

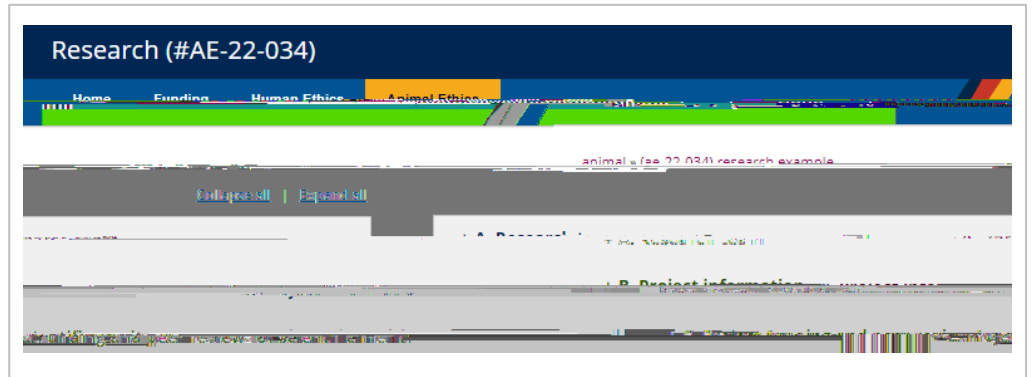
This quick guide describes basic navigation for departmental sign-off on an off-the-clock form (no fee) (e) (o) (h) (a)


to



From the Actions menu, select **View application** to access the full application

: The application form has multiple sections. Each section will expand or collapse as needed by clicking on the section header row.



	<p>Select <b>Send AUP back to PI</b> if additional clarification or information is needed.</p> <p>: This function can also be used if you are not the correct signatory.</p> <p>: Comments can be viewed by the PI and any team member with <b>View and edit</b> access. Comments will also be visible to ACC reviewers.</p> <p>Click <b>OK</b> to return the application to the PI.</p>	
	<p>Select <b>Sign off AUP</b> to submit the application to Animal Ethics office for ACC review and approval.</p> <p>Click <b>OK</b>.</p>	