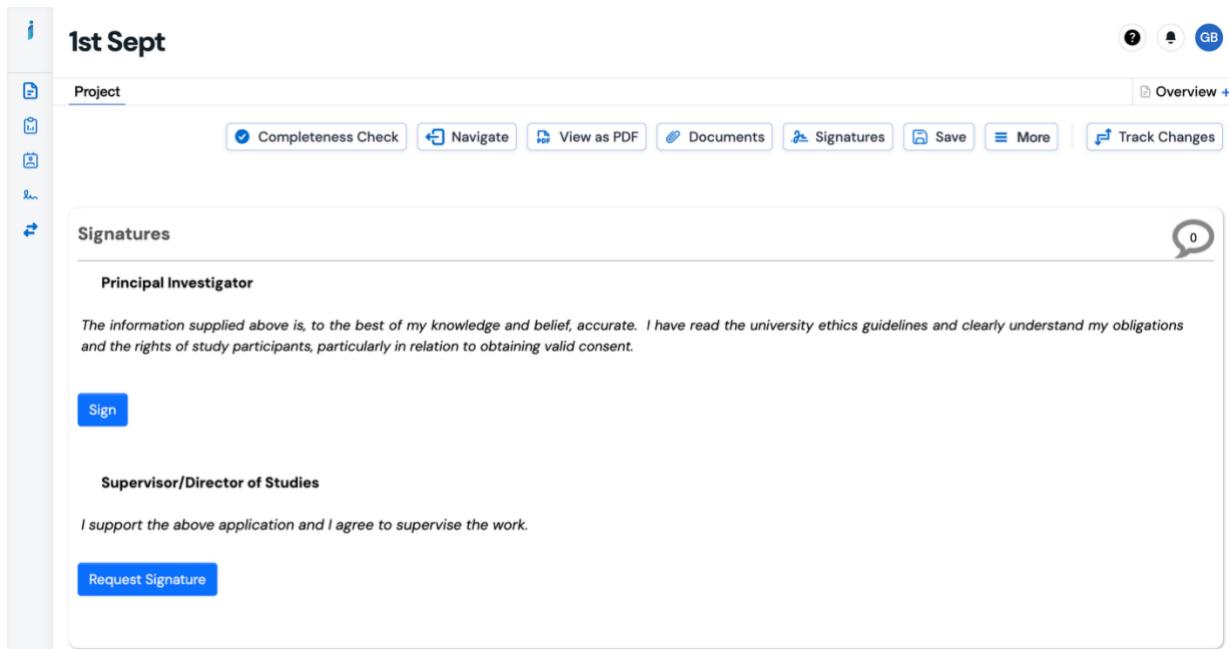
Signed: This form was signed by Mr AP Plicant (applicant@uws.ac.uk) on 12/05/2017 14:27

When the form has been signed it will be locked for review.

Students

If you are making an application as a student, you must also request the signature of your Supervisor or Director of Studies in the Signatures section.

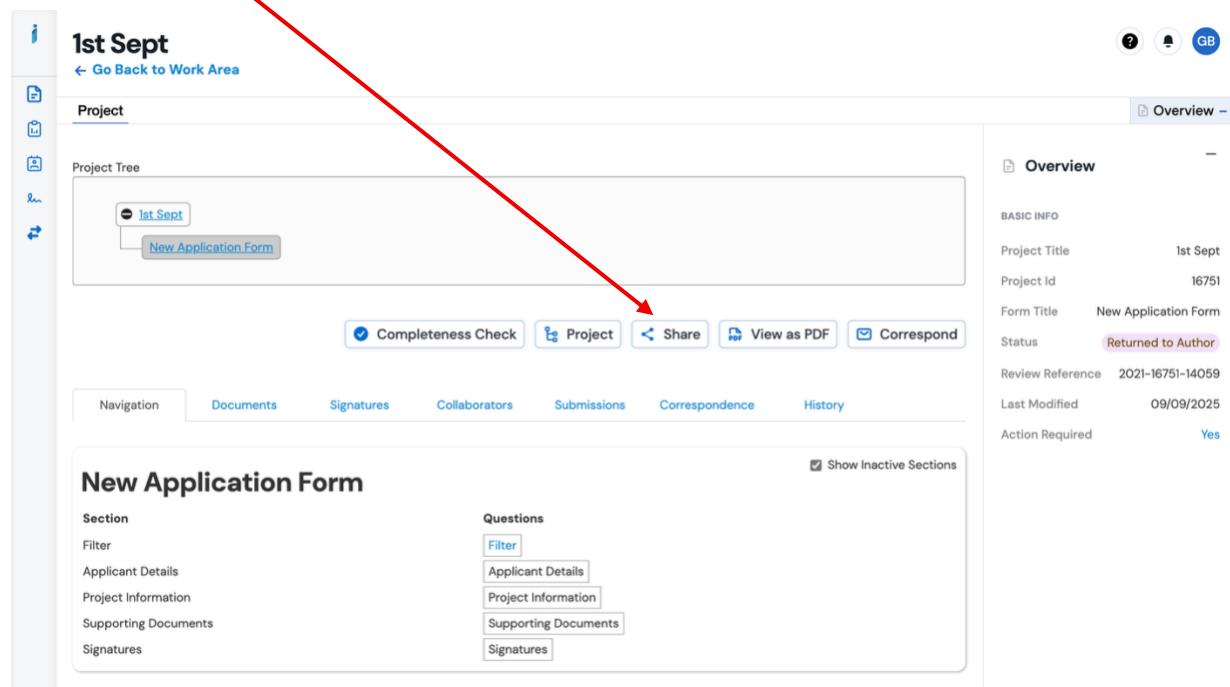
In addition to the **Sign** button to add your own signature, there will be a **Request Signature** button (see below).



