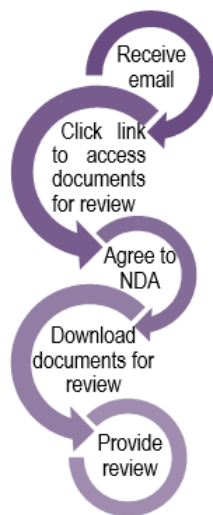


## Reviewing an application

### How does it work in Research GEMS?

The review process is managed through GEMS from the Lead Reviewers receiving an initial email alert to accessing the applications and supporting documents and finally to the reviewer submitting their review through GEMS.

There may be instances where a Research Office requests an external expert to provide a review or another type of review. The same process to access the application and provide the review should be followed.



*Note: Currently the provision of a review is separate process to accessing the general meeting papers. If you are wanting to access meeting papers for a meeting, see User Guide - [Accessing Meeting Papers](#).*

### Locating the review

#### Step 1

You will receive an email which will provide you with a direct link into the review details section of GEMS. If you are accessing via the email, then you can jump to **Step 4**.

#### Step 2

If you are logging into GEMS home page, you will have a reviews icon in the 'Your activities' section.

Click this to be taken to the Application Reviews.

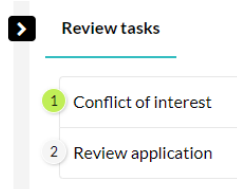
#### Step 3



Reviews are automatically filtered to identify any reviews that are 'Pending' or 'In Progress'. Selecting a 'Pending' review will take you to a new review, selecting an 'In Progress' review will take you to a review you have already started.

#### Step 4

The first time you enter the review you will be presented with a Non-Disclosure agreement and then a conflict of interest query. You must complete these before you can proceed. These will be accessible on the right side of the screen.



*NOTE: If you disagree or indicate you have a conflict of interest you will be locked out of the review and the action*

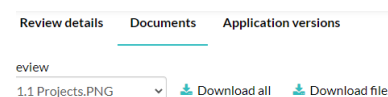
*cannot be undone. If you are unsure, please contact the research office.*

### Download the documents

#### Step 5

There are two options to download the application documents.

Option 1. In the Documents section in the top tabs of the meeting, you can download the application package by selecting download all.

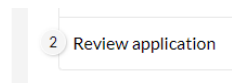


Option 2. Download individual documents by clicking on the individual document to view in browser or select multiple using the checkbox and clicking 'Download' on the left-hand menu to access the application and all supporting document.

### Complete the review

#### Step 6

Enter the review by selecting



#### Step 7

There are 2 pages that make up the review.

#### Application review – working notes.

This page acts like a notepad allowing reviewers to make notes whilst completing the review.

This is an optional feature and does not need to be completed.

Notes made on this page will be seen by the research office but **will NOT be included** as part of the review.

### Application Review – Reviewer Feedback

This page is the formal reviewer feedback form. This is the formal review that is submitted to the research office.

Reviewer instructions are at the top of this page.

### Step 8

The review form has five main categories and relates back to sections of the National Statement:

- Research Merit & Integrity
- Justice
- Beneficence
- Respect
- Participant Information Sheet and Consent Form

When reviewing each section, you can tick off points to confirm the application meets or has considered these criteria.

At the end of each section there is a space for comments or questions to go back to the applicant.

*Note: Structuring your comments as questions will ensure the research office requests the correct information from the applicant.*

### Step 8.1

The final section of the review asks for a reviewer recommendation.

The choices are:

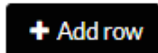
- Application should be approved

- Applicant needs to provide more information before a decision can be made.
- Application should not be approved.

Select a recommendation based on your review.

### Step 8.2 Document upload

To add an external document click 'Add row' at the bottom of the



screen. Upload multiple documents by clicking the Add row sign at the very bottom again.

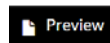
To upload supporting documentation and then to add additional supporting documents

### Step 9

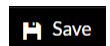
Once you have added all your feedback and uploaded any supporting documents, click 'Submit'.

## Save a review to complete later

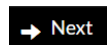
### Step 10 Save review to complete later.



Select to download a .pdf of the review



Select to save and return to the review later



Click this icon to progress to the next page

At any time during the review you can select the save icon at the top right-hand side of the screen. You can return to the review start at Step 2.

## What next?

You have now submitted your review to the Research Office. This review

will now be cleared from your Application Reviews list.

## How to find a submitted review

You can find submitted reviews by using the advanced search function on the Application Reviews page.

ort CSV Search...

You can also generate the following three statuses to filter by:

- ❖ **In Progress:** Review has been worked on and saved.
- ❖ **Pending:** Reviews yet to be actioned.
- ❖ **Submitted:** Completed and submitted.

By adding statuses by clicking in the 'Status' box and a dropdown menu will appear. To add or delete the statuses, click on the tick box.

- (Select All)
- (Blanks)
- (Non Blanks)
- Pending
- Submitted