Contents

1. Login
2. Create your Project
3. Complete the questions online
4. Share your application with your supervisor
5. Sign and Submit your application
6. Changes Requested
7. Creating a Sub form (i.e. Progress Report/Amendment)
8. Definitions of Actions in Panel display
9. Definitions of Statuses
1. Login

The URL for the Infonetica site is https://applyethics.sun.ac.za/

You will be required to login using your username@sun.ac.za and network password. Follow the instructions that are applicable to you.

**STUDENTS PLEASE NOTE:** If you are not a registered student you will not be able to login. Please make sure you are registered before attempting to login.

Students who require applying for ethics clearance before they are registered must do this in consultation with their relevant department as the department will have to add them to the Information Technology SUNID temporary user database so that the student can be issued a username and password by IT. Please note that the SUNID process is not an ethics process, it is a completely separate process and is handled entirely by the relevant department.
2. Create your project

Once logged in, you will see the Infonetica landing page. To create your ethics project online follow the instructions below:

1. Click on ‘Create Project’

2. Enter Project Title

3. Click on down-arrow and SELECT APPROPRIATE APPLICATION FORM
**NB: PLEASE ENSURE THAT YOU SELECT THE CORRECT APPLICATION FORM**

**HUMANITIES APPLICATION FORM:**
ANIMAL APPLICATION FORMS:

**Animal Ethics Eforms**

BIOSAFETY APPLICATION FORMS:

**Biosafety Eforms**
3. Complete the questions online

The system has now created a record for you with a system generated number. The next step is to complete the electronic application form.

You can now complete all the relevant questions in the e-form. Use the NEXT OR PREVIOUS BUTTONS on the left panel to navigate the online form.
4. Share your application with your supervisor

A notice will appear that your form has been shared successfully.

Your Supervisor will now be able to login, read and share comments with you while you are working on your form as shown below:
Tip: If you are working on your e-form and you want to stop and continue at a later stage, you have to Save the e-form information and click on SAVE button icon on the left panel. When you are ready to work on the e-form again, login and click on Filter questions again.

Click on the speech bubble icon to view your supervisor comment/s.
You can add comments for your supervisor to view while working through your application form.

Keep track of the comments made between you and your supervisor by clicking on the speech bubble or comments button in the action panel.
Adding your supervisor’s details in the form:

Information icon displays at a few questions for further description:
Uploading a document and viewing a URL Link:

Please note that if you click on any of the links in this form it will open in a separate webpage/tab so remember to check your open webpages to go back to the eform.
5. **Sign and Submit your application**

*Completing the declaration and signature on application form.*

If your form isn’t complete the system will alert you to this.
You will receive a successful message once submitting your application. You can track your application once it’s been submitted.

Your application has now been submitted for further processing.
6. Changes Requested

Login and click on your project list. Make your necessary changes, save and then click on submit to resubmit your application.

7. Creating a Subform (i.e. Progress Report, Amendment)
8. Definitions of ACTIONS in Panel:

**Previous:** This button will take you to the previous page in your application.

**Next:** This button will take you to the next page in your application.

**Navigate:** This button will always take you to the beginning of your project where you will be able to view all sections/pages.

**Print:** This button allows you to print your application or save it in a PDF version.

**Documents:** This button will display all the documents saved in your application which you have uploaded.
Signatures: This button you can view any signatures that may have been requested.

Save: This button can be used before moving to the next page after completing a section or page or if you can’t complete your form but wish you come back to continue with it at a later stage then save before logging out.

Share: This button allows you to share your project with your supervisor. Allowing him read and write access.

Collaborators: This button will allow you to view the collaborators.

Completeness Check: This button will run a check on you application.

Submit: This button is used once you have completed your application and your supervisor is happy to approve it.

9. Definitions of statuses:

Scheduled Full Review: To be used by ethics admin staff only. The application needs to be reviewed by the full ethics committee and cannot be reviewed via expedited procedures.

Scheduled Expedited Review: To be used by ethics admin staff only. The applicant has requested an expedited review and no major risks are involved in the study, making it possible to review it via expedited procedures.

Acknowledged: This status is used for submissions other than new applications, i.e. serious adverse events, etc. These submissions are acknowledged by the committee/expedited review. This status is also used by the coordinator to acknowledge receipt of an application.

Approved: The proposal and all attachments can be approved and no changes are required.

Approved with stipulations: The proposal can be approved and the study can start, but the approval has stipulations attached to it, either in the form of very minor changes that do not need to come back to the committee or the project cannot commence until additional approvals have been obtained (e.g. WCED or PGWC).
**Modifications required:** Significant changes need to be made to the research proposal prior to approval. The approval can either be finalised by the primary reviewer and Chairperson and need not go back to the full committee or in more serious cases, the proposal must be reviewed at the next committee meeting. This status can also be used for expedited review.

**Rejected/Disapproved:** The application for ethics approval is rejected completely due to noncompliance with minimum ethics considerations.

**Suspended:** The study has been suspended, for whatever reason, either by the committee or by the researcher. It could continue if circumstances change, with the approval of the ethics committee.

**Deferred:** The proposal is referred back to the primary investigator (PI) to rewrite and resubmit. This status is mostly used for proposals reviewed by full committee review.

**Terminated:** The study has been terminated permanently either by the REC, but more often by the sponsor or researcher.

**No Quorum:** To be used by ethics admin staff only. Not enough voting members were present at the meeting to reach a quorum; the proposal will have to be reviewed and ratified at a next meeting.

**Referred to convened REC:** A submission was reviewed via expedited procedures but after careful review, it is decided that it should rather be scheduled for a full committee review.

**Referred to other ethics committee:** To be used by ethics admin staff only. The application was submitted to the Health ethics office and should actually be reviewed by the REC: Humanities committee or vice versa.

**Expired:** To be used by ethics admin staff only. The approval or request for modifications has expired.