

Guide to completing the Project Preference Form

- Click the following link to enter the Project Preference website
<https://web.formsqured.com/login> to register the project types you would prefer to supervise for the 17/18 academic year
- Enter your University **e-mail address**, this may include middle initials if you have included these in your e-mail address
- Enter your University **login password**
- Select 'My Forms' from the top menu
- Select 'Forms' from the side menu
- Select 'Supervisor Project Preferences' and fill in the form that appears (it is split into sections which you can select from the side menu or complete in order by clicking 'Next' at the bottom)
- **Page 1: this page will be present when you open the form.** It contains an overview and three attached documents. One document explains the different types of UG project types that are available, the second the different PGT programmes that are included in the allocation system, and the third is a Gantt chart showing when the projects run for the different programmes. The latter can be useful if you are looking to concentrate your projects in one part of the year or spread them out evenly.
- **Page 2: this page will be present when you open the form.** Please insert your name and account code for the receipt of any project bench fees. If you don't have an account code at the moment, you will still need to enter something into the box to complete the form and AAxxxxx will work. At the bottom of the page, you should indicate whether you are taking UG and PGT projects. If you answer yes to these questions a second box will appear to indicate the number. If you only supervise projects for programmes not covered by this form, please answer no to both questions and fill in the details of the programmes you supervise for in the Additional Information box on page 5.
- **Page 3: this page will appear if you have answered 'yes' to taking UG projects.** You will need to give five programme preferences and four project type preferences to complete this page in rank order. However, it is worth stressing that these are preferences and not the number of projects you are offering. The numbers are given on page 2. If you would prefer to offer projects for less than five programmes or less than four project types, you will need to repeat your preferences in the lower boxes to complete this page.
- **Page 4: this page will appear if you have answered 'yes' to taking PGT projects.** You will need to give three programme preferences in rank order. Again, this is preferences and not the number of projects are offering. The numbers are given on page 2. If you would prefer to offer projects for less than three programmes, you will need to repeat your preferences in the lower boxes to complete this page.
- **Page 5: this page will be present when you open the form.** Please indicate whether your project will require ethics for working with animals, human tissues or vulnerable groups. Also include in the additional information box any relevant information. Please use this box to include details of FBMH programmes you will contribute projects to that are not covered by this form.
- Once all of this information is completed, you should be able to submit the form by clicking the green 'Done' button and selecting submit. If the form will not submit, there will be a piece of missing information in the first four pages. The page missing the information will be highlighted in red on the left hand side and on that page box lacking information will also be highlighted in red.
- You can view your submitted form by selecting 'My Forms' from the top menu, and then selecting the 'Sent' folder.