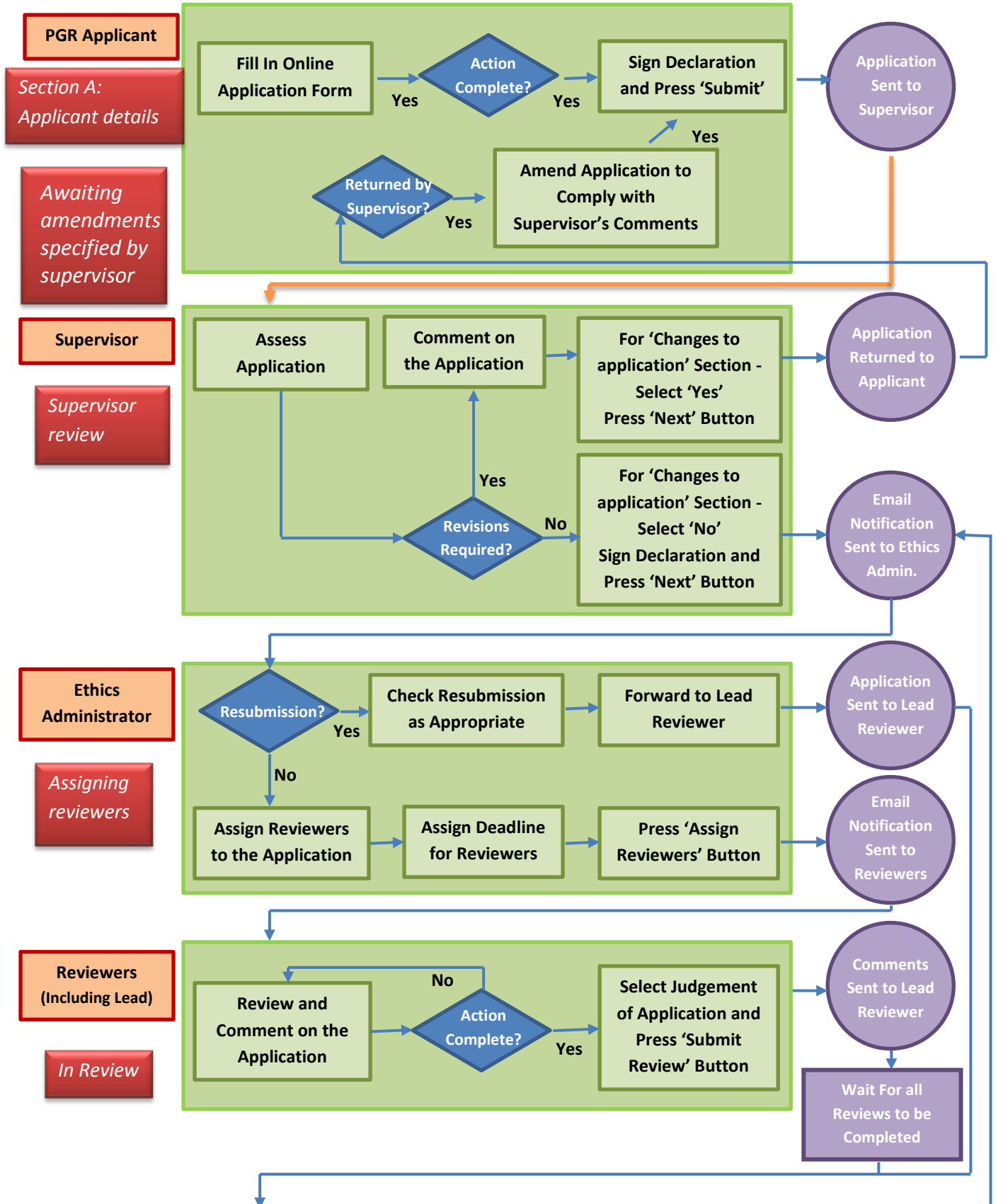# PGR Application Process

Who is Responsible for the Action?

What does the online system say?

What Action Needs Taking?

What is the Result of this Action?

PGR Applicant

Section A: Applicant details

Awaiting amendments specified by supervisor

Fill In Online Application Form → **Yes** → **Action Complete?** → **Yes** → **Sign Declaration and Press 'Submit'** → **Application Sent to Supervisor**

Returned by Supervisor? → **Yes** → **Amend Application to Comply with Supervisor's Comments** → **Yes**

Supervisor

Supervisor review

Assess Application → **Comment on the Application** → **For 'Changes to application' Section - Select 'Yes' Press 'Next' Button** → **Application Returned to Applicant**

Revisions Required? → **Yes** (to Comment on the Application)

Revisions Required? → **No** → **For 'Changes to application' Section - Select 'No' Sign Declaration and Press 'Next' Button** → **Email Notification Sent to Ethics Admin.**

Ethics Administrator

Assigning reviewers

Resubmission? → **Yes** → **Check Resubmission as Appropriate** → **Forward to Lead Reviewer** → **Application Sent to Lead Reviewer**

Resubmission? → **No** → **Assign Reviewers to the Application** → **Assign Deadline for Reviewers** → **Press 'Assign Reviewers' Button** → **Email Notification Sent to Reviewers**

Reviewers (Including Lead)

In Review

Review and Comment on the Application → **Action Complete?** → **No** (back to Review and Comment on the Application)

Action Complete? → **Yes** → **Select Judgement of Application and Press 'Submit Review' Button** → **Comments Sent to Lead Reviewer**

Wait For all Reviews to be Completed

Lead Reviewer

Ready for final decision

Resubmission? — No

Resubmission? — Yes → **Review and Comment on the Application** → **Action Complete?** — No → (loops back)

Action Complete? — Yes → **Select Judgement of Application and Press 'Submit Review' Button** → **Notification Sent to Ethics Admin.**

Review Comments and Judgements on the Application – Add More Comments if Required → **Action Complete?** — No (loops back)

Action Complete? — Yes → **Select Judgement of Application and Press 'Submit Review' Button**

Ethics Administrator

Reviewed

Review the Comments → **Amend as Required** → **Submit Reviewed Application** → **Review Completion Notification Sent to Applicant**

PGR Applicant

Awaiting amendments specified in review

Application Successful? — No → **Compulsory Amendments Required?** — Yes → **Amend Application to Comply with Comments** → **Action Complete?** — No (loops back)

Action Complete? — Yes → **Sign Declaration Press 'Submit' Button**

Application Successful? — Yes → **PDF Approval Letter Available For Download**

Compulsory Amendments Required? — No → **Use Comments to Rethink Research Plans**

What is the Result of this Action?

Complete

Not approved

PDF Approval Letter Available For Download → **Continue With Project**

Use Comments to Rethink Research Plans → **Start New Application**