

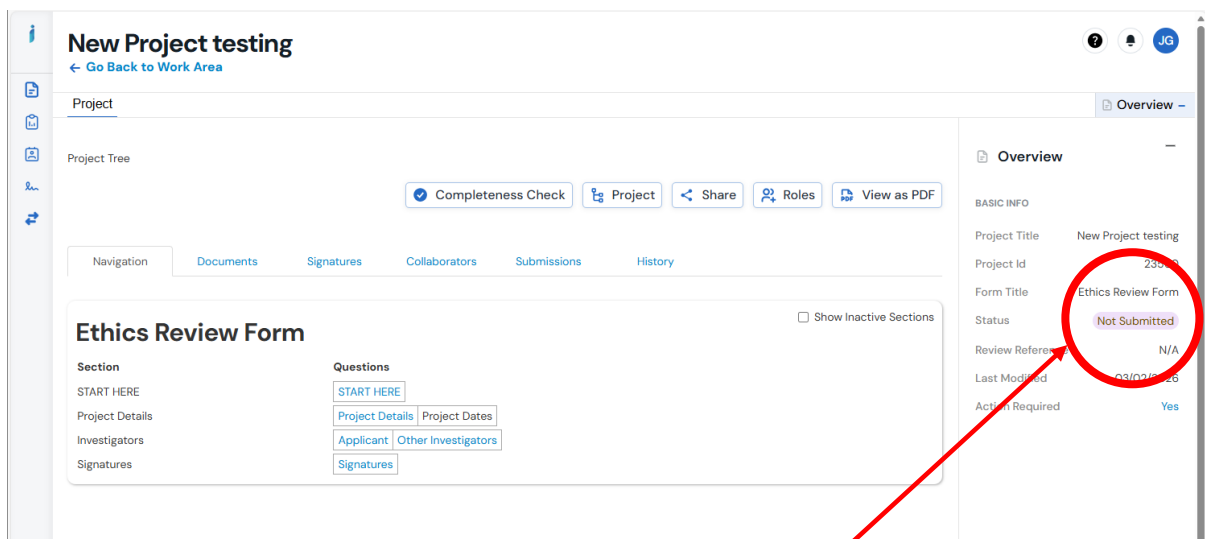
# Guidance Note for Checking the Status of the Project

## 1. CHECKING THE STATUS OF YOUR PROJECT:

You can check the status of your project by opening the project from your Work Area in LEON.

The diagram below shows where you can find the current status of the Ethics Review Form in the Overview.

In this case the Ethics Review Form has not yet been submitted.



The screenshot shows the 'New Project testing' page in LEON. The 'Ethics Review Form' section is highlighted with a red circle, and the status is 'Not Submitted'. A red arrow points from this status to the 'Overview' section below.

Overview	
BASIC INFO	
Project Title	New Project testing
Project Id	23560
Form Title	Ethics Review Form
Status	Not Submitted
Review Reference	N/A
Last Modified	03/02/2026
Action Required	Yes

Once all signatures are obtained the form will be submitted and the status will change to 'submitted by applicant'. We recommend running a completeness check once fully signed to ensure the submission process has commenced. If the 'action required' field says 'yes' the form will not submit.

Project Id	24904
Form Title	Ethics Review Form
Status	Submitted by Applicant
Review Reference	2026-24904-26123
Last Modified	26/01/2026
Action Required	No

The status might also be 'conditional' or 'returned to applicant' if resubmission is required.

Once the review has been successfully completed the status will change to 'Favourable' which confirms that clearance has been issued.

Project Id	23739
Form Title	Ethics Review Form
Status	Favourable
Review Reference	2025-23739-25385
Last Modified	06/11/2025
Action Required	No