

STELLENBOSCH UNIVERSITY

Research Information Management System

INFONETICA



Training Manual

Compliance/Ethics – New Application



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1. Login

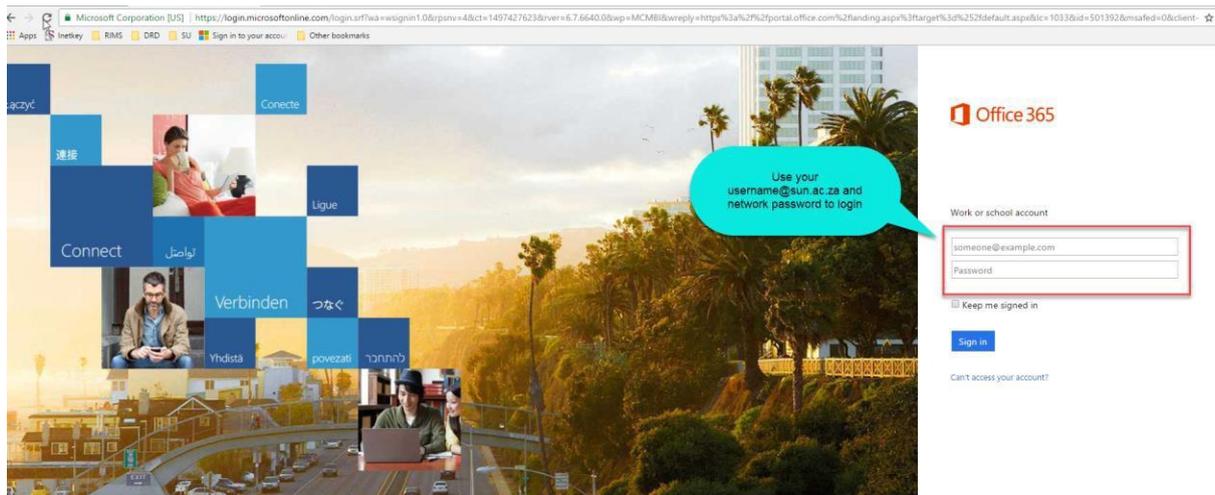
The URL for the Infonetica site is <https://applyethics.sun.ac.za/>

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



If you do struggle to gain access; please try the following before you contact us for further assistance:

1. Try logging in to <https://portal.office.com>; if you aren't able to login then you need to be setup and IT will be able to do this for you before you can gain access to the new Online Ethics Research Application site



2. Can you please go to <https://maties2.sun.ac.za/rtad4/useradm/>, sign in with your existing SU credentials, change your password, and try to log in to Infonetica again.

If you still experience login issues, contact Xabiso Xesi (xabiso@sun.ac.za) or Nicole Walker (nwalker@sun.ac.za) for further assistance.



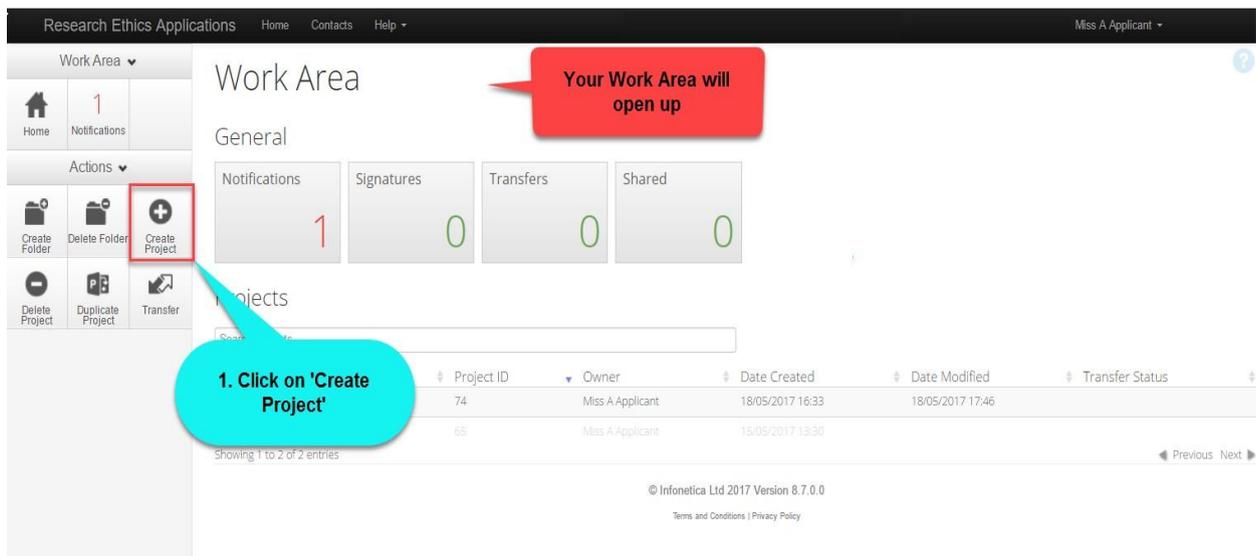
**CRITICAL
WARNING**

STUDENTS PLEASE NOTE: Please make sure you are registered before attempting to login.

