



Intent to Submit online step-by-step guide.

Working through the form:

Please work through the form using the buttons (**Next** to go to the next page or **Previous** to go back) provided on screen - do not use the back and forward buttons provided by your browser as this may cause some or all your data to be lost.

If you would like to come back to the form at another time, please **save and continue**, and either [note the link](#) or [request that the link be emailed to you](#).

There is a document checklist available on our website to provide guidance on documents to read and forms to complete at each stage.

Completing the form:

- Complete your email address in the box provided and the Privacy Statement.
- Please continue to follow these instructions if consenting the privacy statement.
- Add Principal Investigator/Lead applicant details and any co-investigators included in the research. Click ⊕ to add each co-investigator where required.
- Add Project title.
- Add Project summary in line with the intent to submit guidance.
- Select Max 5 keywords by ticking the appropriate boxes next to the word/s.
- Provide **at least 1** and up to 3 potential reviewers. To add each new reviewer, click the ⊕ button at the end of each row.
- Select whether there are any conflicts to note for each of the reviewers you have mentioned - Yes/No. Guidance on conflict of interest is available through on our website.
- If you selected No, then press Submit.
- If you selected Yes, add details in the box provided then press Submit.

Thank you for completing our Intent to Submit form. We will be in contact with you soon.