The screenshot shows the 'Signatures' section of the Ethical Review Manager. At the top, there is a navigation bar with icons for Project, Signatures, and more. Below the navigation bar, there is a section for 'Principal Investigator' with a 'Sign' button and a statement about ethics guidelines. Below that, there is a section for 'Supervisor/Director of Studies' with a 'Request Signature' button.

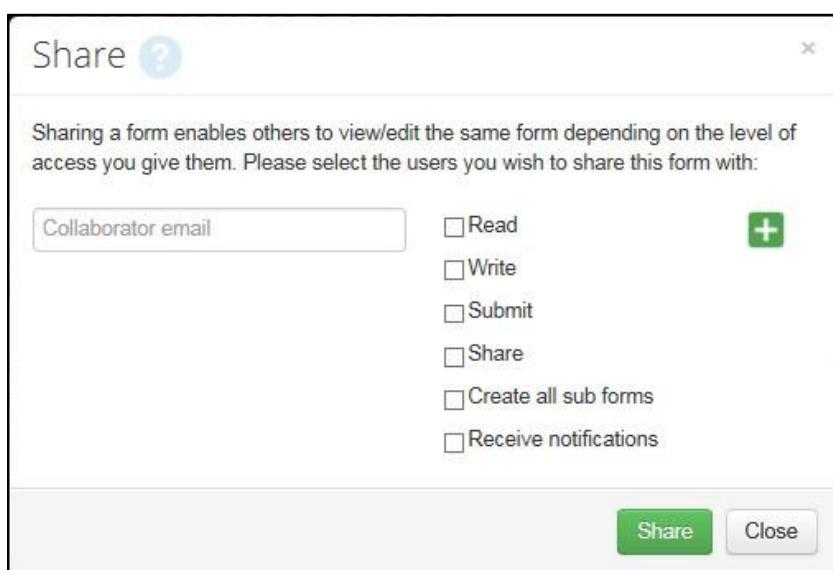
Add the email address and an optional message to pass the request for signature to any UWS member of staff. This member of staff must also have an ERM account, if your supervisor's details are not found on the system, ask them to create an account and request their signature when they have done so.

The **Share** button gives you the option to make the contents of the form available to others (e.g. collaborators, supervisors or colleagues) prior to submission.



The screenshot shows the 'New Application Form' page within the Ethical Review Manager. The top navigation bar includes buttons for 'Completeness Check', 'Project', 'Share' (which is highlighted with a red arrow), 'View as PDF', and 'Correspond'. The 'Share' button is located at the bottom of the navigation bar. To the right of the main content area, there is a sidebar titled 'Overview' containing 'BASIC INFO' with details such as Project Title (1st Sept), Project Id (16751), Form Title (New Application Form), Status (Returned to Author), Review Reference (2021-16751-14059), Last Modified (09/09/2025), and Action Required (Yes).