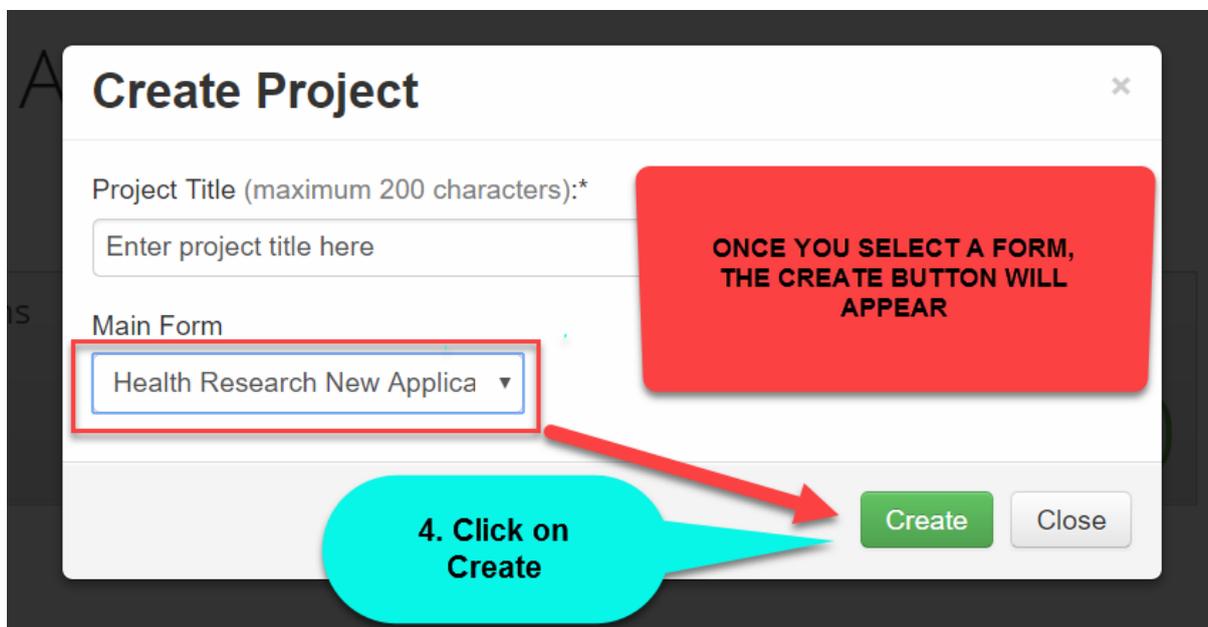
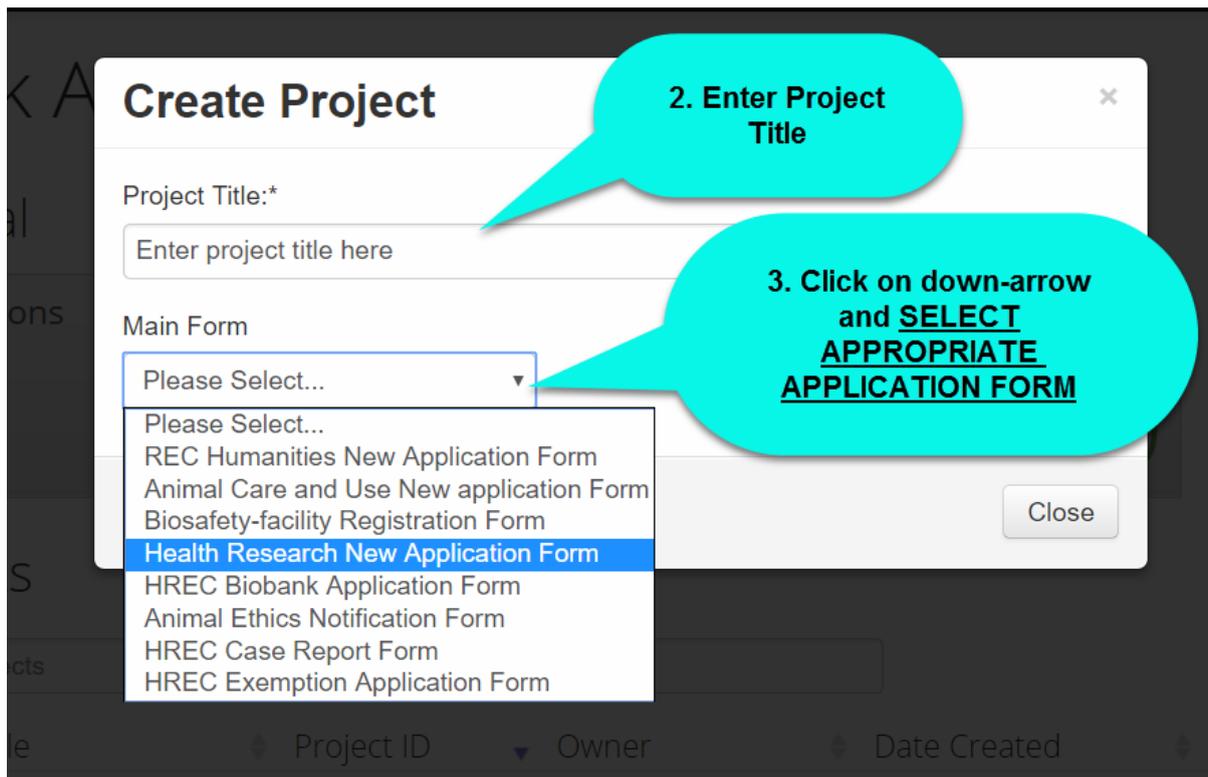
Students who require applying for ethics clearance before they are registered must do this in consultation with their relevant department as the department will have to add them to the Information Technology SUNID temporary user database so that the student can be issued a username (active sun email address) 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:



Project ID	Owner	Date Created	Date Modified	Transfer Status
74	Miss A Applicant	18/05/2017 16:33	18/05/2017 17:46	
65	Miss A Applicant	15/05/2017 13:30		



**** NB: PLEASE ENSURE THAT YOU SELECT THE CORRECT APPLICATION FORM**

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.

