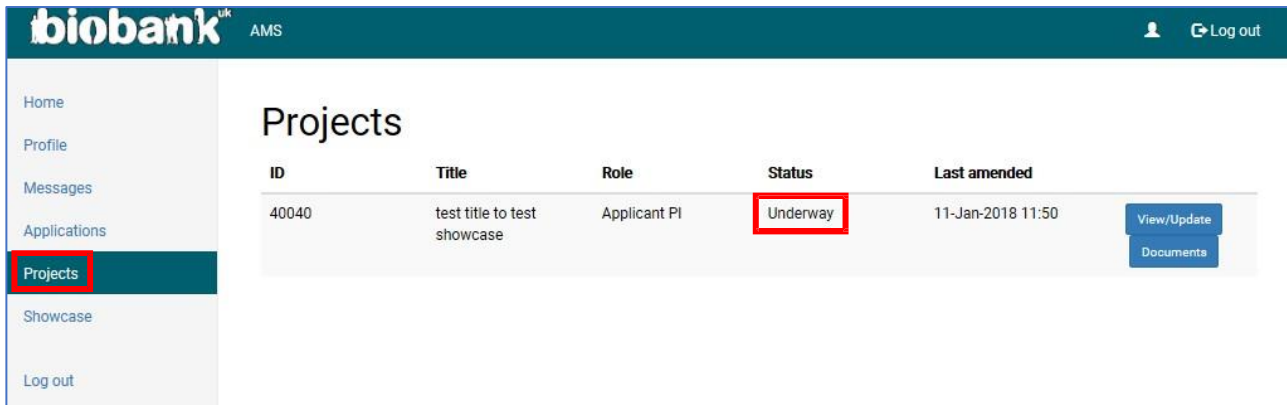# 1. Projects Underway

- Once the MTA has been executed for an application it's status is updated to 'Project started'.
- The original approved application will be visible in the 'Applications' area but any changes to the application should now be handled within the 'Projects' area of AMS.
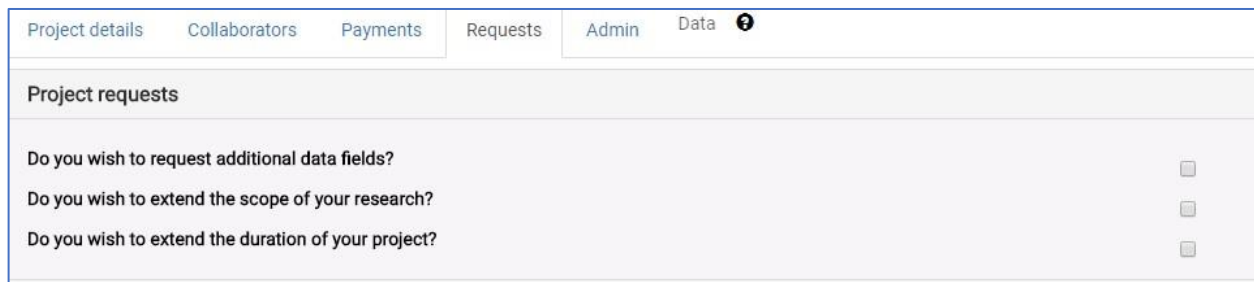

1.1. Requesting Changes

- For projects not accessing data through the Research Analysis Platform (RAP), under the Requests tab, there are three types of changes you can request:
  1) additional data-fields
  2) to extend the scope of your research (additional analyses or justification for new categories of data)
  3) to extend the duration of the project
- Please be aware that you can submit more than one type of request at the same time, but after submitting your request you will not be able to amend it unless it is unlocked by the AMT.
- Click on the boxes to select one or more of these:

- If you submit multiple requests and UK Biobank needs to decline one element, the request will be unlocked by the AMT to allow you make the required changes

1.1.1. Requesting additional data-fields (Legacy Applications)

- Select the 'Do you with to request additional data-fields?' box.
- Click the 'Select data' button to go to the Data Showcase area:

- Use the Browse or Search functions at the top of the page to locate the categories that you want, then click 'Modify Basket':

Please note: Some data fields within Tier Three may incur additional costs. Information on these charges can be found in the following link: https://www.ukbiobank.ac.uk/enable-your-research/costs/transitional-arrangements-and-faqs

- Select the data-fields you require or click 'Add all fields', then click 'OK' on the pop-up to add all data-fields in that category and select 'Update' to add them to your basket:

Field ID	Field Name	In Basket	Omitted
100760	Breakfast cereal consumed	○	◉
100770	Porridge intake	○	◉
20105	Liquid used to make porridge	○	◉
100800	Muesli intake	○	◉
100810	Oat crunch intake	○	◉
100820	Sweetened cereal intake	○	◉
100830	Plain cereal intake	○	◉
100840	Bran cereal intake	○	◉
100850	Whole-wheat cereal intake	○	◉
100860	Other cereal intake	○	◉
100880	Dried fruit added to cereal	○	◉
100890	Milk added to cereal	○	◉
100900	Intake of sugar added to cereal	○	◉
100910	Intake of artificial sweetener added to cereal	○	◉