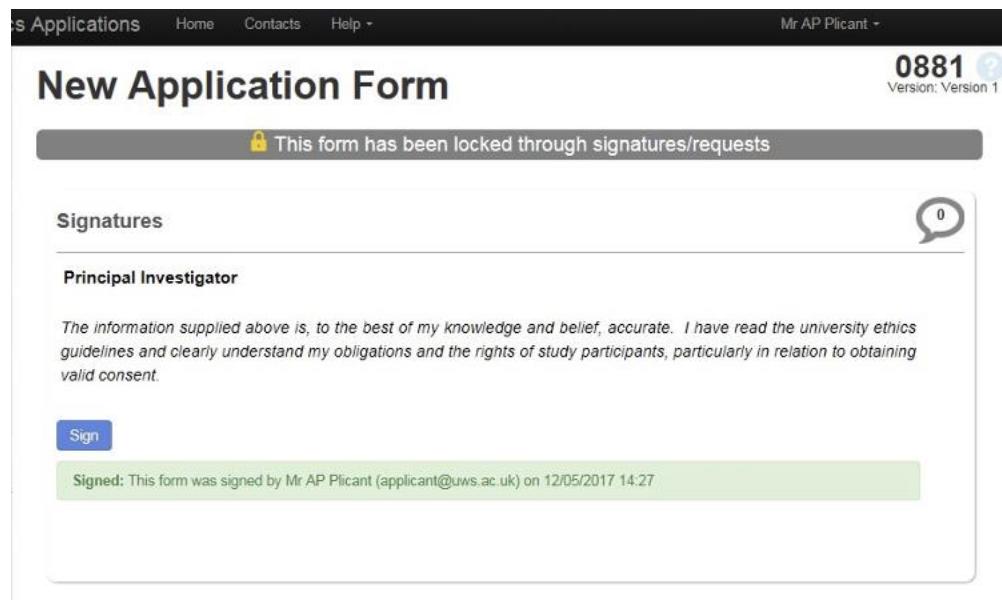
Tick each of the permissions you would like this person to have:



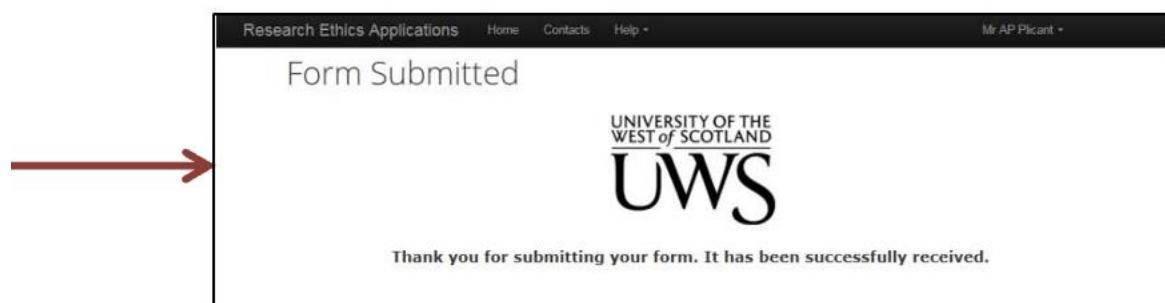
The 'Share' dialog box is open, prompting the user to select users to share the form with. It includes a 'Collaborator email' input field and a list of permissions: Read, Write, Submit, Share, Create all sub forms, and Receive notifications. A green '+' button is available to add more users. At the bottom are 'Share' and 'Close' buttons.

- **Read** = able to view the form but not able to make any changes
- **Write** = full edit access to make changes to the content of the form
- **Submit** = permission to submit the application on your behalf
- **Share** = permission to can give access to further people
- **Create all sub forms** = permission to generate amendment requests for an approved application or start an appeal against a “not approved” decision.
- **Receive notifications** = this person will be sent notifications and updates

When the application has been completed and signed, **it will automatically be submitted to the school academic integrity and ethics committee that you selected in your application form.**



The screenshot shows a web-based application for a 'New Application Form'. At the top, there are navigation links for 'Home', 'Contacts', and 'Help'. The user is identified as 'Mr AP Plicant'. In the top right corner, there is a phone number '0881' with a question mark icon and the text 'Version: Version 1'. Below the header, a banner displays a lock icon and the message 'This form has been locked through signatures/requests'. The main content area is titled 'Signatures' and includes a 'Principal Investigator' section. A statement reads: 'The information supplied above is, to the best of my knowledge and belief, accurate. I have read the university ethics guidelines and clearly understand my obligations and the rights of study participants, particularly in relation to obtaining valid consent.' A 'Sign' button is present, and a message box at the bottom states: 'Signed: This form was signed by Mr AP Plicant (applicant@uws.ac.uk) on 12/05/2017 14:27'.



