

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.formsqared.com/login> to register the projects and UG dissertations you are able to supervise for the 18/19 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 2018/19'. 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).
- **Overview:** 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.
- **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.
- **Second Year SBS Dissertation and MBChB Year 2 PEP information:** provides information on the style of and timescales for second year SBS Dissertations and MBChB PEPs and an option to select either, both or neither of these project types. Subsequent pages appearing are dependent upon the answers you provide on this page.
- If you have selected both Dissertations and PEPs, a page will appear to input details of second year SBS Dissertations and MBChB PEPs; if you have selected either SBS Dissertations OR MBChB PEPs, please click 'Next' and a separate page to input these details will follow. If you have selected 'I am not able to supervise students', please click 'Next' to navigate to the 'project Information' section of the form (see next step, below).
- **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.
- **Offered UG and PGT projects:** allows you to offer projects to students in one or in all five of the following categories:
 - APEP (MB ChB)
 - School of Biological Sciences Undergraduate
 - MSci
 - Psychology Undergraduate (2019/20)
 - 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. If you would prefer to offer less than four project types, you will need to repeat your preferences in the lower boxes to complete this page.

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. 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.

MSci UG Projects: This page allows you to register your interest in supervising year 3 MSci Research Project Proposals. Research Project Proposal supervisors for year 3 MSci students, will supervise year 4 MSci Research Projects. This page allows year 3 MSci Research Project Proposal supervisors to record how many students they have agreed to take for their year 4 MSci Research project.

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.
- You can save a draft version of the form at any point during completion. Click the tab button at the right hand side (top or bottom of screen). You can re-enter a saved draft by selecting 'My Forms' from the top menu, and then selecting the 'Drafts' folder. If you log off at any point, you can login to Form² and the draft will appear in the menu at the top left of the form.