How to create and submit a new application on InfoEd
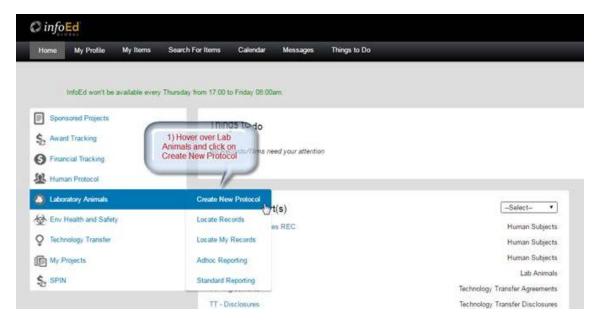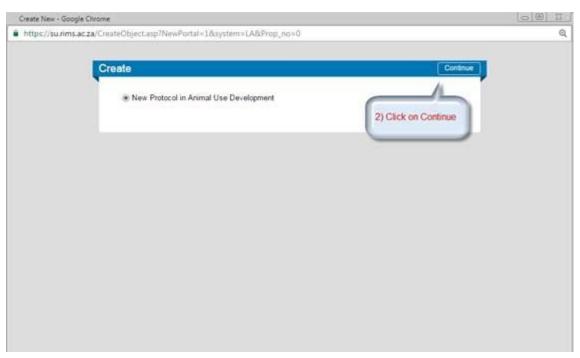
Link to InFoEd system: https://su.rims.ac.za
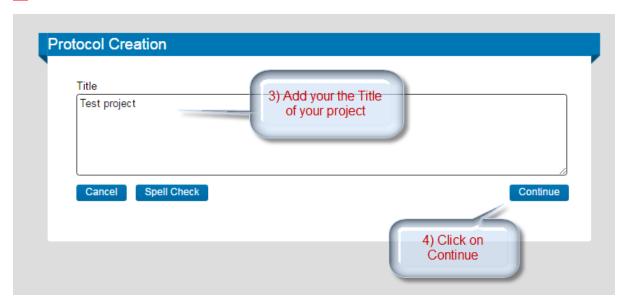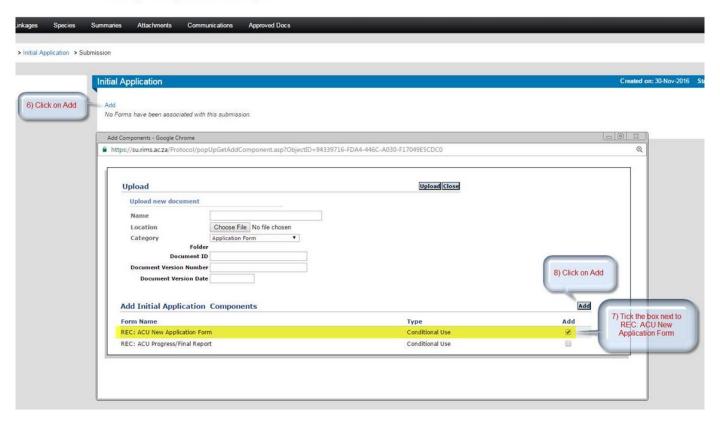
A

B

C.

D.

E.

Prof Investigator I Investigator   -   Research Development

Linkages   Species   Summaries   Attachments   Communications   Approved Docs

> Initial Application   > Submission

Initial Application   Created on: 30-Nov-2016   St

6) Click on Add

Add
No Forms have been associated with this submission.

Add Components - Google Chrome

🔒 https://su.rims.ac.za/Protocol/popUpGetAddComponent.asp?ObjectID=94339716-FDA4-446C-A030-F17049E5CDC0

Upload   Upload | Close

Upload new document

Name   [   ]
Location   [Choose File] No file chosen
Category   [Application Form   ▼]
   Folder
Document ID   [   ]
Document Version Number [   ]
Document Version Date   [   ]

8) Click on Add

Add Initial Application Components   [Add]

Form Name	Type	Add
REC: ACU New Application Form	Conditional Use	☑
REC: ACU Progress/Final Report	Conditional Use	☐

7) Tick the box next to REC: ACU New Application Form

F.

Record Number   Test project   ⬤ Lab Animals
SU-ACUD16-00196   Prof Investigator I Investigator   -   Research Development   Edit Mode
[Done] [Save]   [Change Project Info]

Submissions (1)   Linkages   Species   Summaries   Attachments (1)   Communications   Approved Docs   ?