Research Ethics Applications Home Contacts Help - **Beta Test Mode** Miss A Applicant - 0074

Work Area

Enter project title here

Project Tree

- Enter project title here
- Health Research New Application Form

Form Status: Not Submitted | Review Reference: N/A | Date Modified:

Navigation Documents Signatures Collaborators Submissions Correspondence History

Health Research New Application Form Show Inactive Sections

Section: Filter | Questions: **Filter Questions**

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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.

Research Ethics Applications Home Contacts Help - **Beta Test Mode** Miss A Applicant - 0074 Version: Version 1

Health Research New Application Form

Previous Next Navigate

Print Documents Signatures

Save Share Collaborators

Completeness Check Submit

Ethics Committees (HRECs)

Ethics Committees (HRECs) only

Research Ethics Committee Application Form. This is an application to the Health Research Ethics Committees

Study for Degree purposes

Is this a study for Degree purposes (including electives and skripsies)?

Yes
 No

Current level of study:

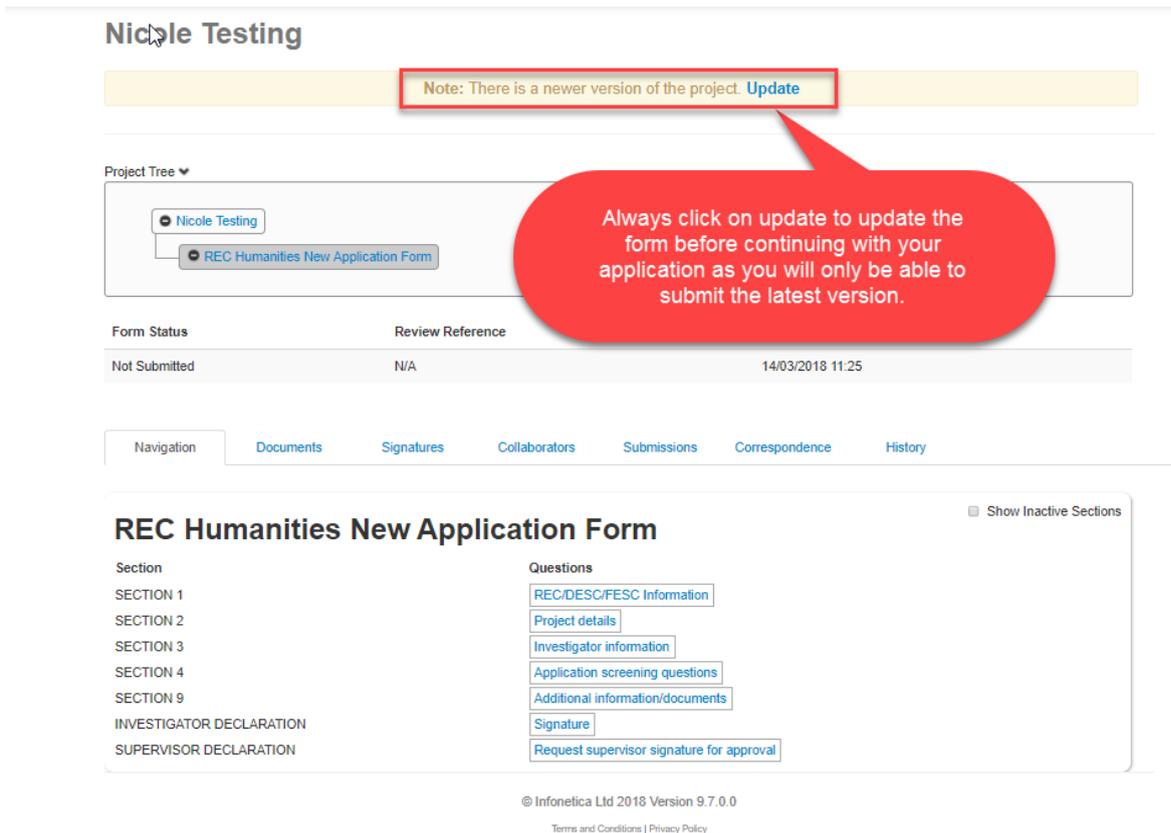
Masters

 Tips	<p>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.</p>
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 Tips	<p>Tip: If you wish to go back to the beginning of your form then click on the Navigate button to direct you to the sections page.</p>
---	--

PLEASE NOTE:

Always update the form when the system prompts you to do so as a new version of the form has been created. When this happens a message will appear on top for you to click on the Update link.



Nicole Testing

Note: There is a newer version of the project. [Update](#)

Project Tree ▼

- Nicole Testing
 - REC Humanities New Application Form

Form Status	Review Reference	
Not Submitted	N/A	14/03/2018 11:25

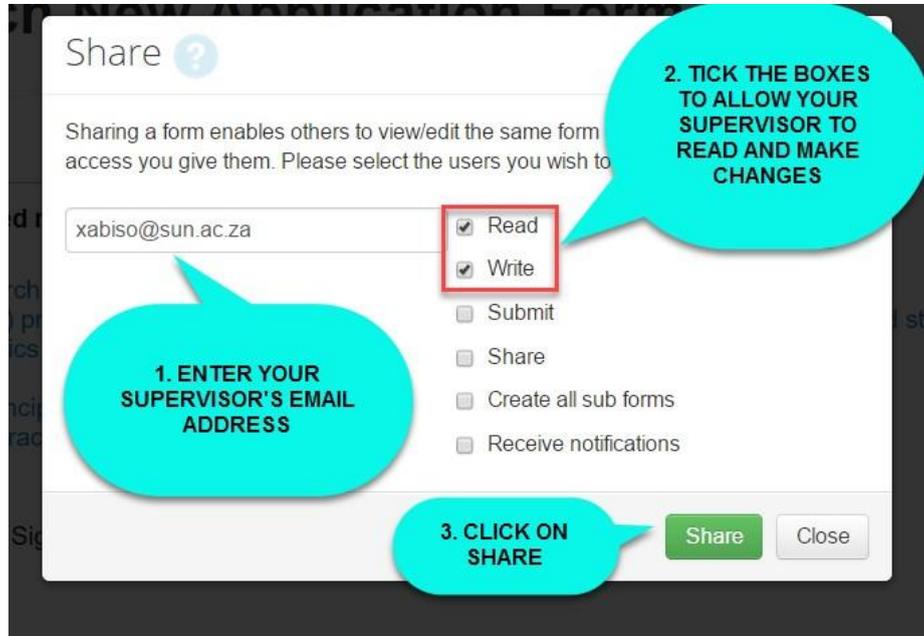
Navigation Documents Signatures Collaborators Submissions Correspondence History

