



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.

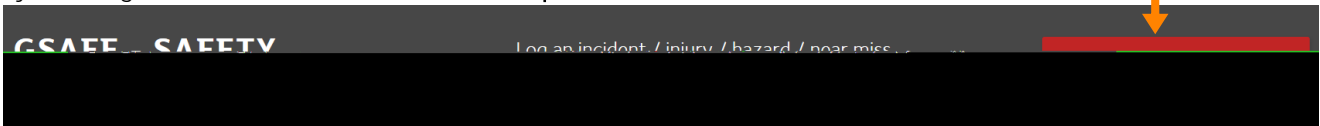


Figure 1

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.



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.

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**.

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