

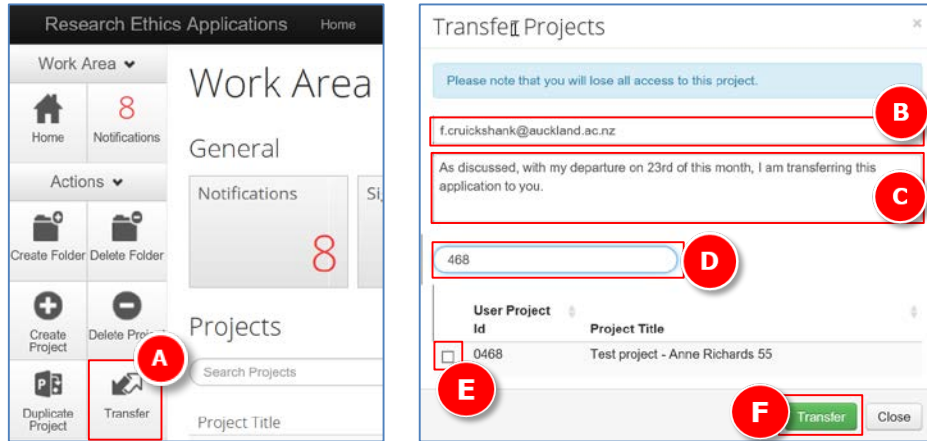
1. Introduction

This quick guide outlines the steps a Student takes to transfer application ownership to their Supervisor.
NB – The Student will lose all access to the application after transferring and the Supervisor will have to share the application with the Student before they can do any more work on the application.

2. Student - Request to transfer an application

Log into Infonetica Ethics RM

- A. Click on the **Transfer** action button
- B. Type in the email address of the Supervisor
- C. Type in any message
- D. Search for the project
- E. Tick the box beside the project
- F. Click on the **Transfer** button

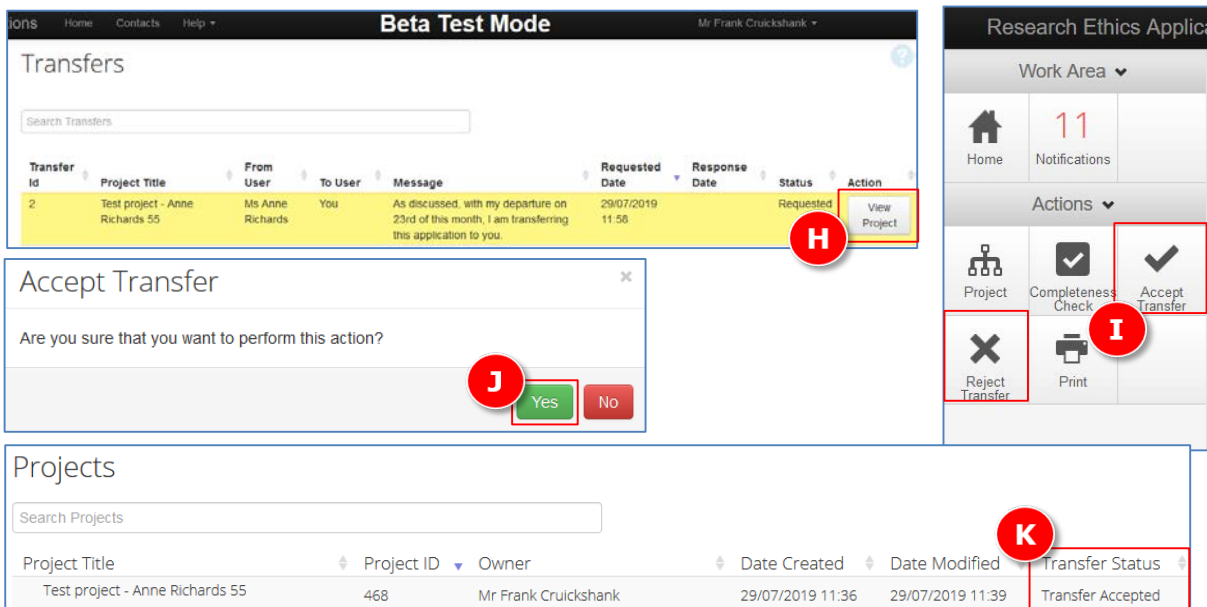


3. New PI – Accept (or reject) transfer of application

The new PI will receive an email advising that they have an application transfer request

- G. Click on the link to open Infonetica Ethics RM
- H. Click on the **View Project** button
- I. Click the **Accept Transfer** action button (or **Reject Transfer** if not willing to take over the application)
- J. Click **Yes**
- K. The **Transfer Status** is now showing as **Transfer Accepted**

Email link screen shot



Transfer Id	Project Title	From User	To User	Message	Requested Date	Response Date	Status	Action
2	Test project - Anne Richards 55	Ms Anne Richards	You	As discussed, with my departure on 23rd of this month, I am transferring this application to you.	29/07/2019 11:56		Requested	View Project

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Test project - Anne Richards 55	468	Mr Frank Cruickshank	29/07/2019 11:36	29/07/2019 11:39	Transfer Accepted