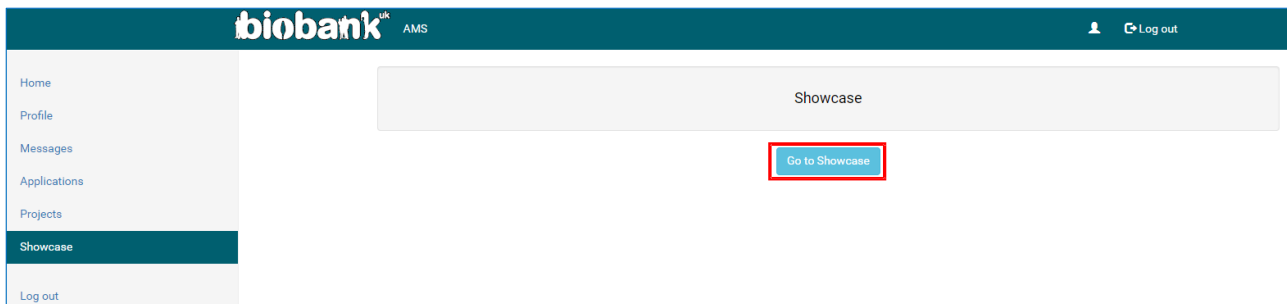


## 1. Submitting an Application

### 1.1 Accessing Data Showcase

- AMS allows the Data Showcase to be accessed, without submitting an application, for the purpose of getting more information than is permissible with the public view.
- Once your registration has been approved, you can navigate to Showcase by clicking the 'Showcase' button in the left tab of the AMS screen and then clicking the 'Go to Showcase' button:
- For guidance on navigating the the UK Biobank Showcase System, please see our UK Biobank Showcase [User Guide](#).



### 1.2 Completing the online application

- Once your Registration has been approved a number of new tabs will become visible on the left hand panel of your AMS Home Page.
- To start a new application, select the 'Applications' tab and 'Start new application':

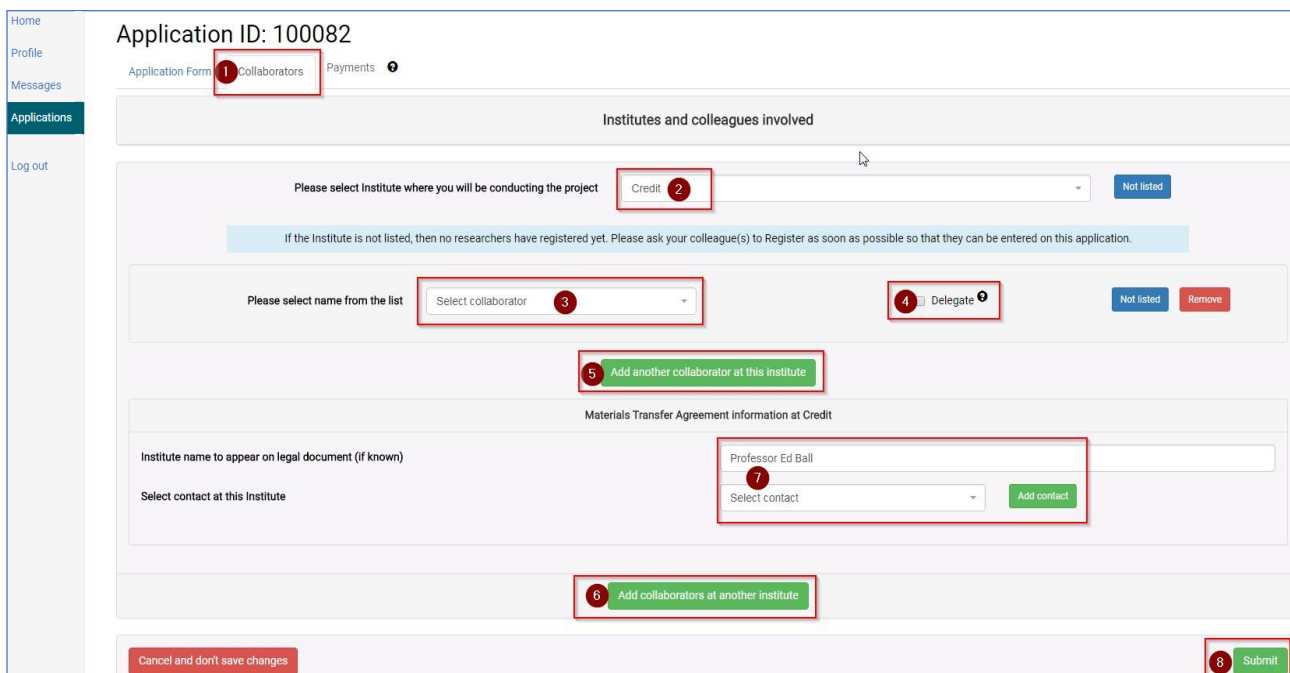


- Complete the online application form, a PDF version of the [application form](#) is available via the UK Biobank website for information purposes.
- Once your application is complete, you can submit by pressing the appropriate button at either the top or bottom of the screen. Alternatively, you can save your application as a draft to return to at a later date by pressing 'Save and continue later'. If you wish to abandon your application, you can do so by pressing 'Cancel' and changes will not be saved.