The screenshot shows a confirmation page for a submitted form. The header includes 'Research Ethics Applications', 'Home', 'Contacts', 'Help', and 'Mr AP Plicant'. The main message is 'Form Submitted'. Below this is the 'UNIVERSITY OF THE WEST of SCOTLAND' logo, featuring the acronym 'UWS'. A red arrow points to the right side of the page, where the text 'Thank you for submitting your form. It has been successfully received.' is displayed.

When an **Application Form** is submitted, it is received by the Chair of the relevant School Academic Integrity and Ethics Committee. They will make an initial decision about whether the application is ready for review.

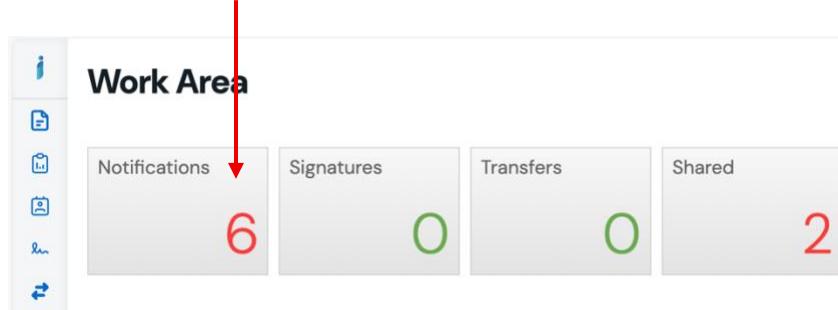
- If it is not ready, they will return it to the Applicant with comments to explain the changes that would need to be made.
- If it is ready, they will assign the application to one or more Reviewers in the School to view and make comments. The Reviewers submit these comments to the Chair who will make a decision and inform the Applicant. This decision may be *Approved*, *Approved with conditions*, *Not Approved* or a *Request for Resubmission*.

Once an application has been approved, the Applicant must inform the Chair if they wish to make any changes by submitting an **Amendment Form**. The Chair may assign the Amendment Form to Reviewers before making a decision and informing the Applicant.

If an application is not approved, the applicant can submit an **Appeal Form** which is received by the Chair of the school academic integrity and ethics committee who will forward it to the University Academic Integrity and Ethics Committee (UAIEC). They may also assign the application to UAIEC Reviewers for comments before making their decision.

Applicants are informed of all decisions via emails from the ERM System.

If changes are required before a decision can be made on your application, it will be returned to you and will appear as a **notification**:



The new notification is highlighted and shown at the top of the list. Click anywhere on that row to view the message.

A screenshot of the 'Notifications' search results table. The table has columns for Message, Attachment, Project Short Title, and Time. The first row is highlighted in yellow and shows a message about an application being returned for resubmission. The 'View Form' button is visible in the message content area. The table includes a search bar, date range filters, and a note about displaying 100 notifications.

Message	Attachment	Project Short Title	Time
<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Application returned to author for resubmission		Investigating the relationship between exercise and longevity	12:53 ×
<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Application submitted	None	Investigating the relationship between exercise and longevity	12/05/2017 ×
<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Application submitted	None	Examining the benefits of swimming	10/05/2017 ×

