


## LEON – Loughborough Ethics ONline

# Guidance Note for Submission

### 1. Completeness Check:

- You can check that the form is completed by selecting  on the left-hand side. This will confirm whether all of the form is completed and highlight any areas that still require completion.
- Student applicants should also check with their supervisor that the form is completed appropriately before requesting signatures.

### 2. Applicant Signature:

Once the form is completed the applicant should 'sign' the submission.

- Click on the 'sign' link to sign the form.

### 3. Request Signatures:

Once the form has been signed the applicant should request the other signatures required. These will be listed below the applicant's signature.

- Click on 'request signature' and enter the appropriate details.
- The responsible investigator signature, if required, should be requested from the responsible investigator listed in the application.
- School signatory contact details are provided within the form as appropriate.

### 4. Rejected Signatures

If your signature request is declined, you will be sent feedback explaining this decision. Comments can also be added to the form by the signatories.

- If you have been asked to make changes to your proposal before resubmitting signature requests, you will need to select 'unlock' on the left-hand side. This will allow you to amend the proposal.
- **Once you have updated the proposal you will need to SIGN it again and re-send ALL of the signature requests.**

## **5. Submission:**

Once all of the signatures are granted the form will be submitted.

- Applicants can check the 'status' of the form by going to the form outline page. Under the project title the 'Form Status' is displayed.
- Applicants will receive a confirmation email once the project is submitted.