



Uploading Final Gatekeeper Permission Letters

During the ethics application process, draft letters for gatekeeper permission would have been reviewed and approved by the relevant ethics review committee.

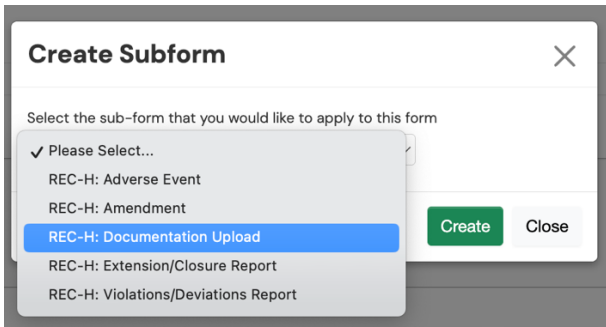
Only after ethics approval has been received for a study may the gatekeepers be approached for official permission to conduct the study. Once permission has been received, copies of the final permission letters must be uploaded to your project before the commencement of data collection activities.

The documentation upload sub-form can only be created after your ethics application has been approved.

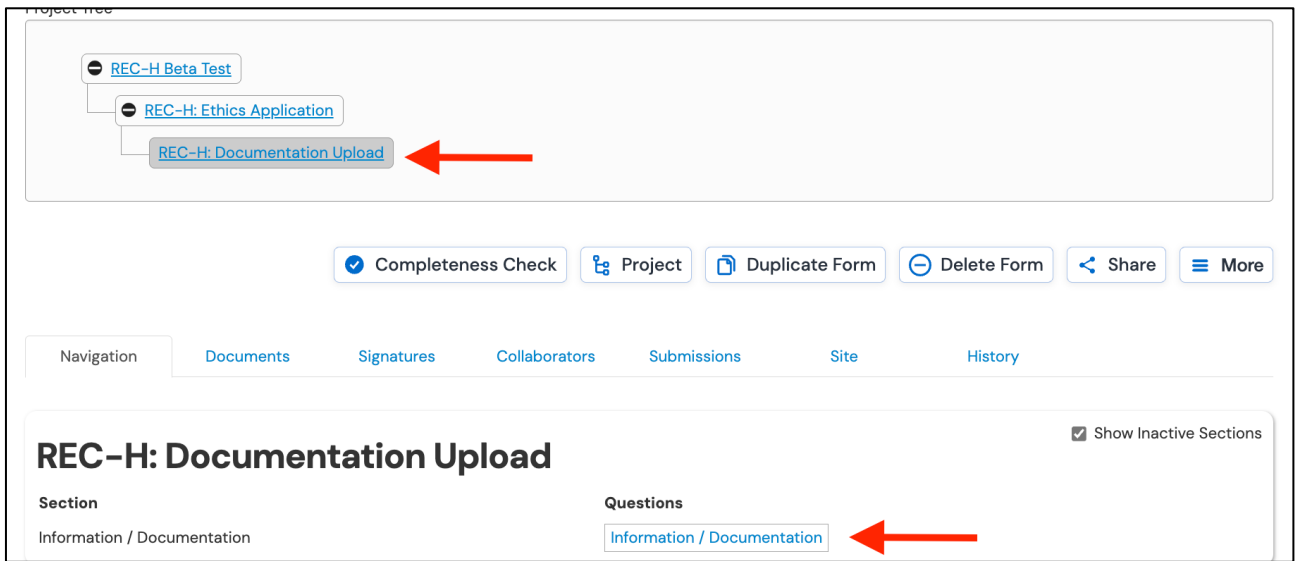
Open the project that you want to upload a final gatekeeper permission letter to and click [Create Sub Form].

A screenshot of the MEOS web interface. At the top, a 'Project Tree' shows a hierarchy with 'REC-H Beta Test' as a parent and 'REC-H: Ethics Application' as a child. Below the tree is a toolbar with buttons for 'Completeness Check', 'Create Sub Form' (highlighted with a red arrow), 'Project', 'Share', and 'More'. A navigation bar below the toolbar contains tabs for 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Site', and 'History'. The main content area is titled 'REC-H: Ethics Application' and includes a 'Show Inactive Sections' checkbox. Underneath, there are sections for 'Section' (with 'Section 1: Risk Assessment' selected) and 'Questions' (with 'Risk Assessment' selected).

Select REC-H Documentation Upload from the dropdown and click [Create].



Click on the question section, complete the form, sign and it will automatically submit.



The Documentation Upload form will appear as a sub-form of your project in the Work Area.

Project Title	Project ID	Owner	Date Created	Date Modified
REC-H Beta Test	2897	Ms Michelle Barnett	05/02/2026 09:36	06/02/2026 03:14

Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-H: Ethics Application	N/A	N/A	N/A	Approved	Ms Michelle Barnett
REC-H: Documentation Upload	N/A	N/A	N/A	Unsubmitted	Ms Michelle Barnett