REC Humanities New Application Form Show Inactive Sections

Section	Questions
SECTION 1	REC/DESC/FESC Information
SECTION 2	Project details
SECTION 3	Investigator information
SECTION 4	Application screening questions
SECTION 9	Additional information/documents
INVESTIGATOR DECLARATION	Signature
SUPERVISOR DECLARATION	Request supervisor signature for approval

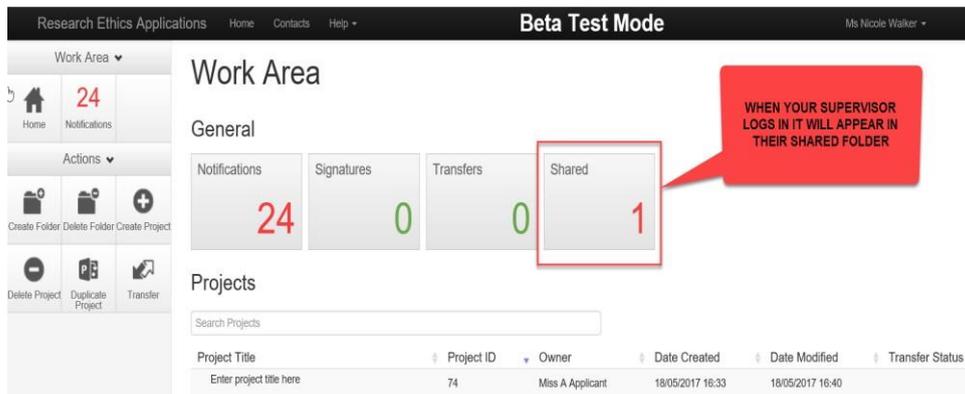
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4. Share your application with your supervisor



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:





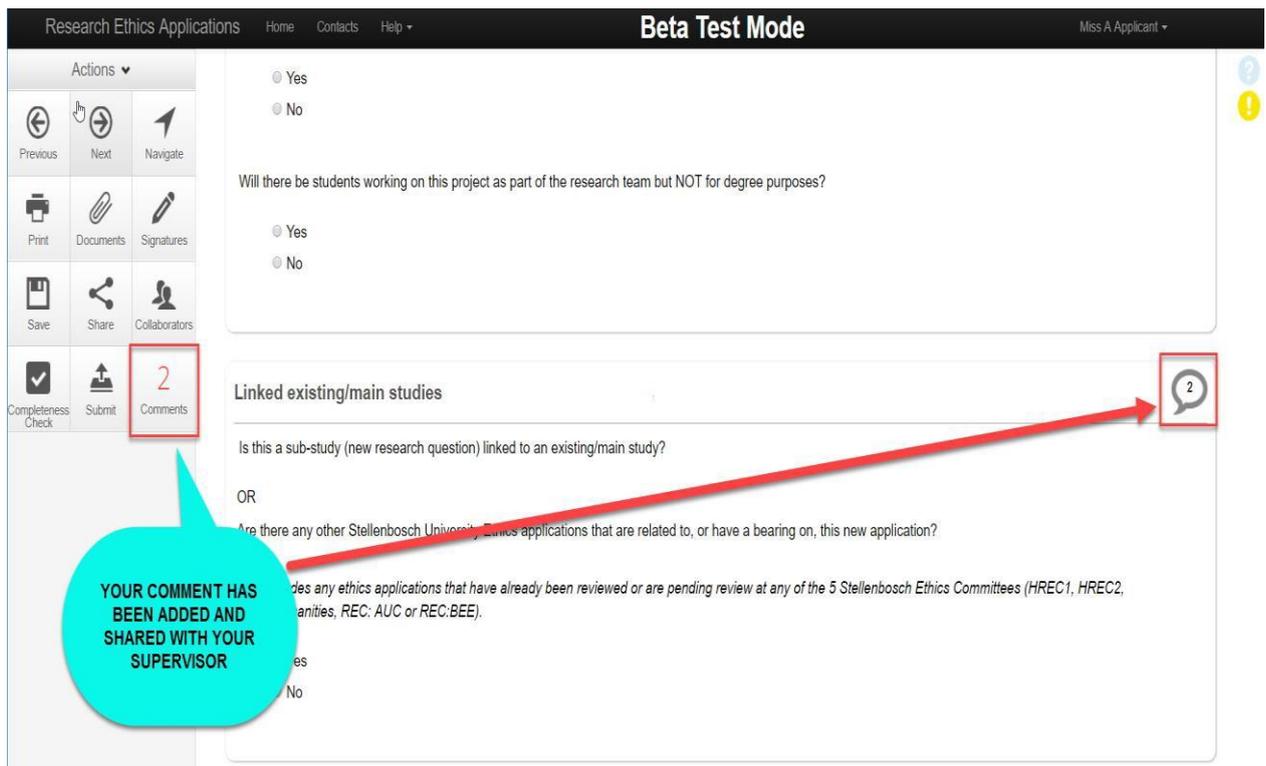
Tip: If you are working on your e-form and you want to stop and continue at a later stage, you have to **SAVE** the e-form information and click on **SAVE** button icon on the left panel. When you are ready to work on the e-form again, login and click on **Filter questions** again.

