Copying an Application

Step 1: Log into GSafe

You can log into GSafe from the Health, Safety & Wellbeing page https://www.griffith.edu.au/health-safety-wellbeing by selecting the link at the '**Access GSafe desktop edition >**' button.

GSAFE - SAFETY MANAGEMENT SYSTEM Log an incident / injury / hazard / near miss. Complete a risk assessment / audit / lab application   Access GSafe desktop edition ›
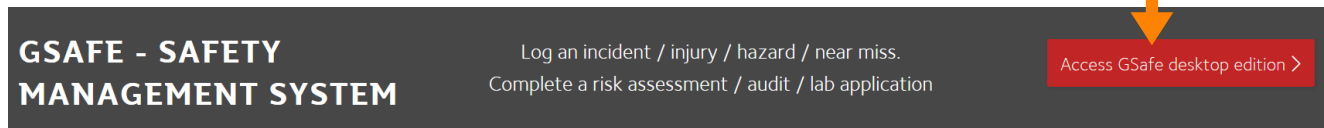
Figure 1

Step 2: Access the Activity Register

Open the activity register by selecting the underlined text (Activity Register) adjacent to the red GRIDD icon **(Figure 2)**. The Activity Register will open with existing Activities displayed in the Register.

Activity Register
Manage Biological, Chemical & Radiation activity applications

Figure 2

Step 3: Open the Application and Create a Copy

Navigate to the application in the register and open it by clicking anywhere on the line where the application appears. When the application opens begin the copy process by selecting the 'Copy' **(Figure 3)** button. Enter a new title into the 'Research Application Title' field in the 'Copy Application' window **(Figure 4)** and select 'Ok' to save the new application.

Figure 3

Copy Application   ✕
Please confirm creating a copy of this application
Research Application Title:
Application title

Ok   Cancel

Figure 4

Step 4: Update the Application

Update the application as required. Pay attention to the project contact details on the Details tab – change the Applicant name if required as this is copied across from the original application.

Step 5: Submit Application

To submit your application for verification and review click on the 'Submit' button **(Figure 5)**. You will receive an email notification confirming the application has been submitted. Note that once submitted, you cannot edit your application. If you need to edit please email the Biosafety Team at ubc@grififth.edu.au including the reference number and title of the application.

Figure 3

If you have any questions regarding this process please contact the HS&W Biosafety team at ubc@griffith.edu.au