1. Receive notification of re-work request

An email notification will be received, requesting re-work of the application and outlining the areas that require updating.

A. Click on the link to access the application form

B. Click on **Project Details**

C. Select **More Info Requested** from the ‘application type’ drop down list

D. Click on **Navigate** to display the form sections

E. Select the relevant sections and update the content as required

2. Submitting the re-worked application

F. When all amendments have been made, click **Approval sign-off**

G. Click on **Sign**

H. Enter your own login details and password to sign the form

I. Click **Sign**

The form will be automatically submitted to the Ethics team

**NB** Additional sign off is NOT required for a re-worked application.