

STELLENBOSCH UNIVERSITY

Research Information Management System

INFONETICA



Guideline for Amending the Applicant Details

TRAINING MANUAL

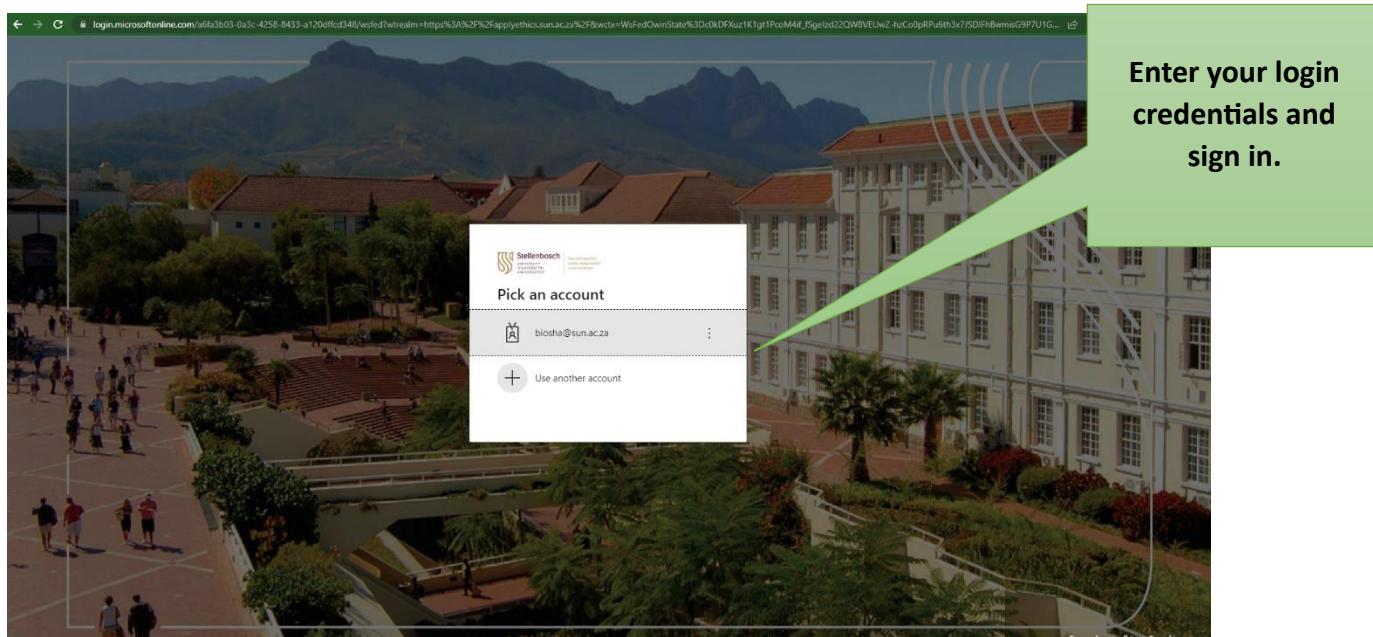


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1. Login

- 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) and password.

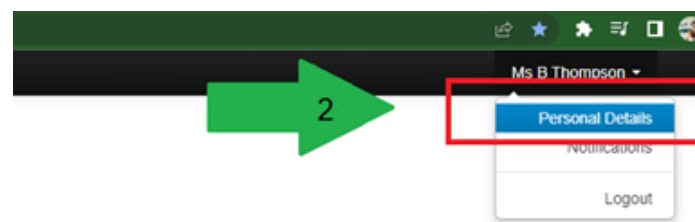


2. Work Area

- 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.

The screenshot shows a web page titled 'Change Personal Details'. The page has a header bar with 'Work Area', 'Contacts', and 'Help' links, and a 'Data Test Mode' indicator. The form contains the following fields: Title (Ms), First Name* (B), Last Name* (Thompson), Organisation, Department (Division of Research Development), Faculty, Campus, Qualification (biosha@sun.ac.za), Telephone, Fax, Address 1 (Natural Sciences Building), Address 2 (Mentman Street), Town/City (Stellenbosch), County/State, Postcode (7600), and Country. A red box highlights the entire form area. Below the form is a yellow button labeled 'Change Details'. A green arrow with the number '3' points to this button.

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).