

Applicants: How to view and respond to reviewer comments

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.

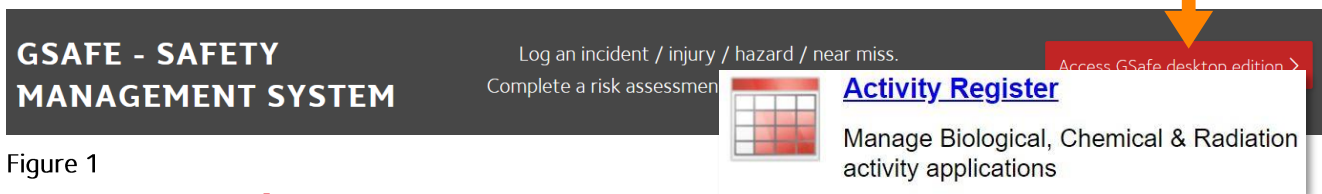


Figure 1

Step 2: Access the Activity Register

Figure 2

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.

Step 3: Viewing Reviewer Comments

Once an application has undergone review, changes may be required to be made at the request of the reviewers. Feedback will be added to the application and the status will be set to 'In Revision'. To view the consolidated comments from the review process, open the application and select the 'Feedback button' (Figure 3). This will reveal the Feedback window (Figure 4) where the feedback can be viewed, and your response given.

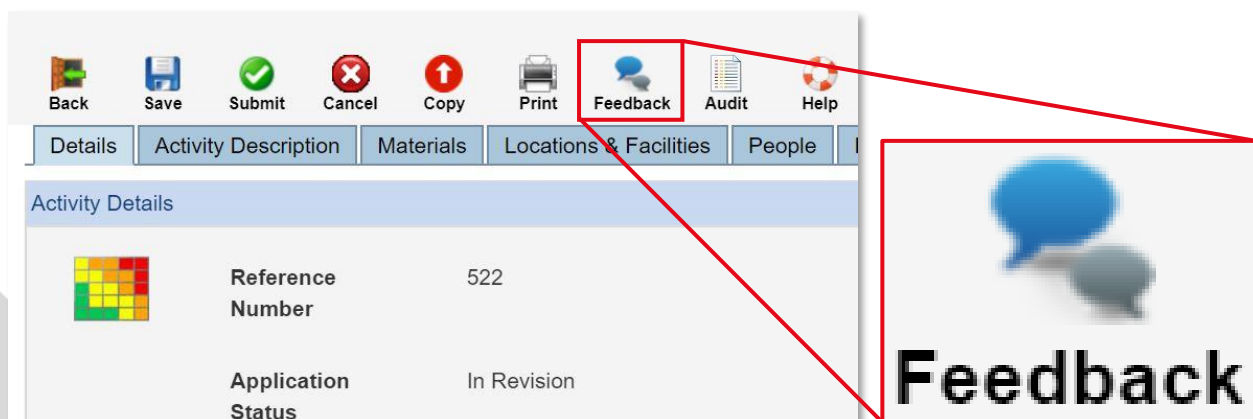


Figure 3

Step 4: Making Changes and Responding to Comments

After reviewing the comments provided (**Figure 4**), the application can be updated to address the corrections or changes requested by the reviewers. Changes to text in fields should be made in a **different font colour** so that reviewers can easily see changes that have been made since the application was last reviewed.

Figure 4

Tips for Making Changes:

- If a second review round, results in further changes being required, use a different coloured font again to that used in the first round of responses and make note of this in the response to feedback section.
- Use the 'Compare to Version' tool located on the Activity Description tab (**Figure 5**) to view previous versions of your application.

Figure 5

Once changes are complete you can provide a response to the reviewer comments in the response field (**Figure 4**). The response field has a character limit of 3000 characters including spaces. Exceeding this will prevent the response from saving and GSafe will display a red 'Error saving the Application' message in the Information box. Lengthy responses should be added as an attachment that can be referenced in the response field. Press 'ok' (**Figure 4**) to close the Feedback window and remember to click the 'Save' button to ensure the response is saved before navigating away from the application – you will be prompted to do this if you haven't saved the changes.

Step 5: Submitting a Response

Once you are satisfied with the changes to the Application you should press the 'Submit' icon (Figure 6) in the Tool bar.

