



Vary an Existing 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.

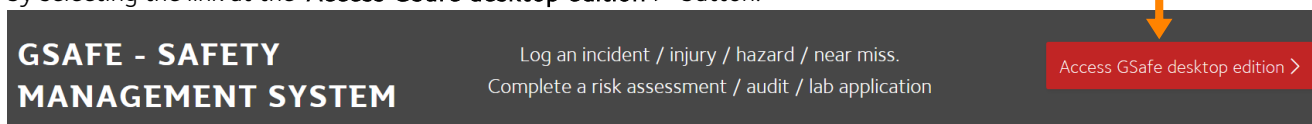


Figure 1

Step 2: Access the Activity Register

Open the activity register by selecting the underlined text (Activity Register) adjacent to the icon (Figure 2).



Figure 2

The Activity Register will open with the list of the existing Activities in the Register.

Step 3: Initiating a Variation

Rules for Creating a Variation

1. Variations can only be created from Approved activities.
2. Only one Variation from an Approval may be in existence at any one time, *i.e.* you cannot create two separate Variations from the same Approval.
3. Once the Variation is Approved the parent Activity Approval is Closed.
4. Making minor changes is *usually* acceptable; adding appropriately qualified People, or extra Facilities or addition of related genes or parent organisms, is *usually* considered a minor change. Addition of an unrelated parent organism or genes will generally require a completely new application.

To start a Variation from an Approval/Approved Application open the Approval record and press the Variation icon in the Toolbar.

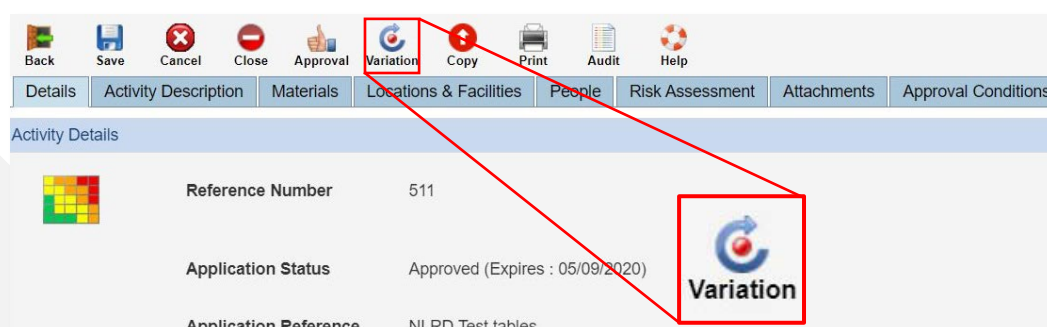
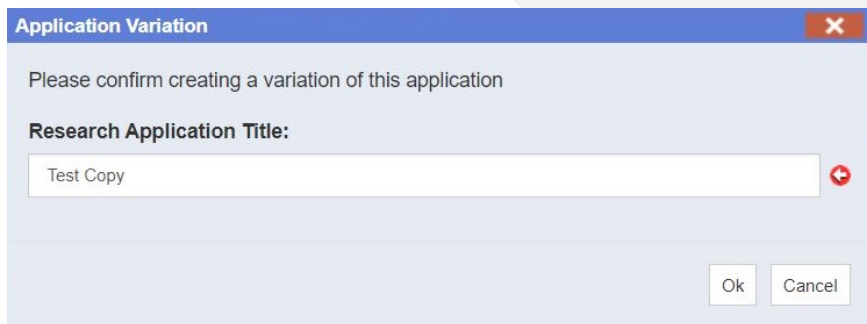


Figure 3

After pressing the Variation icon, you will be asked to confirm creation of a Variation and review the title. The title of Variation should be largely the same as the original title. Minor alterations are *usually* acceptable.

A dialog box titled "Application Variation" with a close button (X) in the top right corner. The text inside says "Please confirm creating a variation of this application". Below this is a label "Research Application Title:" followed by a text input field containing "Test Copy". There is a red plus icon to the right of the input field. At the bottom right are "Ok" and "Cancel" buttons.

Application Variation

Please confirm creating a variation of this application

Research Application Title:

Test Copy

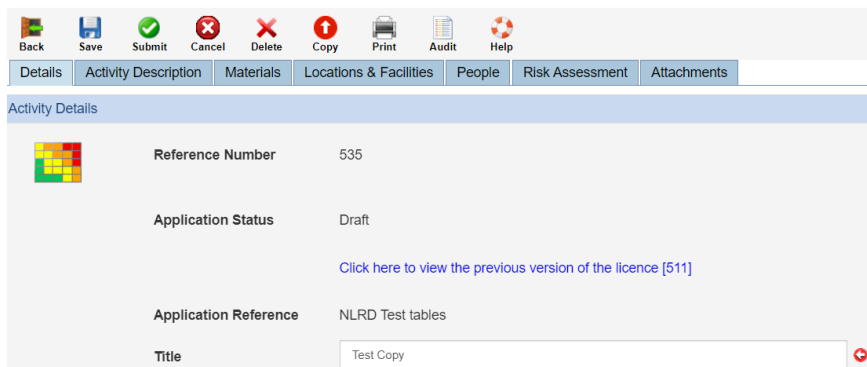
Ok Cancel

Figure 4

Step 4: Submitting the Variation

Once you press 'Ok' on the confirmation window you will be taken to the Details Tab of the Variation. You will see the normal tabs of an Application, but the fields will be populated with data.

At this point you may the application as per a New Application, but within the context of the 'Rules for Creating a Variation' listed earlier in Step 3.

A screenshot of the "Activity Details" screen. At the top is a toolbar with icons for Back, Save, Submit (green checkmark), Cancel (red X), Delete (red X), Copy (red circle with up arrow), Print, Audit, and Help. Below the toolbar are tabs: Details, Activity Description, Materials, Locations & Facilities, People, Risk Assessment, and Attachments. The "Details" tab is active. The screen shows a grid of fields: Reference Number (535), Application Status (Draft), Application Reference (NLRD Test tables), and Title (Test Copy). There is a link "Click here to view the previous version of the licence [511]" next to the Application Status field.

Back Save Submit Cancel Delete Copy Print Audit Help

Details Activity Description Materials Locations & Facilities People Risk Assessment Attachments

Activity Details

Reference Number 535

Application Status Draft

Click here to view the previous version of the licence [511]

Application Reference NLRD Test tables

Title Test Copy

Figure 5

Step 5: Submitting for Review and Approval

Ensure all changes made have saved to the application prior to submitting for review. Once you are satisfied with the changes and have ensured all are saved you can submit for review and approval by pressing the green "Submit" button.



Figure 6

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