

*Research Information Management System*

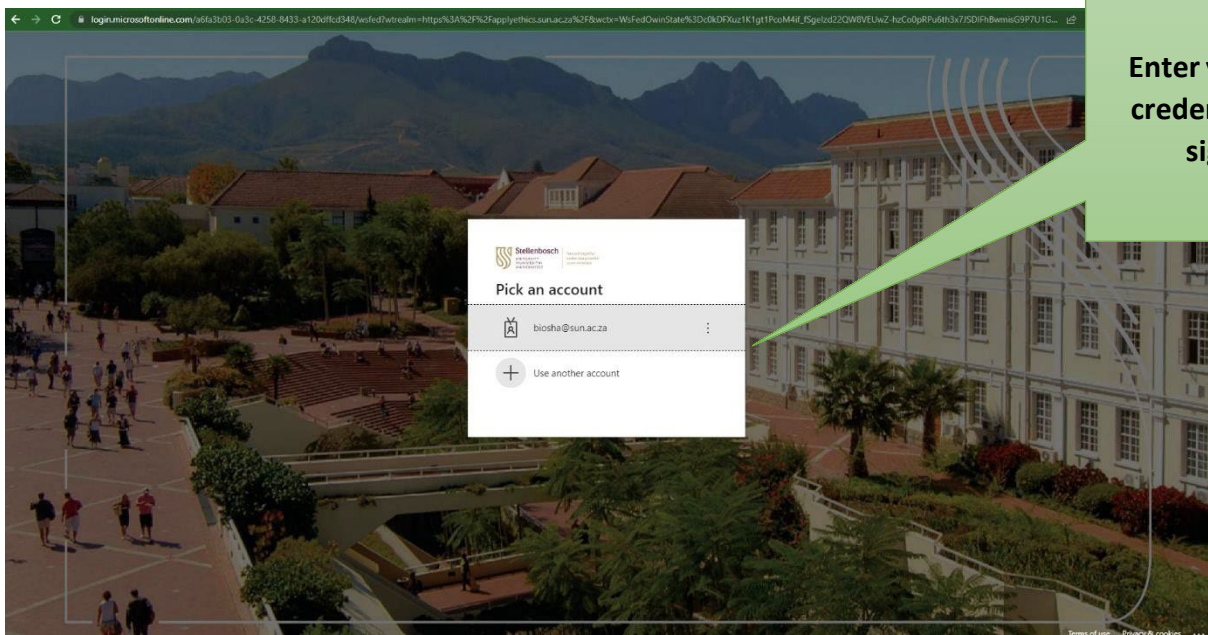
*Guideline to update Applicant/Principal Investigator  
details*

HEALTH RESEARCH ETHICS

COMMITTEE 1 & 2

## 1. Login

- 1.1. As the applicant, sign in to the Apply Ethics website (<https://applyethics.sun.ac.za>) using your SU username ([username@sun.ac.za](mailto:username@sun.ac.za)) and password.



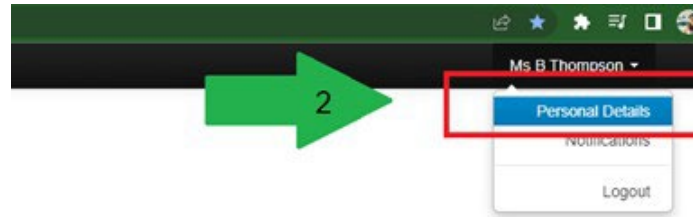
## 2. Work Area

- 2.1. Once you have signed in, you will be directed to your Applicant Work area.
- 2.2. Click on your name at the top-right-hand-corner of the screen.



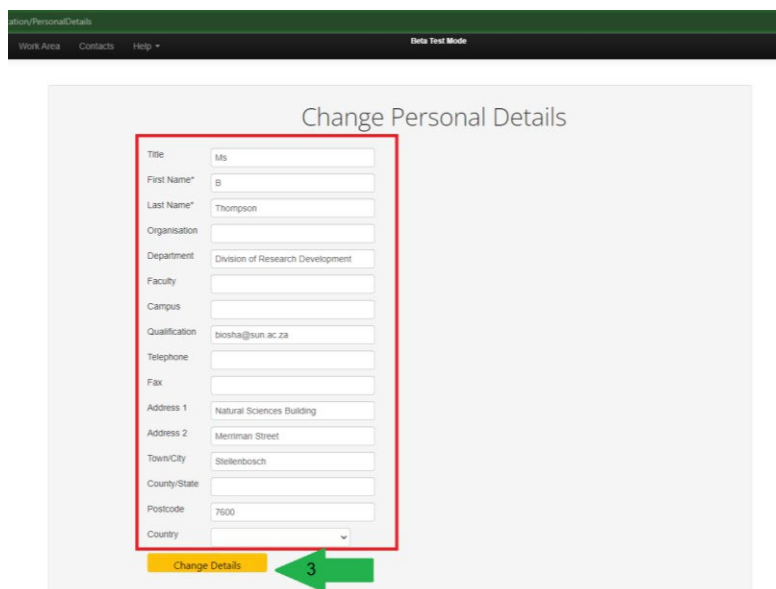

Project ID	Owner	Date Created	Date Modified	Transfer Status
28415	Ms B Thompson	20/06/2023 07:55	20/06/2023 07:56	
28382	Ms B Thompson	15/06/2023 09:18	15/06/2023 09:18	
27937	Ms B Thompson	04/05/2023 09:44	13/06/2023 08:03	

2.3. From the drop-down list, select Personal Details.



ed	Date Modified	Transfer Status
07:55	20/06/2023 07:56	
09:18	15/06/2023 09:18	
09:44	13/06/2023 08:03	
09:52	12/06/2023 15:10	
07:34	24/04/2023 11:08	

2.4. You will be directed to the page “Change Personal Details”. In the table, please provide all the necessary personal details. As completed, click on “Change Details” to save your information.



Change Personal Details

Title:

First Name\*:

Last Name\*:

Organisation:

Department:

Faculty:

Campus:

Qualification:

Telephone:

Fax:

Address 1:

Address 2:

Town/City:

Country/State:

Postcode:

Country:

2.5. Please ensure that your details have translated into your applications by checking the Principal Investigator’s details (if you are a researcher) or the Co-investigator’s details (if you are a co-investigator or student).