You will be presented with the 'Submit Application' window (Figure 7) where you can finalise any responses that you wish to make. Once you are happy with the changes made to the application and the response to the reviewer feedback, press the 'ok' button to submit the application.



Figure 6

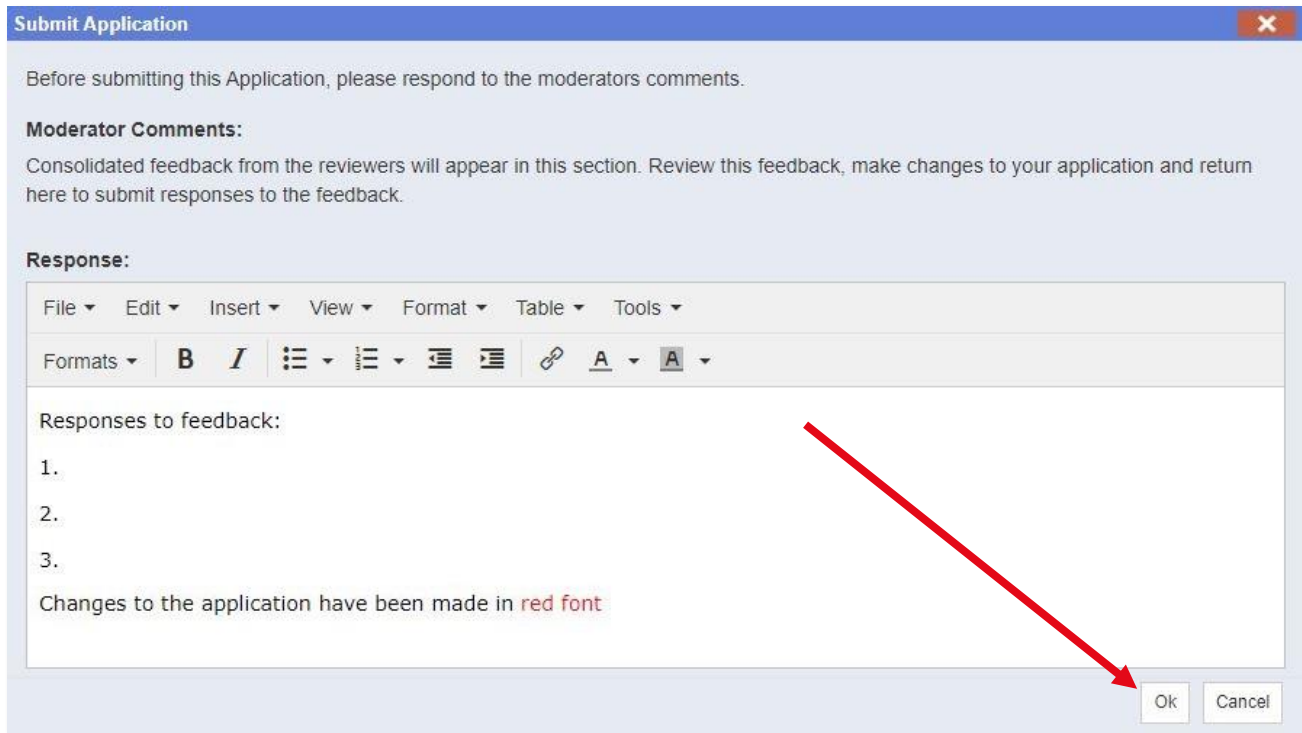


Figure 7

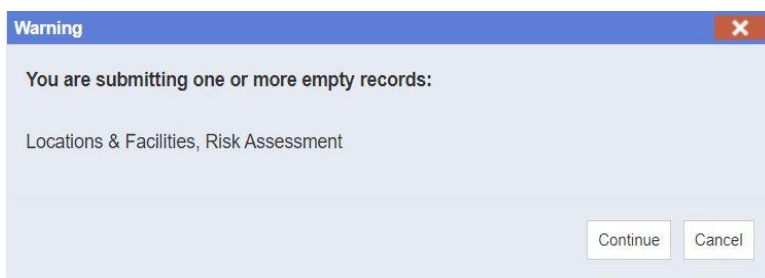


Figure 8

If the application is incomplete, a warning will appear (Figure 8) listing the empty records. There will be the option to continue, although completing the empty records will help avoid the application becoming stuck in a review/submission cycle where applicant and reviewer time can be wasted.

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