

# Site Amendment - Responding to a More Information Required Request

## How does it work in Research GEMS?

You will receive an email notification indicating an amendment requires more information. The system will create a 'More Information' form which contains a large free text box to answer questions and also a row to upload documents as appropriate.

## Submitting a response to a More Information Required request

### Step 1. Update documents

If you have been asked to make changes to or update documents, this should be completed outside of GEMS. Be sure to update the document version and date in the document footer.

*Tip: Do not use any character or symbol in the document title that you cannot use in the electronic filename i.e. #%&{ }<>?\*? \$!'+='"*

### Step 2: Locate Site (SSA) Project

#### Accessing from email link

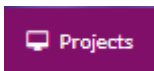
Click on the link from the system generated email.

#### Progress to Step 3: Access the More Information Form

OR

#### Accessing from GEMS homepage

Click the 'Projects' icon to see all projects. Click the project's 'Title' in the list.



Click in the **SSA line** (anywhere except on the SSA identifier) and more information about the application will appear. Select 'Application Information'.



### Step 3. Access the More Information Required Form

Select 'Forms' from the top menu, locate the 'More Information Required' form and click to open.

Provide the required information and upload any supporting documents as necessary.

#### 3A. To update a document submitted with the amendment

Under 'Upload as New Version', select Yes to upload a new version of a document already in the system or No to upload a new document that does not exist in the system.

If you select Yes, then the document will appear in the 'Document title' drop-down menu and once selected, the 'Document Filename' will auto-populate. Update the **Version** and **Date** of the document being re-submitted (normally listed in footer).

Select 'X' to remove the old version of the document.

Click 'Browse' and the upload wizard will appear. Select the document and then 'open'.

If No is selected, ensure that you provide a clear and detailed document title/descriptor as this is what will appear on the approval decision notification.

Select the appropriate 'Document Type', provide the 'Version' and 'Date' of the document and Click 'Browse' and the upload wizard will appear. Select the document and then 'open'.

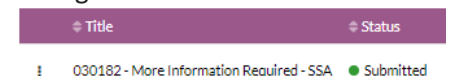
### Step 4. Declaration

Only the PI can submit the updated amendment.

*Tip: If you are not the PI you can save the form and notify the PI that it is now ready to submit.*

Once the More Information Required Form is submitted, you will be taken back to the forms page of the Site project.

The status of the form will now have changed to 'Submitted'.



## What Next?

The response to the 'More Information Required' request will be received by the Research Office managing the Site application.

Once reviewed, you will receive notification via a system generated email. The site amendment will either be approved, not approved or there will be a request for further information.