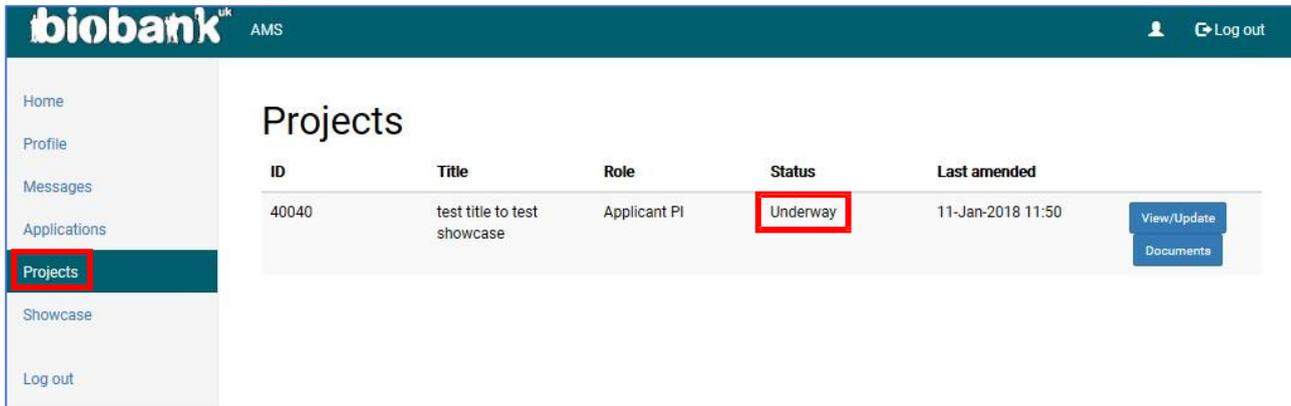


## 1. Projects Underway

- Once the MTA has been executed for an application it's status is updated to 'Project started'.
- The original approved application will be visible in the 'Applications' area but any changes to the application should now be handled within the 'Projects' area of AMS.

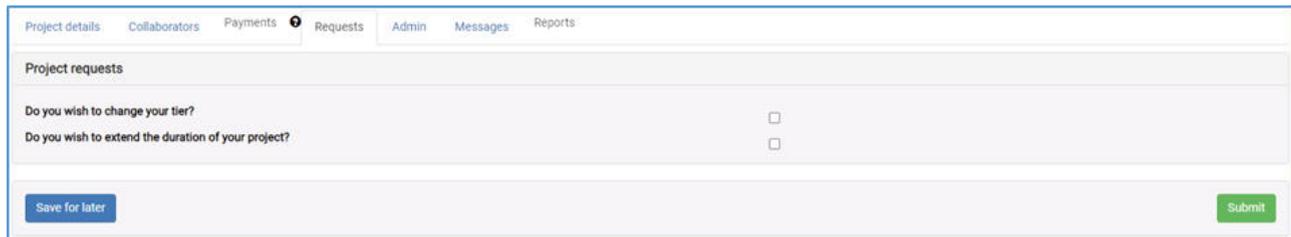


The screenshot shows the 'Projects' page in the biobank AMS system. The page has a dark blue header with the biobank logo and 'AMS' text. A navigation menu on the left includes Home, Profile, Messages, Applications, Projects (highlighted in red), Showcase, and Log out. The main content area is titled 'Projects' and contains a table with the following data:

ID	Title	Role	Status	Last amended	
40040	test title to test showcase	Applicant PI	Underway	11-Jan-2018 11:50	View/Update Documents

### 1.1. Requesting Changes

- There are two types of change you can request:
  - 1) to change to a higher data tier
  - 2) to extend the duration of the project
- Please be aware that you can submit both requests at the same time, but after submitting your request you will not be able to amend it unless it is unlocked by the AMT.
- Click on the boxes to select one or more of these:



The screenshot shows the 'Project requests' form in the biobank AMS system. The form has a navigation bar with tabs for Project details, Collaborators, Payments, Requests (active), Admin, Messages, and Reports. The form contains two checkboxes:

Do you wish to change your tier?

