

INSTRUCTIONS ON AMTE REQUEST APPLICATION

1. Download **Application Form** from the Life Sciences Center web page, under LSC Research Ethics Compliance Committee (AMTEK) Documents and Regulations field:
<https://www.gmc.vu.lt/en/about/structure/lsc-committees#documents-and-regulations>

The screenshot shows the Life Sciences Center website. The header is purple with the Life Sciences Center logo and navigation links: About LSC, Research, Studies, Services, For Staff, and Visiting LSC. The main content area is titled 'LSC Committees'. On the left, there is a sidebar with a list of committees: About Us, News, Structure (LSC Council, LSC Administration, International Advisory Council, Institute of Biochemistry, Institute of Biosciences, Institute of Biotechnology, EMBL Partnership Institute, Doctoral School, LSC Committees, Cooperation), and LSC Committees. The 'LSC Research Ethics Compliance Committee (AMTEK)' is highlighted. Below this, there is a tabbed interface with three tabs: LATEST INFORMATION, DOCUMENTS AND REGULATIONS (selected), and COMMITTEE MEMBERS. Under the 'DOCUMENTS AND REGULATIONS' tab, there are links to the 'Application Form', 'LSC AMTEK Regulations', and 'LSC AMTEK Evaluation Procedure'. Below this, there is a section for the 'LSC Committee on Academic Ethics'.

2. Fill out the application form by entering information about your planned research. Do not forget to specify name of the core (Life Sciences Center) and academic branch (for instance, Institute of Biosciences) unit.
3. Go to document management system “Avilys” and select **Documents/New internal document/Request for AMTE committee (GMC)/Select.**

The screenshot shows the Avilys document management system. The interface has a sidebar with icons for home, mail, documents, and reports. The main area has a 'Choose a template' button and a list of templates. The templates are categorized by tabs: All tabs, Accommodation, Civil and occupational safety, Document management, Finance and assets, Human resources, and IT. Under the 'Document management' tab, there is a search bar and a list of templates. The 'Request for AMTE committee (GMC)' template is highlighted in blue.

4. Open the Request for AMTE committee (GMC) template.

The screenshot shows a web form for creating a document. It has fields for 'Applicant' and 'Research title', a 'Notes' section, and a 'Process' dropdown menu currently set to 'Application to the Committee on Research Ethics (GMC) [proj]'. Below this is a 'Content of document' section with buttons for 'Upload', 'Assign content', 'Assign e.document', and 'Scan'. There is also a 'Drag files here' area with a folder icon. At the bottom are 'Save' and 'Cancel' buttons.

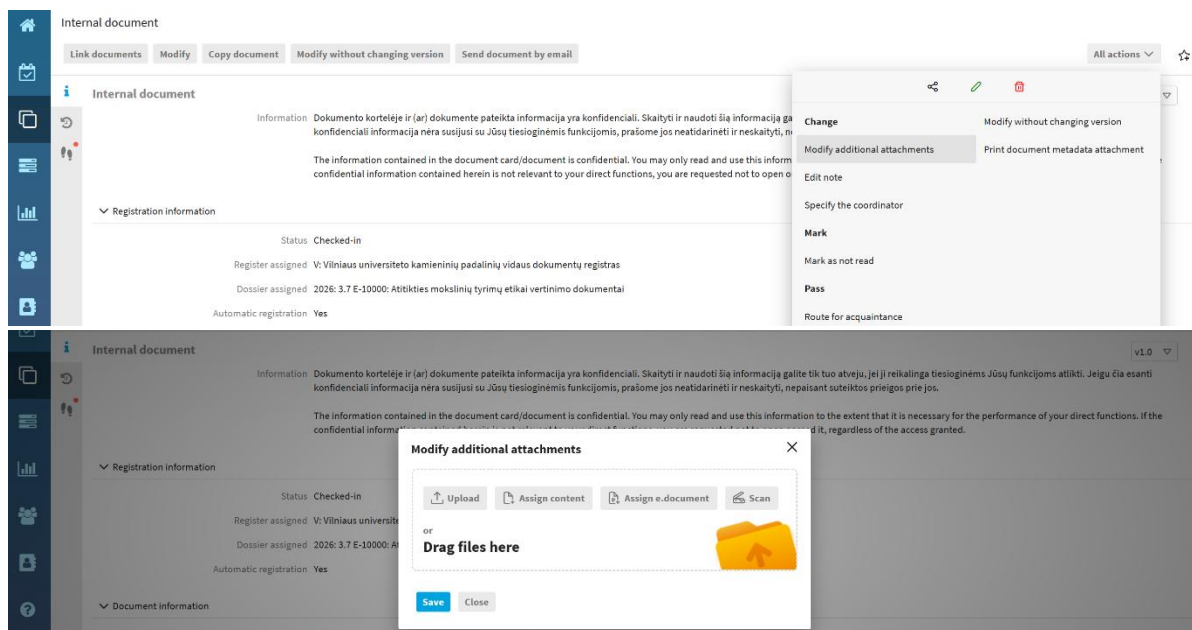
5. Fill in the form fields: Applicant (write your first and last name), Research title (write the name of your planned research project).
6. Select **Upload**, and upload your completed application form. Choose **Save**.
7. Select **Document workflow** ().

This screenshot shows the 'Document workflow' section. It includes a sidebar with icons for 'Internal document', 'Document workflow', and 'Registration information'. The main area displays 'Registration information' with fields for 'Status' (Checked-in), 'Register assigned' (V: Vilniaus universiteto kamieninių padalinių vidaus dokumentų registras), 'Dossier assigned' (2026: 3.7 E-10000: Atitikties mokslinių tyrimų etikai vertinimo dokumentai), and 'Automatic registration' (Yes). There is also a warning message about confidential information.

8. Select pencil icon () to modify the fields. Add yourself under the field **Signing**. Select **Save**. Your application is submitted.

This screenshot shows the 'Document workflow' section with the 'Signing' field selected. The sidebar on the left has a 'Document workflow' icon. The main area shows a list of users: 'Dovilė Saulėnaitė-Bublienė' (Projekto vyresnioji specialistė) and 'Urtė Neniškytė' (Profesorė). The 'Signing' field is highlighted with a pencil icon, indicating it can be edited. Other fields like 'Confirmation', 'Registration', and 'Acquaintance' are also visible.

9. If AMTE committee asks you for corrections, modify the Application Form, that you have previously downloaded from Life Sciences Center web page (<https://www.gmc.vu.lt/en/about/structure/lsc-committees#documents-and-regulations>), sign it, and upload it through the document management system “Avilys” as an additional attachment to the previously submitted Request for AMTE committee (GMC): select **Information** ()/**All actions**/**Modify additional attachments**/**Upload**/**Save**.



If you have any additional questions, please contact us at amtek@gmc.vu.lt.