

## Supporting Documents Box

You need to upload all your supporting documents in this box. Note: Please ensure that you convert your documents into PDF BEFORE you upload them.

### Important note

To make sure your document merges successfully, ITS recommends you follow these instructions:

#### ▪ Using your home PC

##### ***Office 2007 and Office 2010***

If you are using your home PC with Office 2007 installed you can save your files in PDF format from your Office application or use Nuance PDF Converter Pro version 6.

You can download a version from [our software you can install on your own computer page](#). For more information, see: [Introductory guide to using PDF Converter](#).

Browsers that support this process include; IE 7, IE 9 and Firefox.  
We do not recommend this using a PC with windows vista.

#### ▪ Using an IT Services PC

##### ***Office 2007***

If you are using an IT Services PC with Office 2007 installed you can save your files in PDF format from your Office application or use Nuance PDF Converter Pro version 6. Browsers that support this process include IE7 and Firefox.

##### ***Office 2010***

If you are using an IT Services PC with Office 2010 installed you can save your files in PDF format from your Office application or use Nuance PDF Converter Pro version 7 which are installed on all PCs. Browsers that support this process include IE9 and Firefox.

If you need assistance with converting your supporting documents into PDF format, please see the following help pages on the IT Services website:

- For information about creating a PDF file using an IT Services PC:  
<http://www.sussex.ac.uk/its/help/faq.php?faqid=729>

- For information about creating a PDF file using your own PC  
<http://www.sussex.ac.uk/its/help/faq?faqid=1525>

### HOW TO UPLOAD A SUPPORTING DOCUMENT

Click on the Upload Document button

1. Click on the Browse button, and select the document you wish to Upload
2. Select the Document Type from the Drop down menu (e.g. consent form, information sheet etc.)

3. Click on the Save button if you have no further documents to upload; Click on the Save+Add button if you have another document to add
4. Click Replace or Delete in the Actions column, if you need to replace a document with a different version, or if you want to delete a document.

### **CREATING A MERGED PDF**

#### **PLEASE ENSURE YOU HAVE SAVED YOUR ETHICAL REVIEW FORM BEFORE YOU CLICK THIS BUTTON**

This button allows you to create a merged PDF document of your application form and supporting documents. You will be able to download this for checking, or sharing, before you submit your application.

Note: You do not need to click this button as part of your application submission, but may choose to do so if you want to save a copy of your application, print out a copy of your application, or email a copy of your application. Clicking on the Create Merged PDF button does NOT submit your application for review.