

Our new OPS is now live.

Please read the guidance below.

Requesting a new proposal form and completing a proposal

- New proposal forms must be requested directly through our website - you will be asked to enter your proposal title and your email address. You will no longer need a 'user account' to complete proposals.
- Upon submission of the request, you will receive an email containing a unique web address and an 'access code':
 - The access details can be shared with members of your team to complete the proposal forms, and later with anyone you wish to have access. It is important to handle these with care as anyone who has them can access your proposal. We will only share these with (i) the person requesting the proposal form, (ii) the Primary Applicant, and (iii) the person who submits the proposal (if not the Primary Applicant).
- The access details open your 'proposal homepage' (one per proposal):
 - The homepage includes the forms to be completed and then submitted for our review.
 - After submission and approval, additional pages and associated guidance will be available via the proposal homepage, including (i) a place to review the progress of your submission, (ii) a 'full proposal' view which collates information from the 5 forms in one place and can be used to generate a PDF, and (iii) an Amendment Request form.

Proposal form layout & questions

- Our new proposal system comprises of 5 individual forms reflecting aspects of the [Five Safes Framework](#) (project details, applicants, data, information security, and output)
- Much of the proposal form content is the same; some existing questions have been clarified to make them easier to complete; some questions have been retired; and some are new.
- User Guides are available for each form to help you complete them.

Accessing existing proposals that have been imported to the new system

- Proposals in the old system have been imported to the new OPS and will each have a unique web link and access code which we can provide to the Primary Applicant (or delegate) on request via email to alspac-data@bristol.ac.uk (you will just need to provide the proposal 'B number').
- We have migrated 'data user' co-applicant information per proposal based on our record of users who have completed a Data User Responsibilities Agreement (DURA).
- We have started to incorporate details of approved amendments into the proposal on the new system (this will be done in stages).

Managing multiple proposals

- **Important:** If you submit multiple proposals you will need to keep a record of each web address and access code. As the new system does not require a 'user account' you will no longer be able to see a record of ALL your submitted proposals and amendments in one place.

If you have any questions about the new system or accessing existing proposals, please contact alspac-data@bristol.ac.uk. We also welcome any feedback you may have about the new system.