



Project Licence Holders Update 8

July 19, 2019

Important information – Implementation of new ASPeL

I have been informed of the dates during which the Home Office will migrate the University Establishment licence and all granted Project and Personal licences into new ASPeL. The dates are:

7th August 2019 (midnight): Migration begins

14th August 2019 (morning): Migration ends

Below I have set out for you instructions to follow if you are currently in the process of drafting or submitting a new project application or an amendment to an existing granted licence.

- A. For new Project applications which your inspector has said should be submitted as the final complete and correct version:** In the first instance please follow any instructions your inspector provides about the last date they will be able to handle your application. If no date is provided I advise that you plan to get your complete and correct application uploaded and signed off by me by Thursday 25th July at the latest. This should allow enough time for your inspector to assess your final application and if appropriate for your licence to be granted and sent back to you on ASPeL.
- B. For new draft project applications already submitted to the Home Office using the current version of ASPeL but where you have not been advised to submit the final complete and correct version:** The Home Office will not expect you to transfer your application into the new PPL Drafting Tool in order to submit your application using new ASPeL.
- a) Draft applications submitted using the current version of ASPeL and that have been returned to you by your inspector with comments before the 7th August: You will be able to see and review your application in the current version of ASPeL up to the 7th August. Between the 7th and 14th August you will not be able to upload or access your application via ASPeL. After the 14th August you will again be able to see your application in new ASPeL and make further changes before submitting your next draft or the final complete and correct version using new ASPeL.
 - b) Draft applications submitted using the current version of ASPeL and 'returned' to you on the 8th August (note your inspector has one additional day during which they have access to the current version of ASPeL): You will not be able to see your application until after the 14th August at which time you will be able to access it and make changes using new ASPeL.
 - c) Draft applications submitted using the current version of ASPeL but which have not been returned to you by your inspector: These will remain within ASPeL during migration. After the 14th August you will need to log into new ASPeL and retrieve your draft amendment using new ASPeL and resubmit it using new ASPeL. This is an administrative task you will need to do yourself.
- C. Pre and Post AWERB drafts that have not yet been uploaded to the current ASPeL.** If you have not yet copied the text from the Home Office project licence template into the current electronic ASPeL format and if you don't want to use the new PPL Drafting Tool **it is imperative** that you transfer the information from the word template into the current version of ASPeL. If your draft is not yet complete do not worry, just copy across the information from the word document. Your work will be saved and will not be accessible to you between the 7th and 14th August. After the 14th August you must log in to new ASPeL and retrieve your draft application and resubmit it to your inspector again using new ASPeL. This is an administrative task that you must complete. You can resubmit your application using new ASPeL when it has been through AWERB and is ready to be considered by your inspector without using the PPL Drafting Tool.



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If you want to use the PPL Drafting tool you do not need to undertake this step but should just start to transfer the work you have already done into the new PPL Drafting Tool.

D. Amendments to existing granted project licences and which were granted using the current version of ASPeL. The Home Office will not expect you to transfer any amendment to a project licence granted using the current version of ASPeL into the new PPL Drafting Tool before submitting the amendment using new ASPeL.

- a) Amendments that are with your inspector: These will remain with the Home Office during the migration period. After the 14th August you will need to log in to new ASPeL to retrieve your draft using new ASPeL and resubmit it to your inspector using new ASPeL. This is an administrative task you will need to do yourself.
- b) Post AWERB amendments that have not yet been submitted via the current version of ASPeL: It is probably better not to submit your amendment until after 14th August. After this date you will be able to upload your amendment using new ASPeL.

E. Amendments to existing granted project licences and which were granted in paper format, not using the current version of ASPeL. The Home Office will not expect you to transfer any granted paper licence into the new PPL Drafting Tool before submitting an amendment using new ASPeL. All amendments to project licences granted pre ASPeL will remain in paper format and there will be no change to the way these are handled by UBS Admin and submitted to the Home Office.

Please take note of the above information if it applies to you. The Home Office realises there will be issues as they migrate from the current version of ASPeL to the new. They will be providing UBS Admin with additional support and training during August. They have already spent a day (17th July) with the first 8 Cambridge researchers currently drafting new applications using the PPL Drafting Tool. This was a very informative day for the Home Office, their IT team, the researchers, Anne-Marie, Maggie and Fiona.

For those of you who have not yet started and you are planning to write a new project application please contact either Anne-Marie Farmer (atf30@cam.ac.uk) or Maggie Gentry (mg469@cam.ac.uk) and they will provide you with the support and advice you may require.

Personal Licences:

All new PIL applications and amendments that have been uploaded using the current version of ASPeL before the 7th August should be granted and returned by the Home Office using the current version of ASPeL. During the migration these PILs will be processed along with all the other granted Cambridge PILs on the system.

UBS Admin plan not to submit new PIL applications and amendments after the 1st August to give the Home Office time to process pending new applications and amendments.

UBS Admin will not be able to submit new PIL applications or amendments between the 7th and 14th August.

Normal business should resume on the 15th August using the new ASPeL web-based software.

Important: Please cascade this information to all personal licence holders working under the authority of your project licence.

If you wish to discuss any aspect of this Update please contact me.

With best wishes
Dr Martin Vinnell
Establishment Licence Holder