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:

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Nicole Walker

0075
Version: Version 1

Health Research New Application Form

Supervisor

Supervisor's Details

Xabiso Xesi(xabiso@sun.ac.za)

Title	First Name	Surname
Mr	Xabiso	Xesi
Organisation		
Department	Geology	
Faculty	Science	

YOUR SUPERVISORS DETAILS WILL AUTOMATICALLY POPULATE IN THE FIELD

Information icon displays at a few questions for further description:

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Nicole Walker

Will any radioactive material be administered to the patient during the investigation?

Yes
 No

Biohazardous Materials

Will any Biohazardous Material be involved in the project?

Yes
 No

Medical Devices

Will any Medical Device be tested during this investigation?

Yes
 No

Biohazardous Material refers to recumbent DNA molecules, viruses, fungi, parasites, bacteria and all other potentially biohazardous material or products that are dangerous to both the experimental patient and the researcher.

WHEN AN INFORMATION ICON APPEARS YOU CAN CLICK ON IT FOR FURTHER EXPLANATION/DESCRIPTION OF A QUESTION

Therapeutic or Non-therapeutic Research

Indicate whether the child research is Therapeutic or Non-therapeutic

Therapeutic research
 Non-therapeutic research

Therapeutic Research
Interventions that hold out the prospect of direct health-related benefit for the child participant.

Nontherapeutic Research
Interventions that do not hold out the prospect of direct health-related benefit for the child participant but results may be produced that significantly contribute to generalisable knowledge about the child participant's condition.

Click **NEXT** in the left pane to continue to the next section OR click **NAVIGATE** to view all sections

The definitions can be found in the help icon.

Uploading a document and viewing a URL Link:

Research Ethics Applications Home Contacts Help Beta Test Mode Ms Nicole Walker

Actions

Previous Next Navigate

Print Documents Signatures

Save Share Collaborators

Completeness Check Submit

Participant Insurance

Procedure for acquiring participant insurance through Stellenbosch University:

All new research applicants should contact the financial planning and asset management office to register their new research project with Stellenbosch University insurance brokers.

Please contact:
Mr Wium van Kerwel, Assistant Account Financial Planning and asset Management tel: 021 - 808 2809 fax: 021 - 808 3663 e-mail: wvankerwel@sun.ac.za

Confirmation of Registration

I confirm that I have registered my research project with with the above

Is the provision of insurance compliant with SAGCP Section 4.11?
See Section 9 "Participant Insurance" of Health Research Ethics (HREC) Standard Operating Procedures (SOP)

Yes
 No

Please upload document

[Upload Document](#)

ANY URL LINKS WILL OPEN UP IN ANOTHER WEBPAGE TAB

CLICK ON UPLOAD DOCUMENT TO SAVE A DOCUMENT IN YOUR FORM

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

5. Signing and Submitting your application

Completing the declaration/signatures on the application form.

HREC New Application Form

Version: 5.5

Declarations/Signature 0

I confirm that I have familiarised myself with the following:

- Policy for Responsible Research at Stellenbosch University Conduct
- Stellenbosch (SU) procedure for the investigation of allegations of breach or research norms and standards
- National Health Research Ethics Council's Norms and Standards for Health Research
- National Health Act
- Ethics in Health Research Principles, Processes and Structures. Second Edition. Department of Health 2015
- South African Good Clinical Practice Guidelines

Click on Sign to confirm the above

Sign Form x

Are you sure you wish to sign this form?

Warning! Once all the signatures are signed, the form will be automatically submitted.

Click on Sign once form is complete

licant/Principal Investigator completing this application then you need to

HREC New Application Form

Version: 5.5

 This form has been locked through signatures/requests

Declarations/Signature

I confirm that I have familiarised myself with the following:

- Policy for Responsible Research at Stellenbosch University Co
- Stellenbosch (SU) procedure for the investigation of allegations
- National Health Research Ethics Council's Norms and Standar
- National Health Act
- Ethics in Health Research Principles, Processes and Structures Second Edition. Department of Health 2015
- South African Good Clinical Practice Guidelines

Signed: This form was signed by Dr. Margaretha De Vos (margab@sun.ac.za) on 07/03/2018 7:44 AM

Applicant/Principal Investigator's Signature
Please note that if you are a study coordinator completing this application on behalf of the Applicant/Principal Investigator, then please click on the **REQUEST** button to request the PI's signature to approve this application.
However if you are the Applicant/Principal Investigator completing this application then you need to click on the **SIGN** button.

After the first signature, your form will lock as you will not be able to edit the form however you will still be able to sign the next section and request your supervisor's signature.

Please note that if the system hangs when signing you will be required to log out and clear your browser history before logging in again and signing the next section.

Click on sign again and it should submit. Unless you are the study coordinator where you would have to click on request signature to request the PI/Applicant's signature.

6. Request Supervisor Signature (STUDENTS ONLY)

If you are a student conducting the study for degree purposes, you must request your supervisor's signature for his/her approval on the signature declaration page. You can request the signature of ONE supervisor ONLY, so if you have more than one supervisor, please contact your supervisors to confirm who will take responsibility for signing your ethics application.

