

Returned Applications

Sometimes it is necessary to return an application. Return advice will be communicated by email to the contacts on the application. The 'Application Status' displayed on your home page will be changed to 'Submission Returned'.

If you receive an email advising that your application was returned:

- Open the application and click on 'Return Notes' in the left-hand menu to view the comments.



This will open a window with information regarding the reason your application was returned and instructions on how to proceed.

Make the necessary changes and additions to the application and attachments. Please note that to make changes to the application you will need to open it in 'Edit' mode.

When the application is ready to be resubmitted, click the SUBMIT FORM button.

The HREC Return Notes area is used only for instructions from Bellberry relating to returned applications. The Investigator/Contact cannot add text or respond to a Return Note.