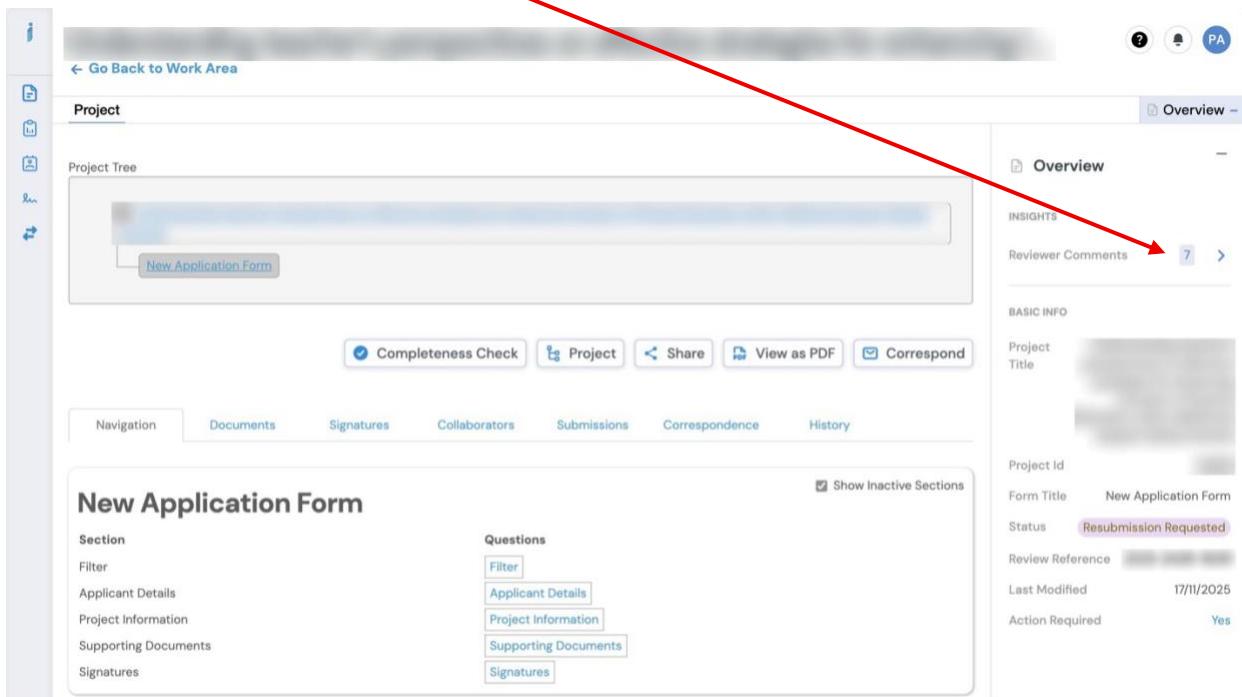
The message contains a **View Form** button to open the associated application form.

A screenshot of the 'Message' dialog box. It shows a table with Project Short Title, Date, and a message content area. The message content area contains the text 'Application returned to author for resubmission'. At the bottom are 'View Form' and 'Close' buttons.

Project Short Title	Investigating the relationship between exercise and longevity
Date	19/05/2017 12:53
Application returned to author for resubmission	

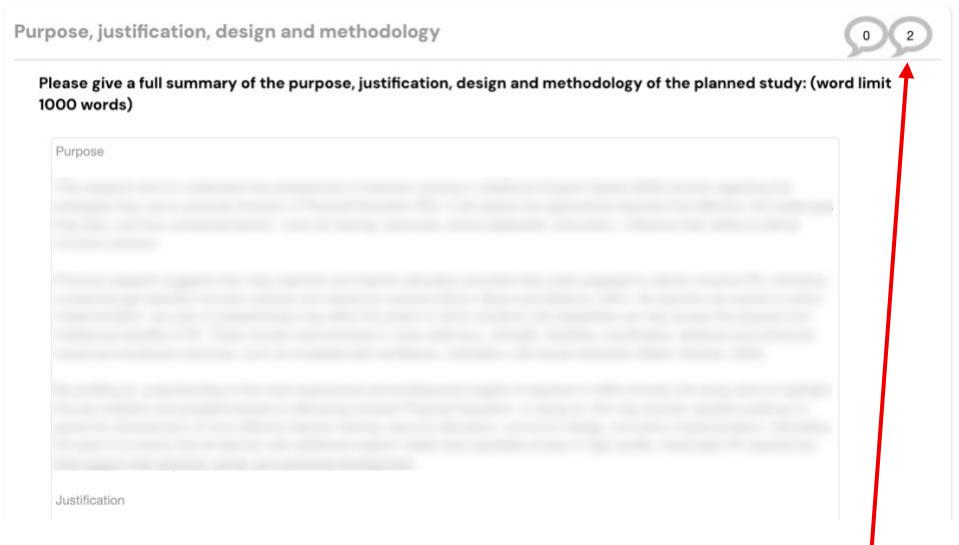
View Form **Close**

Use the **Reviewer Comments** button in the overview panel to view feedback on your application.



The screenshot shows the Ethical Review Manager interface. On the left, the 'New Application Form' panel is open, displaying a list of sections: Section (Filter, Applicant Details, Project Information, Supporting Documents, Signatures), Questions (Filter, Applicant Details, Project Information, Supporting Documents, Signatures), and a checked 'Show Inactive Sections' checkbox. On the right, the 'Overview' panel is visible, showing project details: Project Title (blurred), Project Id (blurred), Form Title (New Application Form), Status (Resubmission Requested), Review Reference (blurred), Last Modified (17/11/2025), and Action Required (Yes). A red arrow points from the text 'Use the Reviewer Comments button in the overview panel to view feedback on your application.' to the 'Reviewer Comments' button in the 'Overview' panel.