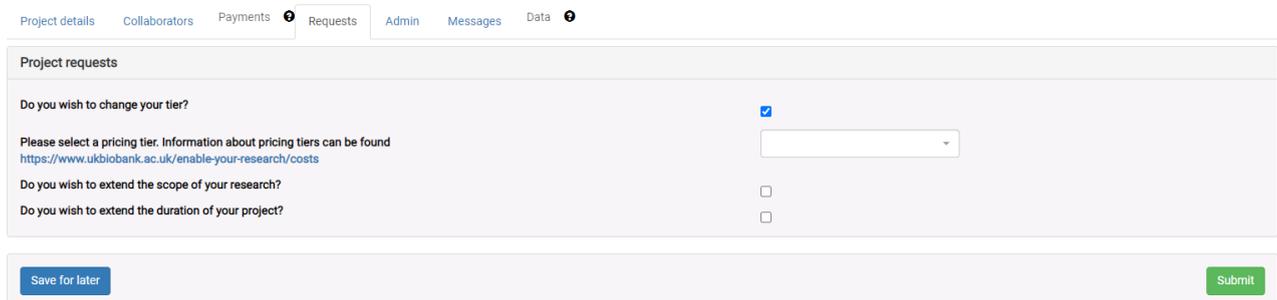
Do you wish to extend the duration of your project?

At the bottom of the form, there are two buttons: 'Save for later' and 'Submit'.

- If you submit both requests and UK Biobank needs to decline one element, the request will be unlocked by the AMT to allow you make the required changes

#### 1.1.1. Requesting Tier Adjustment

- Select the 'Do you wish to change your tier?' box.
- Click the dropdown box to select additional pricing tier:



The screenshot shows the 'Project requests' form in the biobank AMS system. The form has a navigation bar with tabs for Project details, Collaborators, Payments, Requests (active), Admin, Messages, and Data. The form contains three checkboxes and a dropdown menu:

Do you wish to change your tier?

Please select a pricing tier. Information about pricing tiers can be found <https://www.ukbiobank.ac.uk/enable-your-research/costs>

Do you wish to extend the scope of your research?

Do you wish to extend the duration of your project?

At the bottom of the form, there are two buttons: 'Save for later' and 'Submit'.

- You can only select a higher tier than the one you are currently authorised to access.
- Applications on tier 3 will not have the ability to request additional tier as this is the highest tier available.

#### 1.1.2. Extending the duration of your project

- Requesting a Duration extension is likely to incur additional charges. Please refer to the following link for information on duration extension charges: <https://www.ukbiobank.ac.uk/enable-your-research/costs/transitional-arrangements-and-faqs>
- Click on 'Do you wish to extend the duration of your project?', the current timeline and a text box will drop down.

- In the 'Extend by (months)' box, add how many additional months you would like to extend the project by. Provide justification for the extension in the box below. Please note there is a 36 month limit for duration extension; any extensions submitted more than 6 months before the existing project end date are unlikely to be approved.

Do you wish to extend the duration of your project?

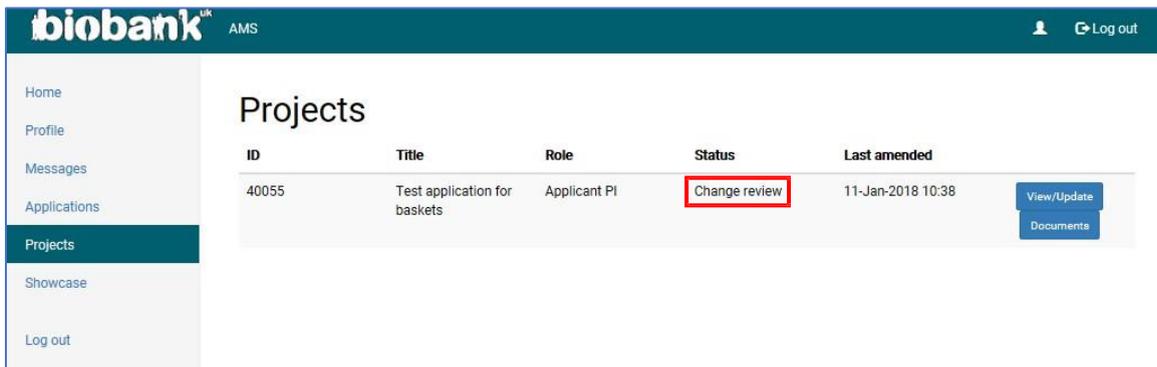
Current:  End:   
 Extend by (months):  Proposed end:

Please give reason (up to 200 words)

- Once you have finished, hit 'Save for later' to save what you have written and continue editing another time, or 'Submit' to submit your project extension request:

Save for later
Submit

- Once submitted, the status of the project in the 'Projects' area will change to 'Change Review.' The status will remain as 'Change Review' until the request is approved or declined:



The screenshot shows the Biobank AMS interface. On the left is a navigation menu with 'Projects' selected. The main content area is titled 'Projects' and contains a table with the following data:

ID	Title	Role	Status	Last amended	
40055	Test application for baskets	Applicant PI	Change review	11-Jan-2018 10:38	View/Update Documents

- Once the request has been approved or declined, the project status will revert to 'Underway.' If the project change has been approved, you will see the updates visible in the 'Project Details' tab or the 'Data' tab