LEON – Loughborough Ethics ONline

Guidance Note for Signing LEON Submissions

1. SIGNATURE REQUESTED

You will receive an email notifying you that your signature is required for a submission.

To access the submission, you can click on the link in the email. Alternatively, for a list of all your allocated items you can log in to: https://leon.lboro.ac.uk

From the 'Home' page you will see a tile which lists any signature requests:

Click on the 'Signatures' box to view current and previous requests. The **red number** indicates how many signature requests you have outstanding.

You can access individual studies requiring signature by clicking on 'View Form' within the list.

NOTE: If there is a message that a newer version is available you should ignore this message, it is a system update. Updating to the 'newer version' would invalidate any existing signatures.

2. REVIEW STUDY

Use the links listed across the top of the form to 'review' the study. The study will be 'read only' once the applicant has signed it. This will not prevent you reviewing and signing the form.

Please ensure that you have checked the following before signing the form:

- **The selections in the 'Start Here' section are correct based on the study description.**
- **The Responsible Investigator section lists the supervisor, not the student's details.**
- **The end date has not passed.**
- **Section A and Section B have been completed accurately based on the study description as this will determine the review route for the study.**
- **The correct documents are attached, and they are appropriate for the study.**

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You can move through the study by selecting 'next' [Next →] or 'previous' [← Previous] at the bottom of the page.

You should also review the attached documents which can be downloaded individually through the 'supporting documents' section of the form or by selecting 'navigate' and then opening the 'Documents' tab.

You can jump between sections of the form using the 'navigate' link. This takes you to the 'form' outline so that you can jump to different sections.

NOTE: If you prefer to review the submission as a pdf you can download the form by selecting 'view as PDF'.

3. REJECT

If you have any concerns, you can decline the signature request by selecting 'reject' [✖ Reject] and adding your comments in the 'reason' box provided.

- These will be sent to the applicants so that they can amend the submission.

- You might also wish to send comments by email to ensure the applicant is aware of the rejection. (They will receive an automatic email notification from the system.)

You can leave feedback within the form using the 'comments' bubbles. There are speech bubbles at the top of each section of the form, click on the bubble and then 'add comment'.

4. SIGN

Once the study is acceptable and you are happy to sign it, please select 'sign' from the links across the top. (NB: do not select 'signatures' as this is a different action). If you cannot see this in the links it may be hidden e.g. on smaller screens. You should select 'more' to see all actions available.

- You will be able to view a pdf copy of submissions you have signed.

The applicant will be informed that the signature has been added. Once all signatures are provided the form will automatically be submitted. We recommend running a completeness check to ensure the submission process has commenced.

Investigators will receive an email confirming submission.