Marking Changes in the Research Ethics' Electronic Application Form

1. To make amendments, the application is returned to the applicant, becomes visible on the applicant's dashboard, and its status changes from "Submitted" to "In progress."
2. Download all fields of the electronic application under the "Submission" tab as a PDF file. To do this, select all items under the "Submission" section and click "PDF".
3. Save the PDF file to your local device.
4. Open the saved PDF file as a Word document.
5. Locate the sections of the electronic application form where you are making changes and clearly mark all changes made:
    - indicate added text by using coloured text or Track Changes;
    - indicate deleted text using strikethrough formatting or Track Changes.
6. Save the revised form and upload it to the application under the "Files" tab. Be sure to indicate in the description that this is the application form **with marked changes.**