

# LABORATORY SUBMISSION GUIDE

To be listed on the ESRS.eu website

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## PRESENTATION OF EUROPEAN SLEEP RESEARCH LABORATORIES

The presentation of your sleep research laboratory is important in terms of your visibility and international recognition, and the ESRS is happy to be offering you this opportunity.

### **To be eligible to be published on the ESRS website as a sleep research laboratory:**

1. The head or a senior member of the laboratory should be an ESRS member.
2. Research activity in the domain of sleep within the past 5 years should be demonstrated by at

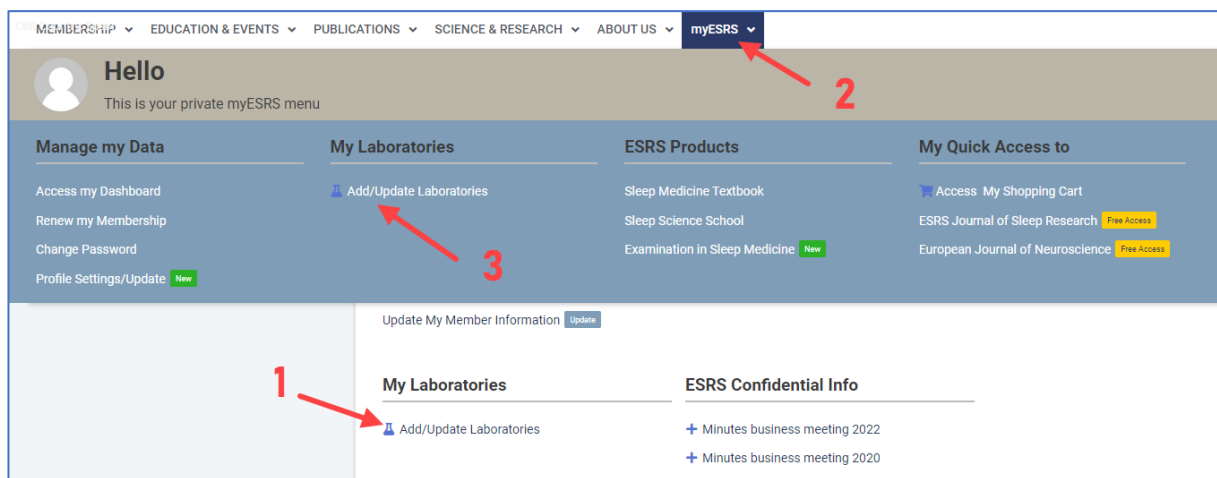
least two relevant refereed publications and/or one research grant.

When your laboratory is created and submitted for the first time to the ESRS, its eligibility will be validated by the ESRS Research Networking Committee (RNC). You will then be able to modify/update the contents of all fields except for the Basic data (laboratory name and head), without the need for approval. Changes will be implemented automatically. Please note that given the criteria mentioned above you must at least fill in the mandatory fields with relevant information to make your sleep laboratory eligible to be listed on the website.

## STEP BY STEP: EXAMPLE LABORATORY SUBMISSION

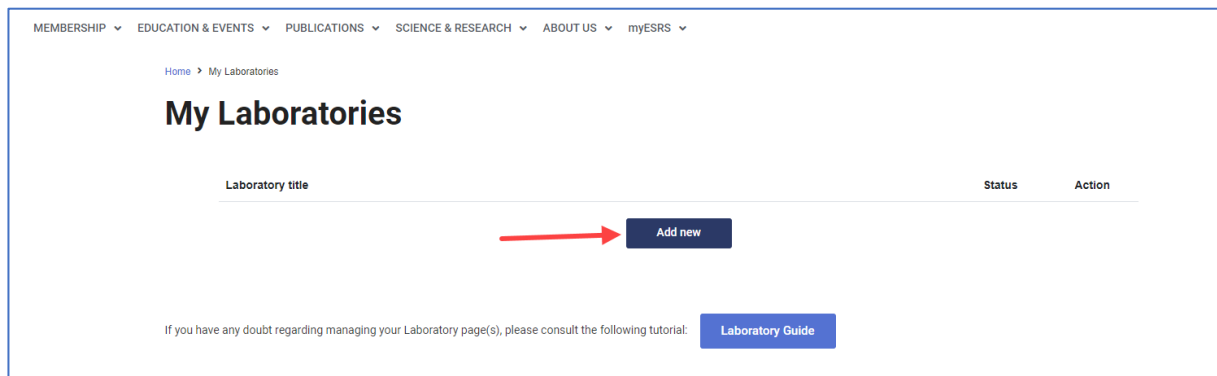
### Step 1 – Access the My Laboratories page

After logging in ESRS website at <https://esrs.eu/intosleep/>, click on the link “Add/Update Laboratories” (1) you can find on your myESRS Dashboard page (<https://esrs.eu/my-esrs/>), or access the myESRS submenu (2) and click on the link “Add/Update Laboratories” (3).



