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 ethics application zip folder to the Online Coversheet.

There are other guidance documents about the Workflow of the Human Research 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.

Please turn the page.
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 as a **compressed (zipped) folder** which contains the following:

- Application form (as relevant)
- Other supporting documents (as applicable)
  - Recruitment emails / flyers
  - Participant information sheets
  - Consent forms
  - Data collection instruments
  - Letters of support or permission from involved organisations
  - etc.

**NOTE:** Ensure you 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**.