You can also view the comments *in-situ* by accessing the various sections of the form.



Purpose, justification, design and methodology

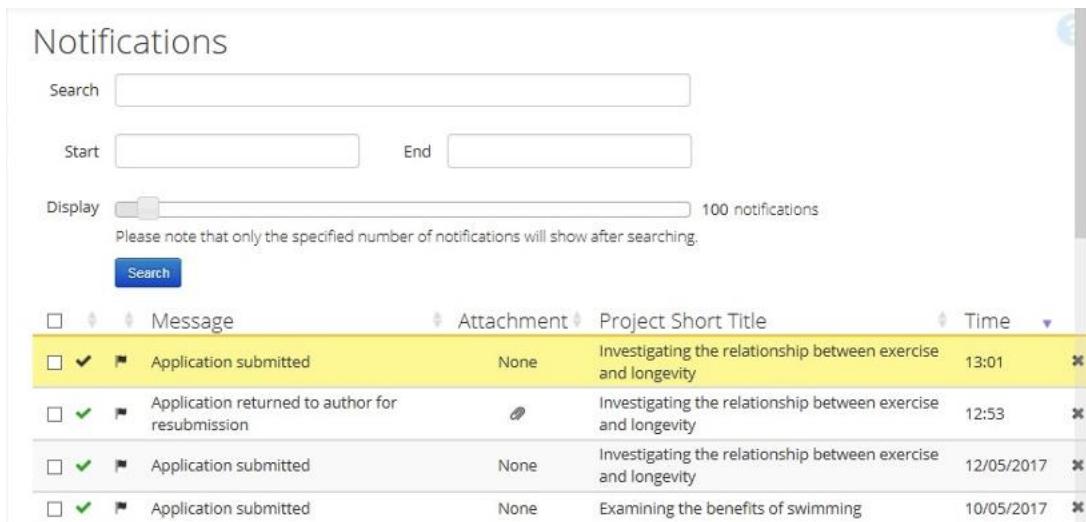
Please give a full summary of the purpose, justification, design and methodology of the planned study: (word limit 1000 words)

Purpose

Justification

If there are comments on that section they will show up as a number in a bubble. Clicking on the bubble will show you the comments that relate to that question on the form.

Once you have responded to all of the reviewer comments, sign the form again to send it back to the Academic Integrity and Ethics Committee. A confirmation message will be shown in your Notifications section (see below).



Notifications

Search

Start End

Display 100 notifications

Please note that only the specified number of notifications will show after searching.

Search

Message	Attachment	Project Short Title	Time	
<input type="checkbox"/> <input checked="" type="checkbox"/> Application submitted	None	Investigating the relationship between exercise and longevity	13:01	
<input type="checkbox"/> <input checked="" type="checkbox"/> Application returned to author for resubmission		Investigating the relationship between exercise and longevity	12:53	
<input type="checkbox"/> <input checked="" type="checkbox"/> Application submitted	None	Investigating the relationship between exercise and longevity	12/05/2017	
<input type="checkbox"/> <input checked="" type="checkbox"/> Application submitted	None	Examining the benefits of swimming	10/05/2017	

