




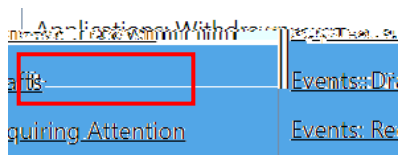
Select the relevant form.

The form includes the **À v š tab** where the PI can leave notes for the Administrator, the **Y μ • š ] } v tab** **01**!

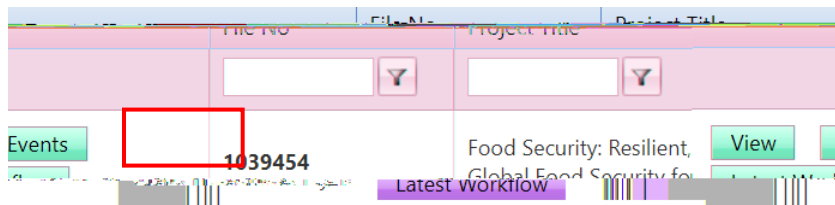
Closing the Event record will take you back to the main Events page for that particular file. The draft can be opened again, with the  button. The View Event button will open the record in read-only mode and changes will not be saved.



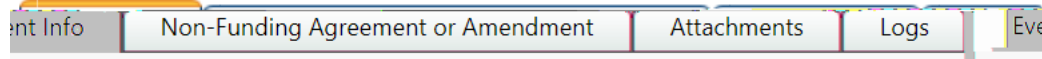
From the portal homepage, you can locate the Event again by clicking Events: Drafts.



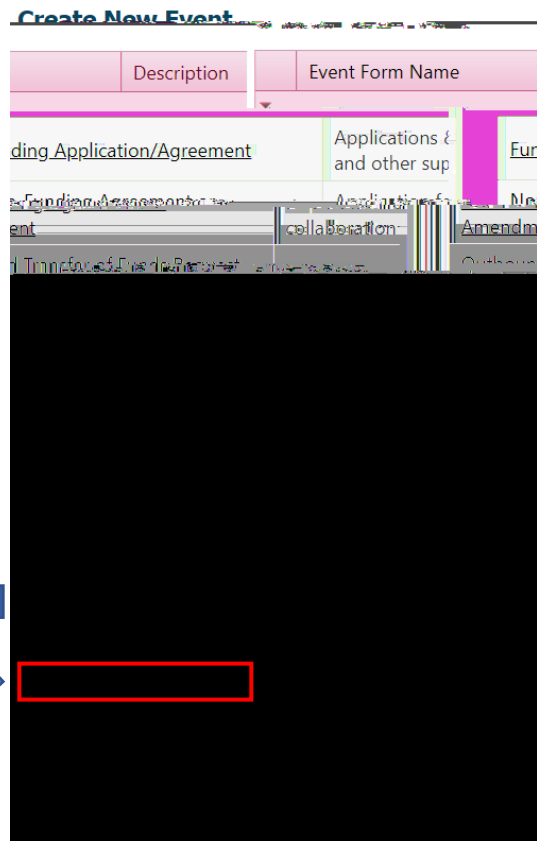
Locate the relevant file and click the Events button. You will be brought to the Events page, where you can view all the Event records for that file.



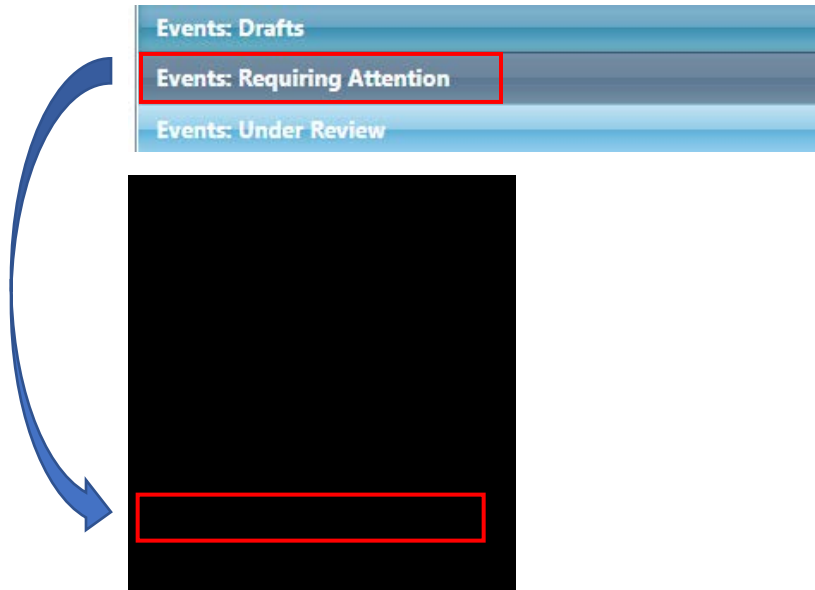
After responding to the questions under the Questionnaire tab, and uploading any required documents to the Attachments tab, click the Submit button.



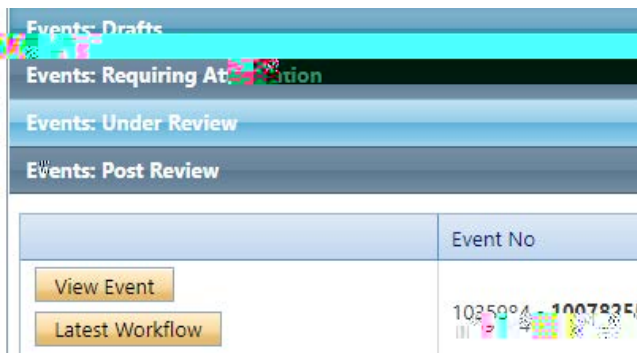
Upon submission, the request will move from **À v š • W to CE À ( š š • W h v** **CA Z is À in À** no edits can be made, and the Event record will be read-only. If the PI needs to make revisions, contact the ORS or OCIE Administrator.



If the Administrator returns the Event record for revisions, the PI and project team members will receive an automatic email notification with instructions. The record will appear under **Events: Requiring Attention**, which can also be accessed directly from the homepage.



If the Administrator approves the Event record, they will notify the PI. The record will move from **Events: Requiring Attention** to **Events: Post Review**.



For technical assistance with the portal, reach out to [researcher.portal@dal.ca](mailto:researcher.portal@dal.ca).