**Guide to completing the Project and UG Literature Review Allocation form**

**If you encounter difficulty in completing the form or if you need clarification on any aspect of the form or the allocation process, please email** **fbmh-taughtsupervision@manchester.ac.uk** **for support.**

Click the following link to enter the website: <https://web.formsquared.com/login> to register the projects and UG dissertations you are able to supervise for the 20/21 academic year.

* To sign in, enter your University **e-mail address** (this may include middle initials if you have included these in your e-mail address) and click Next.
* Enter your University **login password** and click Next.
* Select 'My Forms' from the top menu
* Select 'Forms' from the side menu
* Select '‘Project and UG Literature Review Allocation for 2020/21’. The form is split into sections which you can select from the side menu or complete in order by clicking 'Next' at the bottom of each page).
* **Page 1:** provides information on the Faculty requirement to offer student projects and UG dissertations, and where the different types of project and UG dissertations fit within programme structure. Click ‘Next’ at the foot of the page to move to the sections that require you to input details.
* **Page 2: ‘Personal Details’** is a mandatory page where you are required to input your name, contact details and employment contract information to ensure you are allocated the correct number of projects.
* **Page 3:** provides reference documents where you can find more information on project types and the timescales involved in the supervision of projects.
* **Page 4:** provides information on the timescales for second year SBS Dissertations and MBChB PEPs.
* **Page 5:** asks if you are able to supervise SBS Dissertations and MBChB PEPs. If you offer to supervise, you will be asked if you would like to use the title(s) you provided last year. If you answer no to this question, you will receive a second form in July asking for these details.
* **Page 6: ‘Project Information’** provides information on programmes’ project requirements to aid decision making when offering projects. Documents include: UG Project Types; PGT Project Types; Timing of UG and PGT Projects (to show when projects run for the different programmes - this can be useful if you are looking to concentrate projects in one part of the year or to spread them out across the year); and a Project Costs document which outlines different bandings for different project types.
* **Page 7:** **‘UG and PGT projects’** allows you to select the projects you can supervise in one or in all five of the following categories:

APEP (MB ChB)

School of Biological Sciences Undergraduate

MSci

Psychology Undergraduate (2020/21)

Postgraduate Taught

* **NOTE:** by answering ‘yes’ to offer projects to any of these groups, you will then be required to input additional information which will be used to assure an appropriate fit for project to student. Additional page (or pages) will follow by clicking Next (alternatively you can access these via the left hand tab).

**APEP Projects:** you will need to input the number of projects you can offer and the types of project you are able to supervise.

**SBS UG Projects:** you will need to input the number of projects you can offer, the programme(s) you can offer these projects to, and the types of project you are able to supervise.

* **MSci UG Projects:** This page allows you to register your interest in supervising year 3 MSci Project Literature Review and Research Proposals. Project Literature Review and Research Proposal supervisors for year 3 MSci students, will supervise year 4 MSci Research Projects. This page allows year 3 MSci Project Literature Review and Research Proposal supervisors.
* **PGT Projects:** the form allows you to select the programmes you are able to offer projects to. The PGT Project Types document provides additional information to inform your decision and contact information should this document not answer all your questions.
* **Final page:** **Additional Information for Projects.**

Please indicate whether your project will require ethics for working with animals, human tissues or vulnerable groups.

Please use the Additional information box to submit any details that you think we need to be aware of such as 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, then something has not been completed correctly in one of the previous pages. The page missing the information will be highlighted in red on the left hand side and on that page the 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.

**Saving a draft version of the form**

You can save a draft version of the form and access this at a later point to complete it.

The draft will appear on the top left of your screen next time you access the form.

Click Drafts, go into the form (here you should find the form you previously completed) click on the button on the right of the screen (green or blue).  If the form does not successfully submit and therefore move to the Outbox, there will be some missing information which you must complete.  This will be highlighted in red on the left hand tabs of the form.