Home > Submissions > Initial Application > Submission

9) Click on the Link REC: ACU New Application Form

Submission

Initial Application   Created on: 30-Nov-2016   Status: Under Development

Document/Form Add   Type   Status   Remove   [Submit]
REC: ACU New Application Form   Application Form   Incomplete   Remove

https://su.rims.ac.za/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=5F76D527-E117-4848-B538-08FBCD13BF5D&recordid=924113245&system=LA&COIUnique_Id=4B110702-8F37-4804-8&RefreshParen...

🔒 https://su.rims.ac.za/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=5F76D527-E117-4848-B538-08FBCD13BF5D&recordid=924113245&system=LA&COIUnique_Id=4B110702-8F37-48

Updated By: Investigator I Investigator @ 30-Nov-2016 10:57:48 AM

💾 Save   **REC: ACU New Application Form**   ☐ Complete
📑 Table of
   Contents   Page 1
📝 Quest   New application for ethics clearance
   Hist
📄 Form Hist
🖨 Print   🛡

11) Only when all the information is done tick the box next to complete and wait for the form to complete and inform you.

10) Your eform will open for you to edit and capture the relevant information - remember to click on save regularly

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Application Guidelines

1. All sections must be completed and all information must be included in the form.

2. Please note that all fields marked with a red asterisk (*) are mandatory.

3. It must be submitted by the Principal Investigator (the applicant) or approved other persons who are vouching for specialised aspects of the experimental design (i.e. chair of scientific review committee, safety officer, and persons responsible for supervising the use of scheduled medicinal substances).

4. The application must be written simply and briefly, providing adequate information for expert review but also at the same time being understandable to lay persons.

5. The application should be submitted to the Secretary of the REC: ACU before deadline dates as published on the website of the Division for Research Development (DRD).

6. After Clicking on any of the links in this eform right click and select back to navigate from the link back to the eform

7. Please familiarised yourself with the **Standard Operating Procedures and Guidelines** so that you understand your obligations in terms thereof.

G.

Record Number
SU-HSD-003852
Done Save

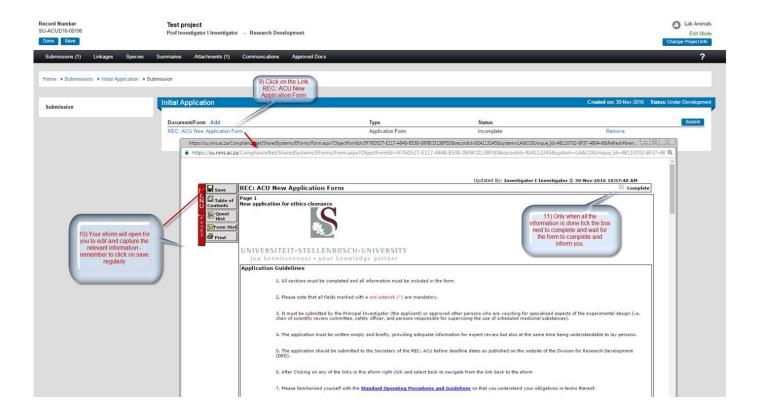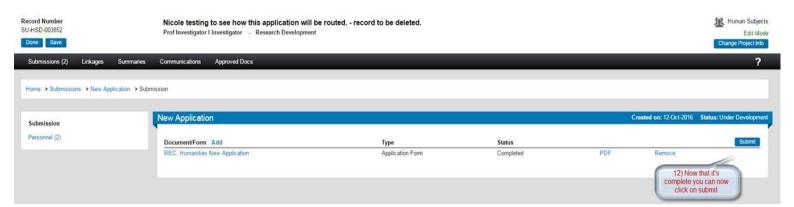Nicole testing to see how this application will be routed. - record to be deleted.
Prof Investigator I Investigator - Research Development

Human Subjects
Edit Mode
Change Project Info

Submissions (2)   Linkages   Summaries   Communications   Approved Docs   ?

Home > Submissions > New Application > Submission

Submission
Personnel (2)

New Application   Created on: 12-Oct-2016   Status: Under Development

Document/Form Add   Type   Status   Submit
REC: Humanities New Application   Application Form   Completed   PDF   Remove

12) Now that it's complete you can now click on submit

H.

Protocol - Google Chrome   □ □ ⌷ ☒

🔒 https://su.rims.ac.za/Protocol/SubmissionLogin.asp?ObjectID=E01F32CF-0162-4F96-82CE-C4432 ⊕

Certification

Close

I certify that the information in this application is accurate and complete.

Please note that this serves as you electronic signature, by accepting s you sign you
application off as complete and accurate.

13) Select accepted and click on continue

⦿ Accepted   ○ Declined

Continue

I.