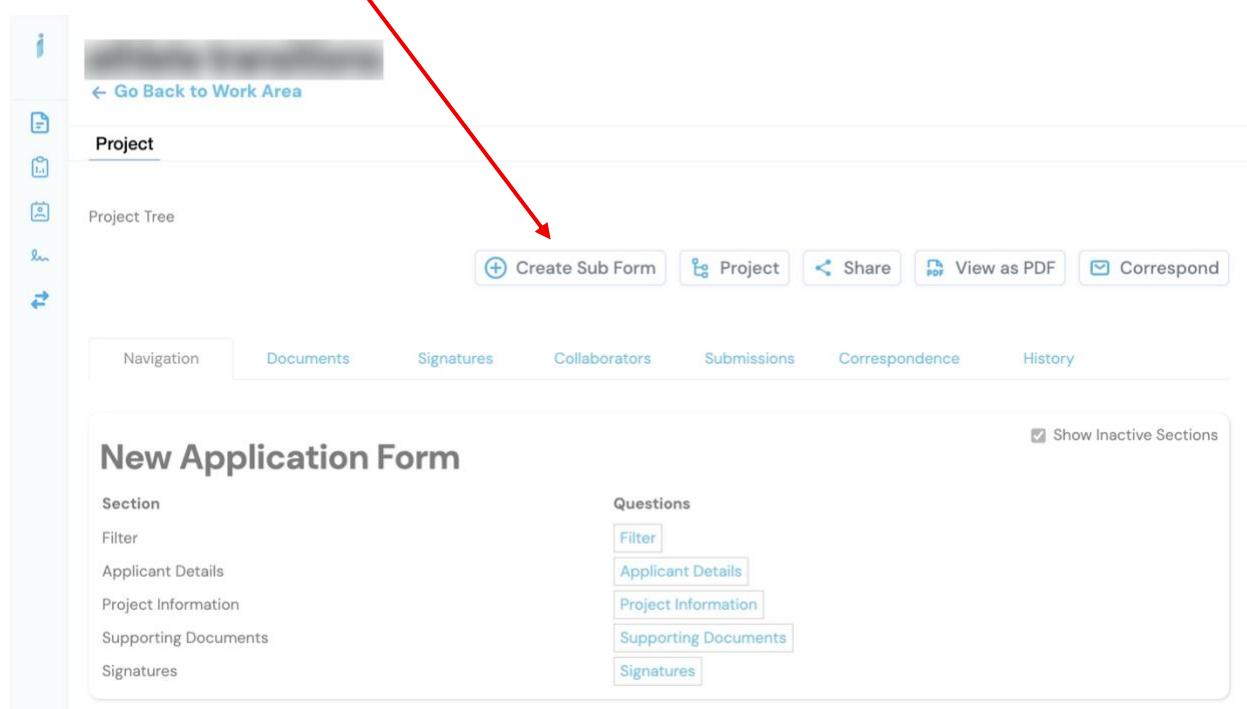
When a decision has been made, you will receive an email informing you of the decision.

Possible decisions are:

- Approved
- Approved with conditions
- Not Approved
- Referred to the University Ethics Committee

The application in the ERM system will show that a decision has been made (in the **Status** section of the **Overview** panel) but will not provide details of the decision. These will be in the email sent to you by the ERM system.

If you need to make a change to any of the details you've supplied after a decision has been made, use the **Create Sub-form** option to complete an amendment request.

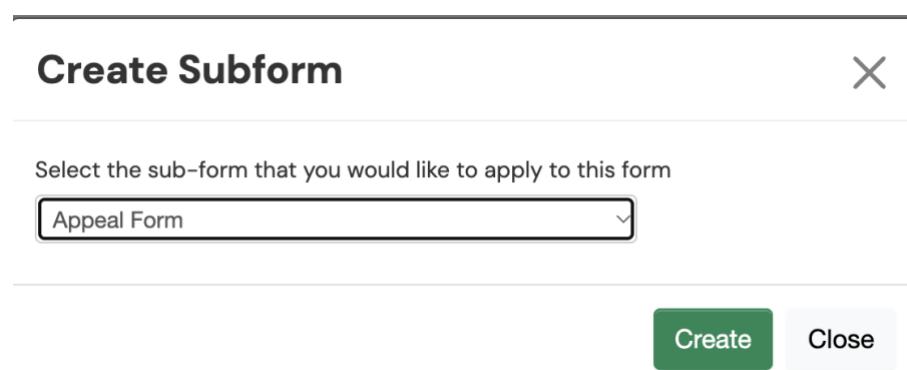


The screenshot shows the 'New Application Form' screen. On the left, there's a sidebar with icons for 'Project', 'Project Tree', and 'Correspondence'. The main area has tabs for 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. A red arrow points from the 'Create Sub Form' button in the top right to the 'Create Subform' dialog box. The dialog box has a title 'Create Subform' and a message 'Select the sub-form that you would like to apply to this form'. It contains a dropdown menu with 'Amendment Request' selected. At the bottom are 'Create' and 'Close' buttons.

Complete the amendment request form and sign it to submit your amendment request.

Once a decision has been made, you will receive a notification informing you of the outcome.

If your application has not been approved, you have the option to submit an appeal. Click **Create Sub Form** and then create an Appeal form (see below);



