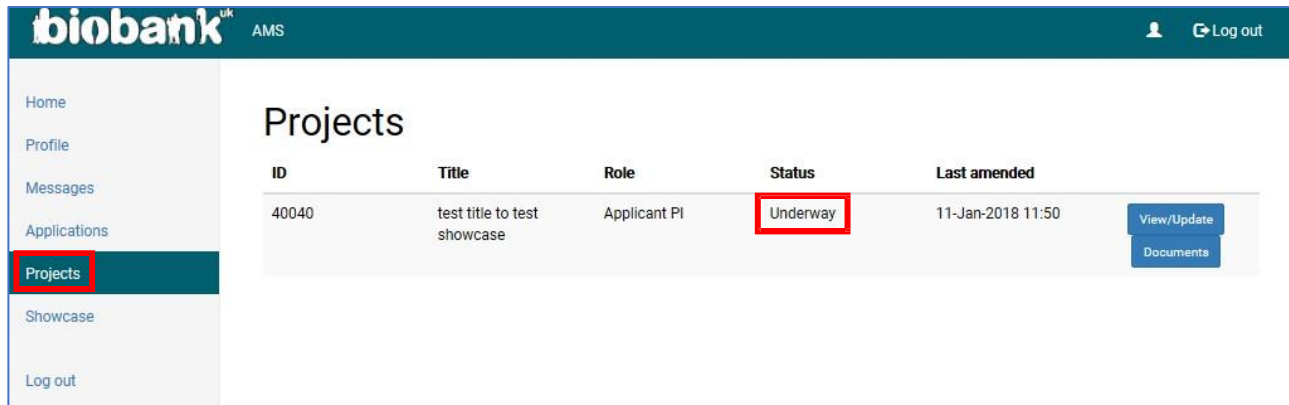


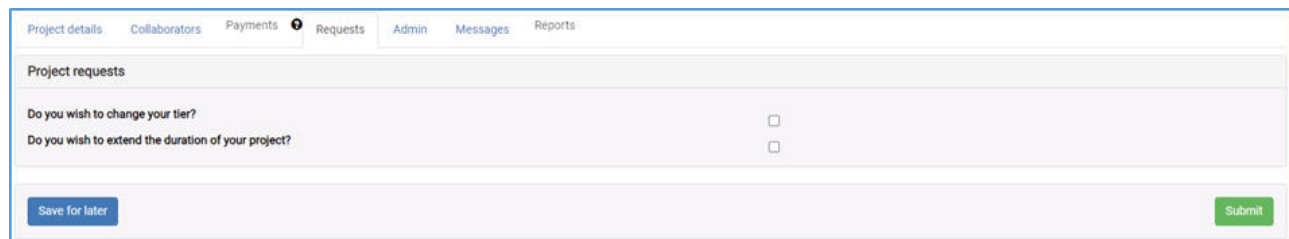
1. Projects Underway

- 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.



1.1. Requesting Changes

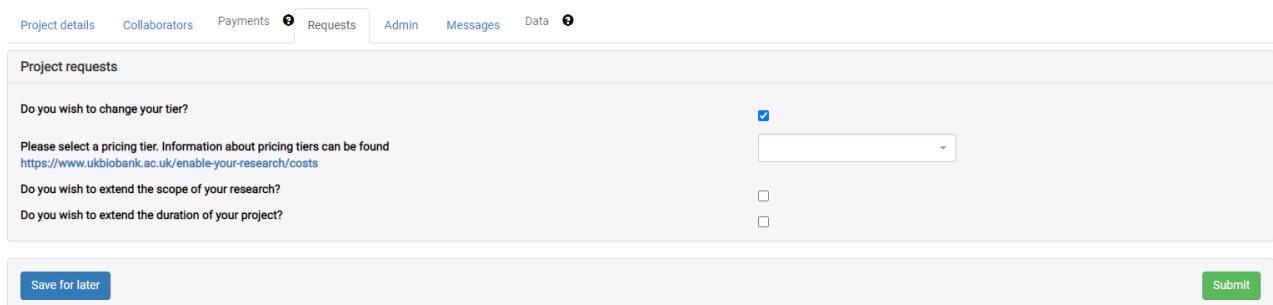
- There are two types of change you can request:
 - 1) to change to a higher data tier
 - 2) to extend the duration of the project
- Please be aware that you can submit both requests at the same time, but after submitting your request you will not be able to amend it unless it is unlocked by the AMT.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



- 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:



- 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.
- 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:

biobank^{UK}

AMS



 Log out

Home

Profile

Messages

Applications

Projects

Showcase

Log out

Projects

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