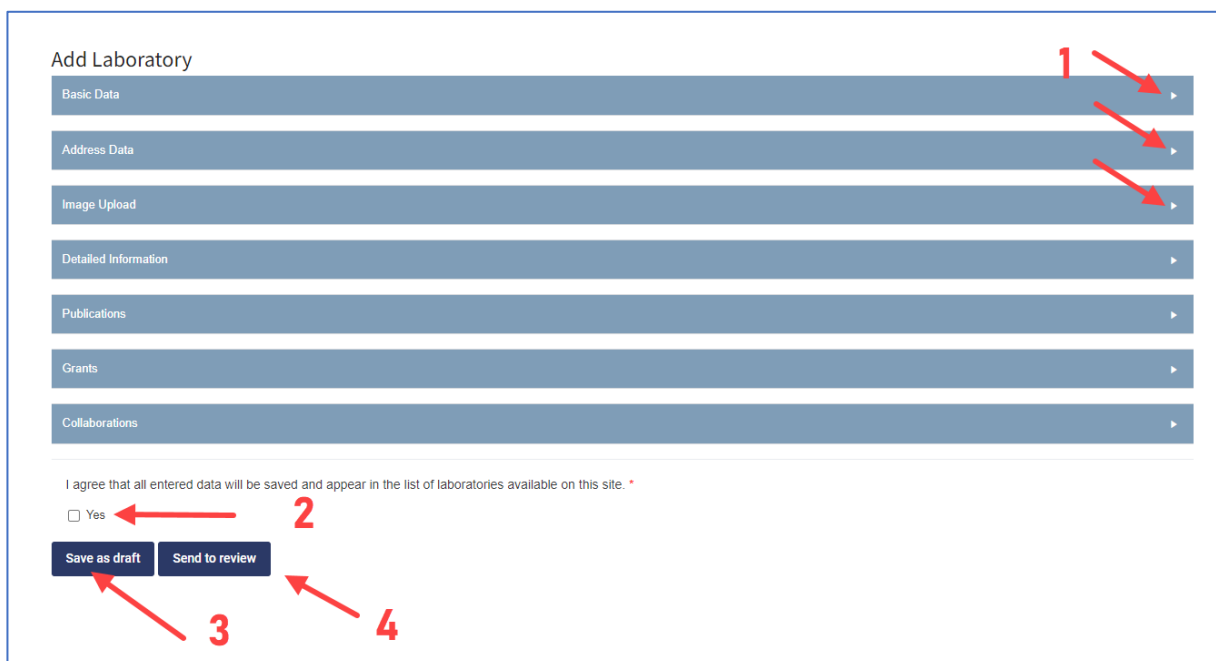
### Step 2 – Create a new Laboratory page

On the “My Laboratories” page (<https://esrs.eu/my-laboratories/>), click on the button “Add new” to create a new Laboratory page.



### Step 3 – Fill in the required information

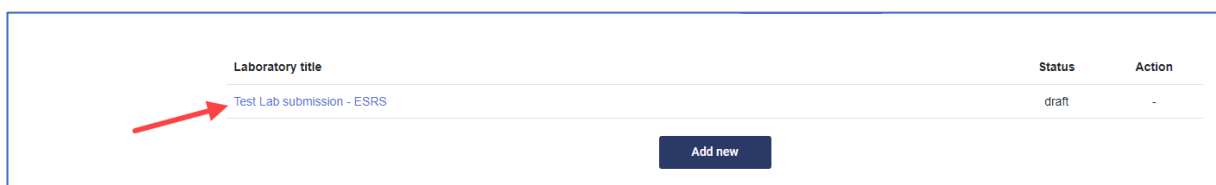
- 1- Click on the tab arrows (1) to open each tab field box and fill in (at least) all mandatory fields marked with a red asterisk \*.
- 2- You must tick Yes on the consent checkbox (2), before saving the page as Draft (3) or sending it for Review (4).
- 3- You can save the page as Draft (3) before submitting it for review (or to continue filling it later), but the page will be only saved when you have filled in all the mandatory fields. You can always press this button to view which mandatory fields are missing your input.
- 4- You should only press the “Send for review” button (4) when you have finished filling in all information required and reviewed it.