Create Subform X

Select the sub-form that you would like to apply to this form

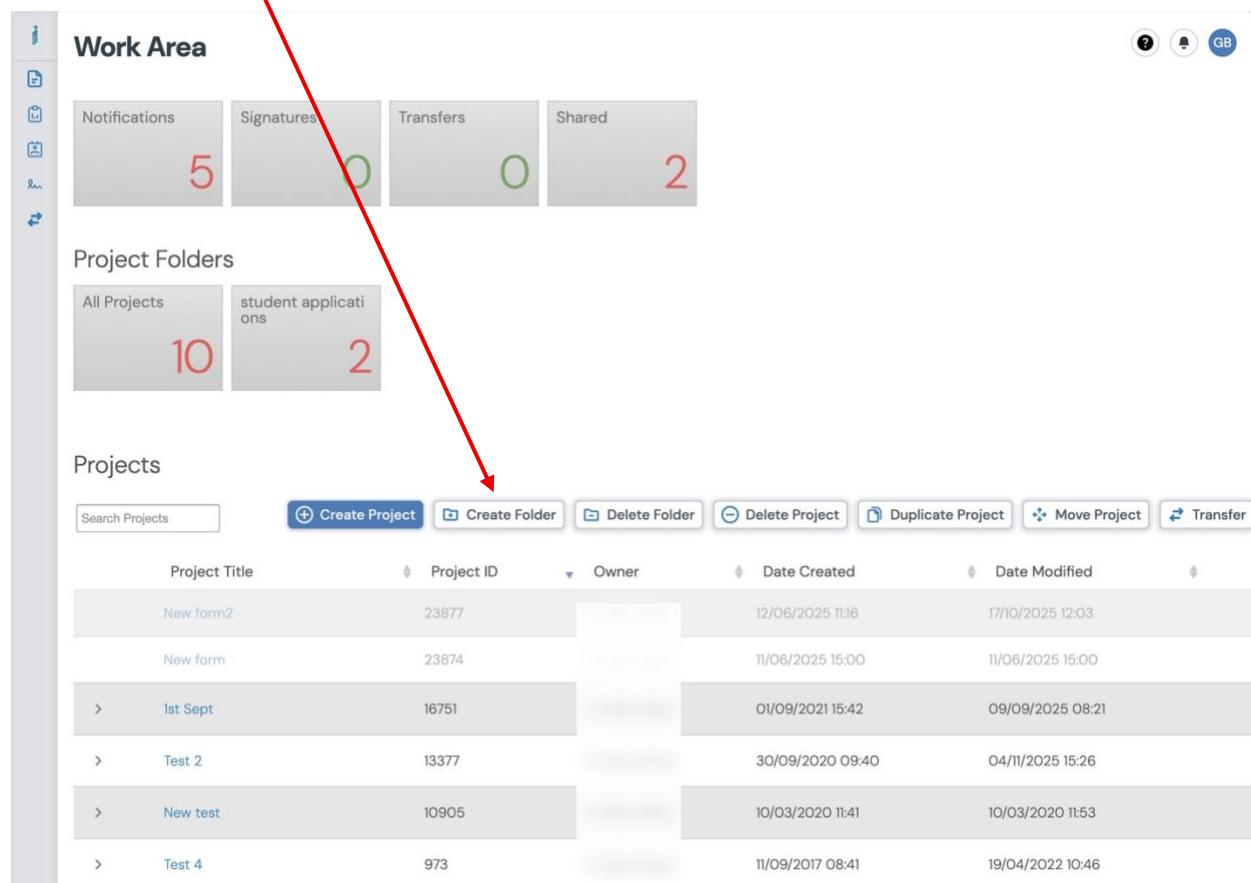
Appeal Form

Create Close

Once a decision has been made on your appeal, you will receive a notification informing you of the outcome.

By default, all applications are listed together in your Work Area, but you have the option of creating folders to organise your applications.

Click on **Create Folder** button:



The screenshot shows the 'Work Area' interface. At the top, there are four cards: 'Notifications' (5), 'Signatures' (0), 'Transfers' (0), and 'Shared' (2). Below these are 'Project Folders' for 'All Projects' (10) and 'student applications' (2). The main section is 'Projects', which lists several entries. A red arrow points to the 'Create Folder' button in the toolbar above the project list. The table below shows the project details:

Project Title	Project ID	Owner	Date Created	Date Modified
New form2	23877		12/06/2025 11:16	17/10/2025 12:03
New form	23874		11/06/2025 15:00	11/06/2025 15:00
1st Sept	16751		01/09/2021 15:42	09/09/2025 08:21
Test 2	13377		30/09/2020 09:40	04/11/2025 15:26
New test	10905		10/03/2020 11:41	10/03/2020 11:53
Test 4	973		11/09/2017 08:41	19/04/2022 10:46

Give the folder a name and create it. The folder is shown in your work area. Forms can be added using the **Move Project** button.

Within the folder, you can:

- Create further projects (applications)
- Rename the folder
- Move the project to another folder or back to the Work Area

Please note – a folder can only be deleted from the Work Area if it is empty.