HREC New Application Form

Version: 5.5

Declarations/Signature



SUPERVISOR SIGNATURE FOR APPROVAL

NOTE FOR THE STUDENT: You confirmed that you are a student conducting this research for degree purposes. To submit this application, you need to request your supervisor's signature first to confirm his/her approval of your ethics application.

NOTE FOR THE SUPERVISOR/PROMOTOR:

By responding to this signature request, the supervisor confirms the following:

I, as the supervisor/promotor of this student, declare that I have read and reviewed the full content of this application for scientific soundness, accuracy and completeness, and I am accountable for the ethical conduct of this research.

Supervisors should refer to the supervisor guide for instructions on how to sign the application.

How to request your supervisor's signature (INSTRUCTIONS FOR STUDENTS)

IMPORTANT: The student requests the signature of the supervisor by following the steps below

- 1) Click on **request signature** below
- 2) You will be asked to enter your supervisor's email address. Please ensure that you type the email address correctly. If you get a message that the user does not exist, please contact the [HREC office](#).
- 3) Once you send the request, the application will be locked until your supervisor responds.
- 4) Once the supervisor responds to the signature request by signing this application form, the application will be submitted to proceed to the HREC review process.



Click on Request signature to request your supervisor's signature

Request a signature

Enter the email address of the person you want to sign this form

Xabiso@sun.ac.za

Please see my application. It requires your signature. Thank you.

Warning! Once all the signatures are signed, the form will be automatically submitted.

Request Close

FOR APPROVAL

Please note:

Once you request your supervisor's signature, your application is now with your supervisor for sign off before it will be submitted to the HREC Office.

Always follow up with your supervisor to ensure that they have signed your application form if your application hasn't been submitted to the HREC Office yet.

Keep track of your application by checking the status:

The screenshot shows the 'Research Ethics Applications' dashboard. On the left is a sidebar with 'Work Area' (135 Notifications) and 'Actions' (Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, Transfer). The main area is titled 'Work Area' and contains a 'General' section with four summary cards: Notifications (135), Signatures (2), Transfers (0), and Shared (4). Below this is a 'Projects' section with a search bar and a table:

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Nicole Testing 15092018	6659	Miss Nicole Walker	15/03/2018 10:34	15/03/2018 10:59	
Nicole Testing	6647	Miss Nicole Walker	14/03/2018 10:58	14/03/2018 11:25	
NW testing (2)	6448	Miss Nicole Walker	20/02/2018 09:19	20/02/2018 10:42	

A red callout bubble points to the 'Projects' table with the text: "Check the status of your project by clicking on your project to open it."

The screenshot shows the 'NW Testing form' page. On the left is a sidebar with 'Work Area' (135 Notifications) and 'Actions' (Project, Create Form, Create Sub-form, Share, Print, Correspond). The main area is titled 'NW Testing form' and contains a 'Project Tree' with a tree view showing 'HREC New Application Form' and its sub-items. Below the tree is a table:

Form Status	Review Reference	Date Modified
Submitted by Applicant	HEA-2018-6221	12/03/2018 14:21

A red callout bubble points to this table with the text: "Your project has been submitted to the HREC office for further processing to review." Below the table is a navigation bar with tabs: Documents, Signatures, Collaborators, Submissions, Correspondence, History. The main content area is titled 'HREC New Application Form' and contains a list of sections and questions.

Once your application has been submitted; you will receive a notification:

The screenshot shows the 'Research Ethics Applications' dashboard in 'Beta Test Mode'. The user is logged in as 'Miss A Applicant'. The 'Work Area' section has a 'Notifications' tab with a red '1' next to it, highlighted by a red arrow and a callout bubble that says 'CLICK ON NOTIFICATIONS'. Below this, there are four summary cards: 'Notifications' (1), 'Signatures' (0), 'Transfers' (0), and 'Shared' (0). The 'Projects' section has a search bar and a table with the following data:

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Enter project title here	74	Miss A Applicant	18/05/2017 16:33	18/05/2017 17:46	
Testing HR&C Storm	65	Miss A Applicant	15/05/2017 13:30		

Showing 1 to 2 of 2 entries. © Infonetica Ltd 2017 Version 8.7.0.0

Your application has now been submitted for further processing.

The screenshot shows the 'Research Ethics Applications' dashboard in 'Beta Test Mode'. The user is logged in as 'Miss A Applicant'. The 'Work Area' section has a 'Notifications' tab. The 'Notifications' page has a search bar, 'Start' and 'End' date pickers, and a 'Display' slider set to 100 notifications. A 'Search' button is present. Below the search filters, there is a table with the following data:

Message	Attachment	Project Short Title	Time
Application received	None	Enter project title here	18/05/2017

A 'Back to Work Area' button is located below the table.

7. Changes Requested or Response to Modifications:

Login and click on your project list.

The screenshot shows the 'Work Area' interface for 'Research Ethics Applications'. On the left is a navigation sidebar with icons for Home (8 notifications), Actions (Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, Transfer), and a 'Work Area' dropdown. The main content area is titled 'Work Area' and includes a 'General' section with four status boxes: Notifications (8), Signatures (0), Transfers (0), and Shared (0). Below this is a 'Projects' section with a search bar and a table. A red callout bubble points to the first entry in the table, which is the project title.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
This is your project title of your Research project	1234	Ms A Tester	15/11/2017 17:50	08/03/2018 12:09	

Make your necessary changes or modifications that have been requested, save and then sign to resubmit your application.

The screenshot shows the 'HREC New Application Form' interface. The top navigation bar includes 'Research Ethics Applications', 'Home', 'Contacts', and 'Help'. The left sidebar has icons for Project, Create Form (1 comment), Share, Print, and Correspond. The main content area is titled 'This is your project title of your Research project' and includes a 'Project Tree' dropdown, a table for 'Form Status', and a 'Navigation' bar. A red callout bubble points to the 'Questions' section of the form.

