



UNIVERSITY OF
LINCOLN

Making Changes
(LEAS)

Applicant Guidance (making changes)

Applicant Guidance - Making Changes

This guide explains how to make changes in response to a 'Change Request'

You will be notified of any changes required in an email with an attached letter. The attached letter will outline all changes that are required to your application.

The comments may also be reviewed within [LEAS](#)

Reviewing comments within LEAS

You can access your form via the 'Notifications' icon or under 'Projects'

The screenshot displays the LEAS Notifications interface. On the left sidebar, the 'Notifications' icon is circled in blue and contains a red '1'. The main content area is titled 'Notifications' and includes a search bar, date filters for 'Start' and 'End', and a 'Display' slider set to 100 notifications. A 'Search' button is located below the filters. The notification table has columns for 'Message', 'Attachment', 'Project Short Title', and 'Time'. One notification is highlighted in yellow: 'Changes to your ethics application have been requested' with an attachment icon, 'Reviewer Training 06/09/18', and a time of '09:02'. A 'Back to Work Area' button is at the bottom left. The footer contains copyright information: '© Infonetica Ltd 2018 Version 10.4.0.0' and links for 'Terms and Conditions | Privacy Policy'.

Message	Attachment	Project Short Title	Time
✓ Changes to your ethics application have been requested		Reviewer Training 06/09/18	09:02

Accessing reviewer comments

The screenshot displays the 'EthicsIsFun' web application interface. On the left is a navigation sidebar with a 'Work Area' dropdown and icons for Home, Notifications (4), Project, Create Form, Share, Print, and Correspond. A 'Reviewer Comments' icon with a red '4' is circled in blue. The main content area shows a 'Project Tree' and a 'Form Status' section. A modal window titled 'Overall Reviewer Panel Comments' is open, displaying a table of comments. A red oval highlights the first comment, and a red arrow points from it to a red-bordered text box. A green-bordered text box points to the 'Show Previous Comments' checkbox in the modal. The bottom of the page features a 'Section' menu with various project-related categories and sub-items.

Click to show previous comments

Comment	Date Added	Submission
Can we see the poster, please?	26/07/2018 at 15:16 PM	Submission 1
This could probably do with just a little more detail ;P	26/07/2018 at 15:16 PM	Submission 1
It's a campus map	26/07/2018 at 15:12 PM	Submission 1
Who is I? Please specify by name/role & add further detail to address all aspects of question	26/07/2018 at 15:09 PM	Submission 1

Your 'Reviewer Comments' number will be an accumulation of all reviews (so don't panic!)

Click on comment to take you directly to question panel

Revising your application

Make changes in line with all change requests or comments made by your reviewers.

Amending Documents

Ensure that you revise your supporting documents; you must turn on tracked changes when revising documents
You will need to save your revised document with a new version number and date as the title e.g Poster_v1.1_25/09/18

Go to the 'Documents' panel of questions

Review Reference: 2018-0063-33

Project Id: 63 Version:

Ethics Application

Section

- Filter Questions
- General Project Information
- Overview
- Recruitment and Consent
- Research Procedures
- Risk Assessments (Human Research)
- Confidentiality & Personal Data
- Funding, Payments & Incentives
- Analysis & Data Storage
- Publication and Dissemination
- Documents
- Lead Applicant Declaration

Questions

- Filter Questions
- General Project Information | Contact Details
- Summary of Study | Methods
- Recruitment | Information given to participants | Consent
- Research Procedures
- Risk Assessment (Human)
- Confidentiality and Personal Data
- Funding | Payments | Researcher Payments / Conflicts of Interest
- Analysis | Data Storage
- Publication and Dissemination
- Documents
- Lead Applicant Declaration

Based on a previous response a poster/leaflet/advert/social media advert is required for your study.

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Advertisement materials for participants	CampusMap	CampusMap.pdf	25/09/2018	1.1	4.8 MB	Download	Delete

Delete the old document using the 'Delete' button on the documents page

Upload the new version making sure the version number and date correspond to that of the document title

Submitting Your Application

Once finished making changes to your application you will need to make sure you submit these changes to be checked.

By returning to the 'Timeline' page you will notice a 'Submit' function in the 'Actions' panel – as in your previous submission.

DO NOT FORGET TO PRESS SUBMIT

If you have any queries, please contact ethics@lincoln.ac.uk