My application has been returned to me for further action, what do I do next?

- The Creator should make the necessary changes to their ethics application documentation (using Tracked Changes) and upload the revised the ethics application zip folder to the Online Coversheet.

There are other guidance documents about the *Workflow of the Animal Ethics Online Coversheet*, *Accessing the coversheet via QUT Virtual*, and *Tracking your application*.

**Step 1:** Review the comments provided and amend your ethics application documentation (where relevant) using tracked changes.

**Step 2:** When you are ready to resubmit your application, click CONTINUE.
Step 3: Scroll down the page to where your application is attached. CHANGE the application folder to your latest revised folder ensuring that all required documentation is included.

Please attach your application documents within a compressed (zipped) folder in .zip format.

- Application form (as relevant)
- Other supporting documents (e.g., monitoring sheets)

NOTE: your responses above indicate this zip folder should include:

Please name your files consistently and descriptively, ideally using the TILS Document naming convention.

Step 4: Scroll to the bottom of the page and click CONTINUE when you are ready

Step 5: Review the submission page, then scroll to the bottom of the page and click SUBMIT