Form Status	Review Reference	Date Modified
Response To Modifications	HREC1-2018- 1234	08/03/2018 12:09

HREC New Application Form

Section: Filter

Questions:

- Project Title | Project Location | Project Funding | Project Sponsor
- Applicant/Principal Investigator | Supervisor(s) | Stellenbosch Contacts | Non Stellenbosch Contacts | Students
- Stellenbosch University Ethics Applications
- Human Subjects Research Protection
- Study Type
- Research with Children | Non-Therapeutic Research | Paediatric Bloods
- Additional Documents
- Disclosures | Participant Insurance | Exporting Samples/Data | Payments | Diagnostic Tests
- Declarations/Signatures | Head of Division/Department | Applicant/Principal Investigator | Supervisor(s)

8. Creating a Sub form (i.e. Progress Report, Amendment)

Research Ethics Applications Home Contacts Help

Work Area

Home 141 Notifications

Actions

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Transfer

Work Area

General

Notifications 141 Signatures 2 Transfers 0 Shared 4

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Nicole Testing 15032018	6659	Miss Nicole Walker	15/03/2018 10:34	15/03/2018 10:59	
Nicole Testing	6647	Miss Nicole Walker	14/03/2018 10:58	14/03/2018 11:25	
NW testing (2)	6448	Miss Nicole Walker	20/02/2018 09:19	20/02/2018 10:42	
HREC Test of Amendment	6397	Miss Nicole Walker	14/02/2018 09:37	15/02/2018 14:57	
changing contact detail field	6348	Miss Nicole Walker	09/02/2018 10:58	15/02/2018 15:21	
Testing Progress Report	6303	Miss Nicole Walker	05/02/2018 14:20	19/02/2018 10:18	
Test form	6240	Miss Nicole Walker	25/01/2018 14:21	25/01/2018 14:47	
NW Testing form	6221	Miss Nicole Walker	24/01/2018 11:34	22/03/2018 10:27	
Testing Animal Notification form	6164	Miss Nicole Walker	16/01/2018 08:37		
Testing reviewers 13 July 2017	641	Miss Nicole Walker	13/07/2017 10:16	13/07/2017 10:16	
NW Testing applicants signature	640	Miss Nicole Walker	13/07/2017 09:52	13/07/2017 09:57	
NW Testing case report	638	Miss Nicole Walker	12/07/2017 17:44	12/07/2017 18:41	
Title of project TEST	630	Miss Nicole Walker	12/07/2017 10:37	12/07/2017 10:42	
NW Testing number: 2	627	Miss Nicole Walker	12/07/2017 09:45	12/07/2017 09:46	
NW Testing with coordinators 12 July 2017	624	Miss Nicole Walker	12/07/2017 08:19	12/07/2017 08:20	
Testing Health form	596	Miss Nicole Walker	10/07/2017 15:22	27/03/2018 08:42	
Testing	582	Miss Nicole Walker	09/07/2017 23:13	08/03/2018 10:38	
Testing statuses please ignore the test project	561	Miss Nicole Walker	07/07/2017 15:02	07/07/2017 15:03	

Click on your project to open it

Research Ethics Applications Home Contacts Help

Work Area

Home 4 Notifications

Actions

Create Form Create Sub-form

Share Print Correspond

Testing Health form

Note: There is a newer version of the project. [Update](#)

Project Tree

- Testing Health form
- Legacy form

Form Status Review Reference Date Modified

Infoed Active 00000 09/03/2018 09:59

Navigation Documents Signatures Collaborators Submissions Correspondence History

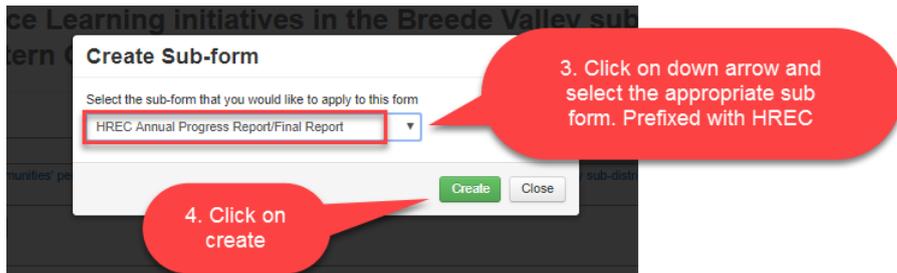
Legacy form [Show Inactive Sections](#)

Section SECTION 1 [Questions](#) [Project details](#)

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1. Click on Update

2. Click on Create Sub-form



PLEASE NOTE:

All Health forms are prefixed with HREC, so ensure that you select the correct before completing.

NW Testing form

Project Tree ▼

- NW Testing form
 - HREC New Application Form
 - HREC Annual Progress Report/Final Report: Clinical Trial /Health & Student Research**

Your sub-form has now been created

Form Status	Review Reference	Date Modified
Not Submitted	N/A	08/03/2018 11:40

- Navigation
- Documents
 - Signatures
 - Collaborators
 - Submissions
 - Correspondence
 - History

HREC Annual Progress Report/Final Report: Clinical Trial /Health & Student Research

Section

- SECTION A: REPORT AND STUDY TYPE
- SECTION B: INVESTIGATOR DETAILS
- SECTION C: RESEARCH PROJECT DETAILS
- SECTION D: PROJECT FUNDING
- SECTION F: SUMMARY OF PROGRESS
- SECTION G: SERIOUS ADVERSE EVENTS
- SECTION H: PROTOCOL NON-COMPLIANCE
- SECTION I: ATTACHMENTS
- SECTION J: DECLARATION

