

## Notification of Intent to Submit - eForm Guide for Primary Supervisors

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### Introduction

The Notification of Intent to Submit a Thesis eForm is now available as one of your Candidate's HDR Milestones. Two to Three months before they submit their Thesis, they will complete a Notification of Intent to Submit which will begin the submission and examination process. You will receive the eForm to review and action. The eForm allows you to:

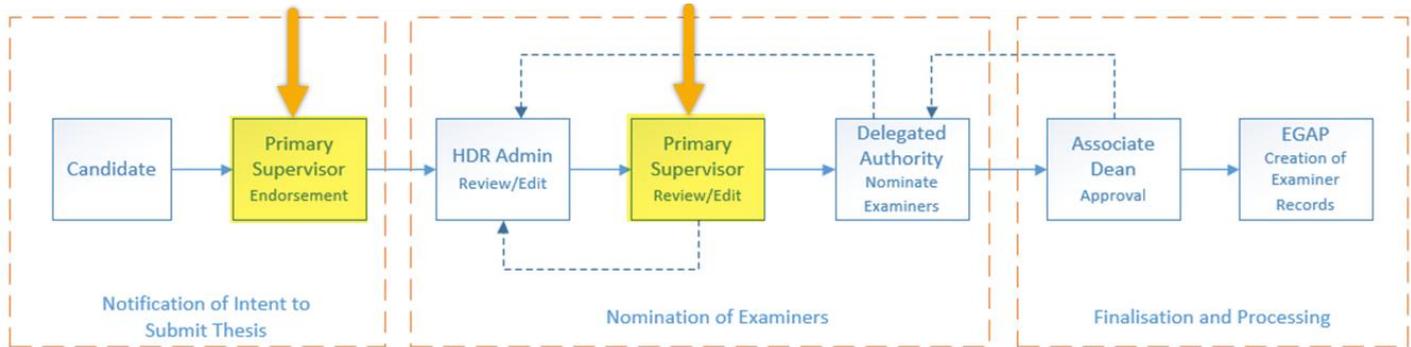
- Review their Notification of Intent to Submit their Thesis and indicate your support of their submission;
- Review Changes to their Thesis details, such as: Intended Submission Date, Working Thesis Title and Thesis Abstract;
- Indicate your endorsement of Changes in their Thesis Format or their request for Thesis Access Restrictions where applicable;
- Provide details on your preferred examiners for appointment to the examination panel; and
- Indicate any concerns you have about examiners with regards to sanctioned countries, conflicts of interest, or previous collaboration, and provide justification for them to be included on the panel.

### How to access the eForm

- When action is required on a form, you will receive an email with a direct link to the eForm.
- Email reminders will be sent when no action has been taken to complete the eForm.
- You can also access the form by logging into [eforms.anu.edu.au](http://eforms.anu.edu.au). The form will appear in the 'Forms Assigned to Me' section.

### Flow of eForm

As the Primary Supervisor of your Candidate, you are responsible for completing two stages of the eForm as highlighted in the workflow map below. The first stage is directly after your Candidate has completed their Notification of Intent to Submit and is where you will indicate your support of their submission. The second stage is during the Nomination of Examiners, where you provide details on your preferred examiners.



## Responding to a Notification of Intent to Submit

Once your Candidate has completed their Notification of Intent to Submit, you will be able to view the notification eForm. Depending on the options selected within the eForm you may be asked to:

- Review an application to change the Thesis Format and indicate whether or not you endorse the Candidate's submission.
- Review and application for Thesis Access Restrictions. This could include an application for Delayed Public Access or Full Confidentiality.
- Review the Candidate's Thesis Details and determine whether or not you support the Candidate's intention to submit their Thesis.

If you do not support the Candidate's intent to submit, the eForm will be sent to the Delegated Authority for review. The Delegate Authority will then meet with the Candidate's and advise them on whether they should continue with the submission process.

## Nominating Examiners

Depending on how your College nominates examiners, either you, or the HDR administrators will be responsible for contacting proposed examiners and filling out their details in the Nomination of Examiners page in the eForm. On this page you will be able to:

- Review suggestions of examiners provided by the Candidate;
- Indicate whether you want to continue the eForm process by sending it to the Delegated Authority, or return the eform to the HDR administrators for amendment;
- Indicate the number of examiners you believe is required for the examination panel; and
- Enter the details of up to five proposed examiners.

Each proposed examiner has their own set of collapsible tabs within the form. Click on each tab to expand it. You must review and complete all of these tabs before you can progress the eForm. Once a tab has been complete, a tick-icon on the right hand side of the tab is visible. 

These tabs include information on:

- Personal contact details and address details;
- Academic organisation;
- Experience, contact and availability;
- Sanctioned countries;
- Previous collaboration; and
- Conflicts of interest.

### Tips for using the eForms

- There are two ways to navigate through the eForm. You may step through the pages using the left and right arrows in the top-right of the page or the right arrow at the bottom of the page. You can also use the navigation bar on the left of the form. 
- Compulsory fields are indicated by a red asterisk: \*.
- To save the form click the save icon in the top right corner. You will be able to access your saved un-submitted eForms by logging into [eforms.anu.edu.au](https://eforms.anu.edu.au) 
- To upload documents to the eForm, click the 'Upload New' button where prompted.

### Support

If you need assistance please contact your local HDR Administrators. You can also view the [Staff Support Webpage](#)