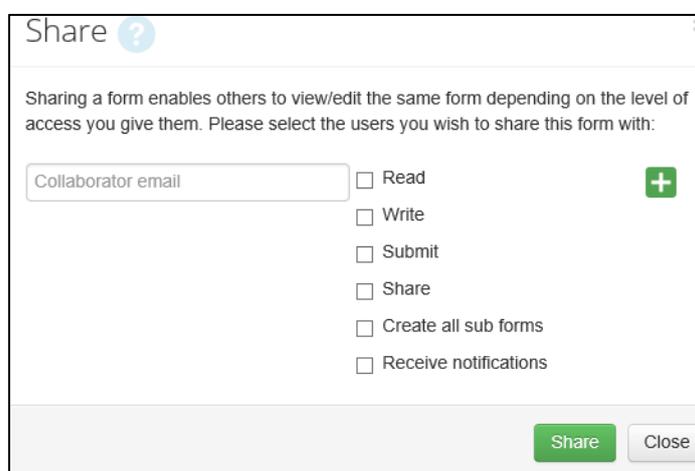


Guidance Note for Sharing Applications

1. SHARING APPLICATIONS:

You can give access to other investigators on your study by selecting 'Share' from the actions across the top. This will open the form below:



- You should add your collaborator's email and then tick the boxes to indicate the level of access you want to give them. Then select 'Share'.

NOTE: You will not be able to share an application unless the investigator has activated their LEON account. If the system says the account is not active you should ask the investigator to access the system, this will activate their account.

You will not be able to share an application with external investigators as they will not have access to the system.

- You can share the form specifically with your academic supervisor by selecting 'Roles' on the left-hand side. This will grant them permission to make changes, but this can still be edited by selecting the 'collaborators' tab.

2. VIEWING WHO HAS ACCESS:

You can see who has been given access to the form by selecting the 'Collaborators' tab.

- You can 'edit' their permissions or remove their access. To remove their access, ensure all the options are unticked and then save.

3. SHARING COMMENTS:

All collaborators will be able to leave comments on the submission by selecting



- Only those with 'write' access can make changes to the form.

4. VIEWING COMMENTS:

You can view comments within each section of the form by clicking on



at the top of each section.

- You can view all comments on a form by selecting 'Comments' on the right-hand side in the Overview section. This will indicate how many comments have been added.
- Comments are not visible to the Sub-Committee once the form is submitted.