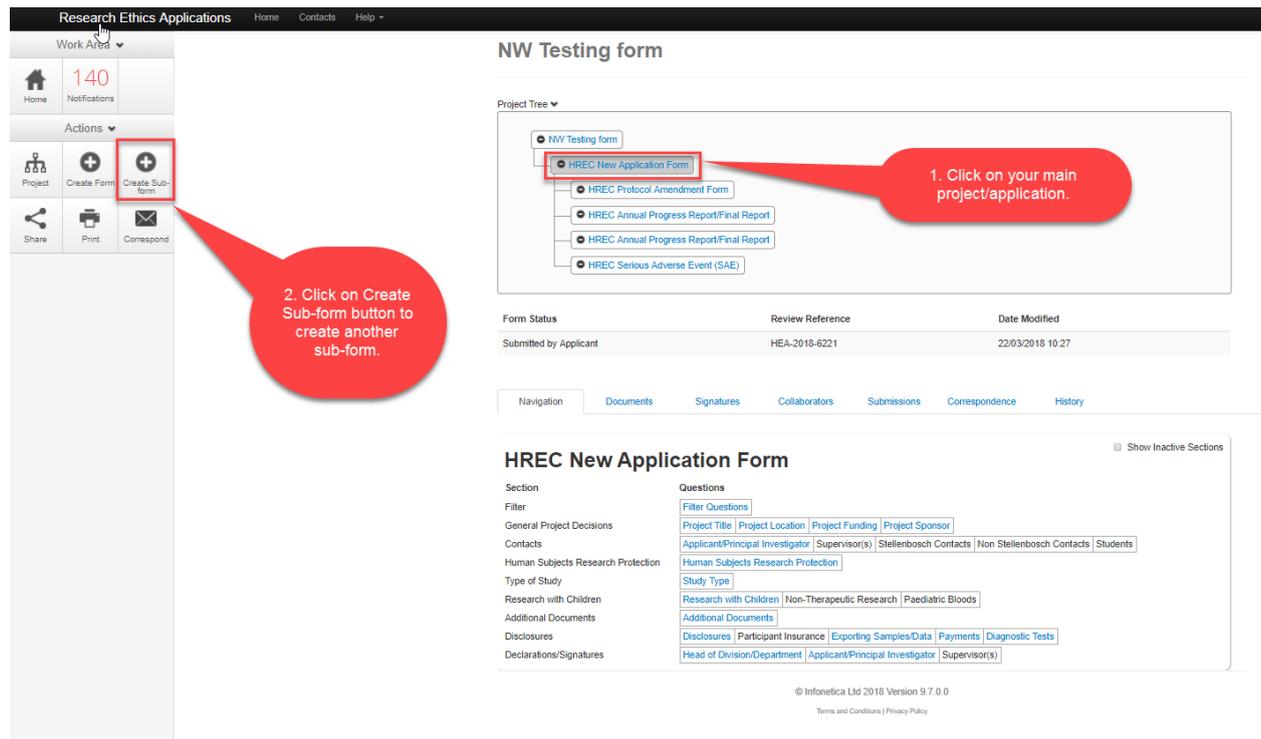
Questions

- Report and Study Type
- Investigator details
- Research Project details
- Project funding
- Summary of progress
- Serious Adverse Events
- Protocol non-compliance (Please attach details)
- Attachments
- Declaration

Show Inactive Sections

Complete the form and sign/request signatures

Creating another sub-form or more than one sub-form:

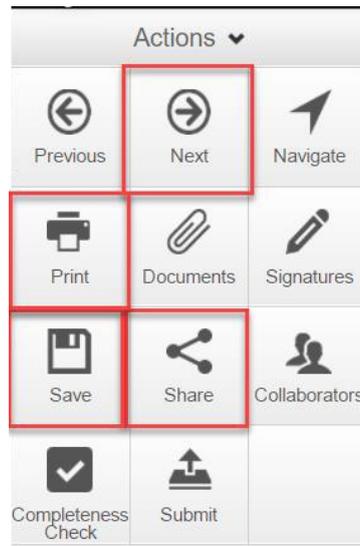


The screenshot displays the 'Research Ethics Applications' interface. On the left, a sidebar contains a 'Work Area' with a '140 Notifications' badge and an 'Actions' menu. The 'Actions' menu includes 'Project', 'Create Form', and 'Create Sub-form', with the latter highlighted by a red box and a callout bubble stating: '2. Click on Create Sub-form button to create another sub-form.' The main content area shows the 'NW Testing form' project tree, where 'HREC New Application Form' is selected and highlighted by a red box and a callout bubble stating: '1. Click on your main project/application.' Below the project tree, a table shows 'Form Status' as 'Submitted by Applicant', 'Review Reference' as 'HEA-2018-6221', and 'Date Modified' as '22/03/2018 10:27'. A navigation bar includes 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. The 'HREC New Application Form' form is displayed with various sections and questions, including 'Filter Questions', 'General Project Decisions', 'Contacts', 'Human Subjects Research Protection', 'Type of Study', 'Research with Children', 'Additional Documents', 'Disclosures', and 'Declarations/Signatures'. The footer indicates '© Infonetica Ltd 2018 Version 9.7.0.0' and 'Terms and Conditions | Privacy Policy'.

PLEASE NOTE:

YOU NEED TO ENSURE THAT YOU CLICK ON YOUR MAIN APPLICATION FORM IN ORDER TO BE ABLE TO CREATE MORE SUB FORMS. YOU WILL NOT BE ABLE TO CREATE A SUB FORM IF YOU CLICK ON AN EXISTING SUB-FORM.

9. 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 to see whether it's complete or whether any mandatory questions are incomplete.

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

10. 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.