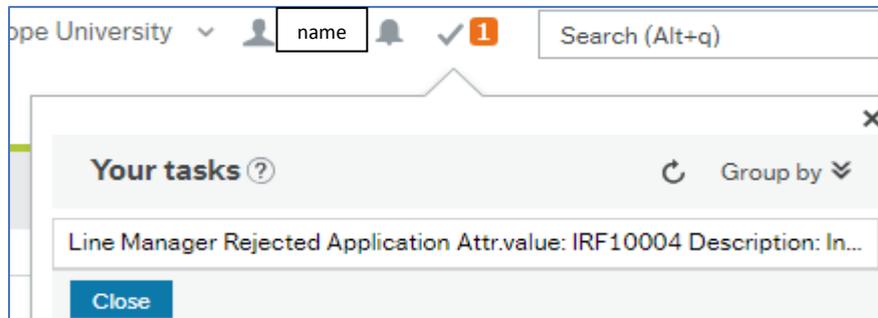


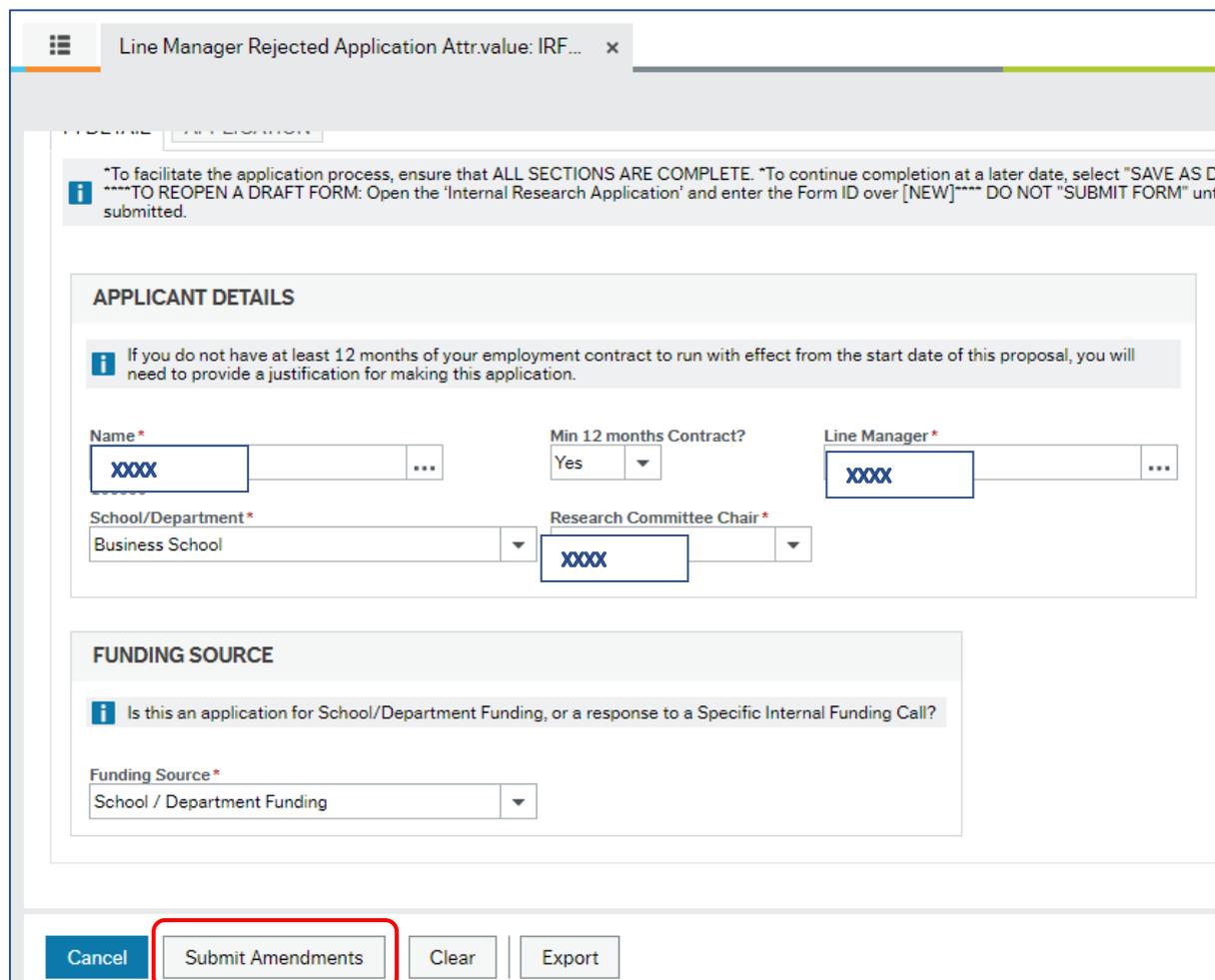
Amend and resubmit rejected forms (via task)

When a form is rejected a notification 'to view your task in Unit4' is sent to the applicant.

- Log into U4 and click on the task to open the form



- When opened from the task there is a **Submit Amendments** button at the bottom of the form.

A screenshot of the application form interface. The browser tab is titled 'Line Manager Rejected Application Attr.value: IRF...'. The form contains several sections: 'APPLICANT DETAILS' with a warning icon and text about 12-month employment, and 'FUNDING SOURCE' with a warning icon and text about funding type. The 'APPLICANT DETAILS' section includes fields for 'Name*' (containing 'XXXX'), 'Min 12 months Contract?' (a dropdown menu with 'Yes' selected), 'Line Manager*' (containing 'XXXX'), 'School/Department*' (a dropdown menu with 'Business School' selected), and 'Research Committee Chair*' (containing 'XXXX'). The 'FUNDING SOURCE' section includes a 'Funding Source*' dropdown menu with 'School / Department Funding' selected. At the bottom of the form, there are four buttons: 'Cancel', 'Submit Amendments' (highlighted with a red box), 'Clear', and 'Export'.

- All amendments **must** be **made** and **submitted** in one visit.