### 1.3 Adding collaborator and MTA contact details

- Once an application is saved you will be able to access the Collaborators tab where you can add other researchers and institutes involved in the research. You will also be able to provide delegate access to collaborator(s) who will be able to update the application on behalf of the Applicant PI.
- To populate the collaborators tab (see figure below):
  1. Click on the collaborators tab.
  2. Select the institute where you will conduct the majority of the research for this project, using the dropdown list provided (this will default to your primary institute, but can be changed if necessary):

3. To add a collaborator from your institute, select the collaborator's name from the dropdown list which contains all active UK Biobank-registered researchers at your institute.
4. Check the 'Delegate' box if you wish to give delegate rights to the collaborator. Collaborators with delegate rights are able to edit the application, make edits to the collaborator screen, make payments and download the data.
5. Use the 'Add another collaborator at this institute' button to add additional collaborators at this institute. You should add all collaborators that will be working with UK Biobank data. Incorrectly added collaborators can be removed by clicking the 'Remove' button next to their name. Click 'Add another collaborator at this institute' to add the collaborator to your Application.
6. To add collaborators at another institute, click the 'Add collaborators at another institute' button. If the collaborator you wish to select is not present in the dropdown list, it is because they are not yet registered (or approved) with UK Biobank. Please ask them to submit a registration; once they are an Approved Researcher you will be able to add them to your application.
7. You do not need to enter the legal name of your main institute or collaborating institutes at this stage as this information is contained in the Institute Details that are held in the AMS. You should use the 'Select a contact at this institute' dropdown list to add an MTA contact for each institute listed on your application. The MTA contact should be someone different to the PI/Lead Collaborator and should be authorised to sign legally binding documents on behalf of the institute.



- If the MTA contact you wish to add is not present in the dropdown list, you can add new MTA contact by clicking 'Add contact'.

Another screen will open (shown on next page) where you can complete the new MTA contact details. When you have finished click on the 'Add' button.

Add contact ✕

**Contact Details**

Title

First name

Last name

Email

Phone

---

**Address**

Line 1

Line 2

Line 3

Line 4

Town/city  ✕

County/state

Postcode/ZIP

Country

8. Click the 'submit' button at the bottom of the 'Collaborators' page to submit collaborator information.

### 1.4 Selecting your pricing tier

1. When creating an application to access the UK Biobank Resource, the PI can select the pricing tier you want to access on the RAP. Please see the [Costs](#) page on our website to view a breakdown of the cost and datasets associated with the pricing tiers for the data-fields and returned datasets you would like to access for your research.
2. To select a pricing tier you must navigate to the 'Application' tab of your application and scroll down the page to Section B: 'Selection of data-fields'. Click the dropdown box next to 'Please select a pricing tier'.

**B. Selection of data-fields** [Link to online help]

This part of the application form asks some general questions relating to required data for your research project. In addition, clicking the 'Create Application Basket' button below allows you to access Data Showcase, create a basket, and add the data-fields needed for your research. Please refer to the online help for guidance and examples.

Owing to the large size of some data items, researchers may wish to link their data to existing bulk UK Biobank datasets held at their institute (and if so, UK Biobank is happy to facilitate this).

**B1.** Would you like to access an existing copy of the genotyping dataset held at your institute? 
 Yes     No

**B2.** Would you like to access an existing copy of bulk imaging files held at your institute? 
 Yes     No

**B3.** Would you like to re-use an existing dataset already held at your institute to conduct your research (i.e. that contains all the data you need for this new project)? 
 Yes     No

**B4.** Please select a pricing tier. Information about pricing tiers can be found <https://www.ukbiobank.ac.uk/enable-your-research/costs>

3. If you wish to come back to the application at a later date, click 'Save and continue later'.

4. If you are ready to submit your application, check the box to confirm that the information provided in the application is full and correct, then click 'Submit'. You will be returned to your AMS home page.
5. It is recommended that researchers read the Terms and Conditions of the UK Biobank MTA which can be found within Annex II of our Access Procedures. These can be located via the hyperlink on this page or in the 'Resources' tab on the UK Biobank website ([www.ukbiobank.ac.uk](http://www.ukbiobank.ac.uk)).

### **1.5 Amending an application**

The AMT will notify you via a Message in AMS if your application requires amendment.

- The application will be locked while a review is in progress. You will be able to view your application but will not be able to make amendments to the text or basket.
- When the AMT unlock your application, you will be able to amend the information within it.
- Once you have made the amendments ensure you click the 'Submit form' button. Please note that clicking the 'Submit form' button will re-lock your application.