The screenshot shows the 'Add Laboratory' form with the following sections: Basic Data, Address Data, Image Upload, Detailed Information, Publications, Grants, and Collaborations. Below these sections is a consent checkbox labeled 'I agree that all entered data will be saved and appear in the list of laboratories available on this site.' with a red asterisk. The 'Yes' checkbox is marked with a red arrow and the number 2. At the bottom, there are two buttons: 'Save as draft' (marked with a red arrow and the number 3) and 'Send to review' (marked with a red arrow and the number 4). Red arrows labeled 1 point to the right-pointing chevron icons on the right side of each section header.

### Step 4 – Submitting for Review after saving the page as Draft

- 1- When you have all the mandatory fields filled and press the “Save as draft” button (arrow 3 on the previous image), the page is successfully saved in the ESRS database, and you are redirected to the Labs list view of your “My Laboratories” page. Note: You can always come back later to this “My Laboratories” page and edit the desired Lab page by clicking on its link (view image below) in your Laboratories list.
- 2- If you haven’t submitted yet your Laboratory page for Review, by clicking on this Lab link you can then press on the “Send for review” button (arrow 4 on the previous image).

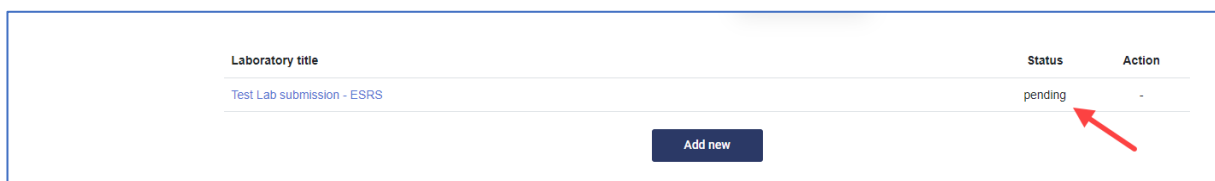


Laboratory title	Status	Action
<a href="#">Test Lab submission - ESRS</a>	draft	-

[Add new](#)

### Step 5 – Laboratory Pending review status

- 1- After submitting your Lab for Review, the status of the Laboratory page changes from draft to pending.
- 2- If something is missing from your Lab submission content or not compliant with the requirements, you will get an email from the RNC explaining the issue(s). You might need to correct something, add more content or your submission might be refused if not eligible according to ESRS’ evaluation criteria.
- 3- If you are asked to update your Laboratory content, you should click on the Laboratory link on your “My Laboratories” page and proceed with the requested changes. After finishing the updates, you need to submit the Lab page for Review again by pressing the corresponding button.



Laboratory title	Status	Action
<a href="#">Test Lab submission - ESRS</a>	pending	-

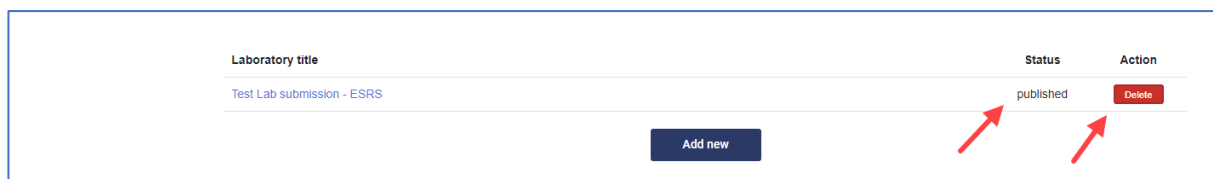
[Add new](#)

### Step 6 – Laboratory submission Approval

If your Laboratory submission is approved by the RNC, you will then receive an email notification with the confirmation that your Lab page was published on esrs.eu website. It will show up on the following pages:

- <https://esrs.eu/european-sleep-research-laboratories/>
- <https://esrs.eu/european-sleep-research-laboratories/laboratories-map/>

Once the Lab page is published, you can see its status on your “My Laboratories” page, and you are now able to delete it.



Laboratory title	Status	Action
<a href="#">Test Lab submission - ESRS</a>	published	<a href="#">Delete</a>

[Add new](#)

## Step 7 – Edit (update or delete) the published Laboratory page

After the first RNC validation and publish approval, you can edit and update your Lab page whenever desired. Take notice that when you click on the “Publish changes” button, your changes will automatically show live on your Lab page (you no longer have the capability to save the page as draft). You can also delete the Lab page from this Edit view.



Edit Laboratory

- Basic Data
- Address Data
- Image Upload
- Detailed Information
- Publications
- Grants
- Collaborations

I agree that all entered data will be saved and appear in the list of laboratories available on this site. \*

Yes

[Publish changes](#) [Delete](#)