Update

Add All fields

- Repeat until you have all the data-fields/categories you require.
- Go to 'Basket' at the top of the page and check that the data-fields have been added to your basket, then click on the AMS tab to return to your project. When in AMS, click 'Submit'.
- Please note, where new bulk data (e.g. raw images) have been requested please extend the scope of your project (instructions below) to provide details of what novel data-fields will be returned to UK Biobank.
- **Note**: if you see a message which says "***Unable to update basket: UNABLE TO UPDATE SPECIAL REQUIREMENTS***" you can disregard it – this might show if you click the Update button but have not specified anything in the *special requirements*.

1.1.2. Requesting Tier Adjustment

- Select the 'Do you wish to change your tier?' box.
- Click the dropdown box to select additional pricing tier:

- You can only select a higher tier than the one you are currently authorised to access.
- Applications on tier 3 will not have the ability to request additional tier as this is the highest tier available.

1.1.3. Extending the scope of your project

- Click on 'Do you wish to extend the scope of your research?' and text boxes will drop down:

- The current scope is not editable and is for reference only. **Please copy the current scope (verbatim) into the text box and add new text following it to explain what additional work you would like to do** (i.e. provide detail of additional analyses).
- Where new bulk data categories have been requested, please give details of what novel data will be returned to UK Biobank.
- In the 'Please give reason' box, please provide justification for why you need to extend your project.
- For extensions which are quite different from the original project scope, please explain why this is relevant as an extension to the current project or you may be asked to submit a new application.

1.1.4. Extending the duration of your project

- Requesting a Duration extension is likely to incur additional charges. Please refer to the following link for information on duration extension charges: https://www.ukbiobank.ac.uk/enable-your-research/costs/transitional-arrangements-and-faqs
- Click on 'Do you wish to extend the duration of your project?', the current timeline and a text box will drop down.
- In the 'Extend by (months)' box, add how many additional months you would like to extend the project by. Provide justification for the extension in the box below. Please note there is a 36 month limit for duration extension; any extensions submitted more than 6 months before the existing project end date are unlikely to be approved.

- Once you have finished, hit 'Save for later' to save what you have written and continue editing another time, or 'Submit' to submit your project extension request:

- Once submitted, the status of the project in the 'Projects' area will change to 'Change Review.' The status will remain as 'Change Review' until the request is approved or declined:

Refreshes | **Actions**

The last update to the data repository was on 1 Apr 2019.
The last update to any of the data fields in basket 2001098 was on 8 Mar 2019.

Refresh ID	State	Created	Last update
28704	Queued	14 Aug 2019	14 Aug 2019

This basket cannot currently be refreshed. Reason: a refresh of this basket was requested on 14 Aug 2019 which is after the last update to the data repository. Refreshing this basket now would fetch no new data.

Showcase

Log out

- Once the request has been approved or declined, the project status will revert to 'Underway.' If the project change has been approved, you will see the updates visible in the 'Project Details' tab or the 'Data' tab.

1.2. Requesting a data refresh

During the lifetime of your project updated data may be made available for your data-fields.

- To update your data, go to the 'Data' tab in the Project area and click 'Go to showcase to refresh or download data':

Project details   Collaborators   Payments   Requests   Admin   Messages   Data

Project Data

Data refresh or download

Go to Showcase to refresh or download data

- Click on 'Application' at the top of the page to be taken to your approved baskets.

Basket ID	Name	Contents	State	Date Approved
2010139	-	3523	Active	2019-07-19
2007139	-	3619	Active	2019-01-02

Click on ID/name of previously approved baskets to view, refresh or change state.

- Click on the Basket ID of the basket you would like to refresh. This will open an expandable list of all categories contained in the basket.
- Scroll to the bottom of the page to the 'Refreshes' tab. Click on 'Request Refresh'.

Refreshes | **Actions**

The last update to the data repository was on 1 Apr 2019.
The last update to any of the data fields in basket 2001098 was on 8 Mar 2019.

There have been no refresh requests for this basket.

Request Refresh

- After clicking the 'Request Refresh' button the 'Refreshes' tab will show the status of the request.

- You will receive an automated email when your refreshed basket is available to download.
- If there has not been an update to the Data Showcase in regard to items in your basket, you will not be able to request a basket refresh as doing so would fetch no new data.

Refreshes	Actions

The last update to the data repository was on 19 Jul 2019.
The last update to any of the data fields in basket 27617304 was on 13 Apr 2019.

There have been no refresh requests for this basket.

This basket cannot currently be refreshed. Reason: this basket was Approved on 27 Jun 2019 which is after the last update to any of the data fields it contains on.
Refreshing this basket now would fetch no new data.

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09/05/2022