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Instructions for submitting a response to modifications

Health, Student and Clinical Trial Projects

The Health Research Ethics Committee (HREC) uses an electronic ethics review management system, *Infonetica*®, to manage the application and review process.

- ⇒ **You will receive “Modifications required letter” via email from an HREC coordinator. There will be no link to follow to submit your modifications**
- ⇒ To access the electronic submission platform for your HREC e-form application, please click to our HREC website: **Electronic Application Process**
- ⇒ **To login**, type in your SU username followed by @sun.ac.za
- ⇒ Should log in be unsuccessful please verify your Sun ID account with your home department and try again at a later stage.
- ⇒ **Locate your specific project**
- ⇒ **Under “Form Documents”** load the new documents and include the following:
 - Please provide a **LETTER OF RESPONSE** responding to each of the issues raised in the review, using examples and references to relevant places in documents where changes have been made. Label this letter (file) as RESPONSE TO MODS cover letter_date (e.g. RESPONSE TO MODS cover letter_20170814).
 - Submit **all documents that required modifications** (e.g. protocol, informed consent forms, etc.), in the following format:
 - Highlight or use track changes to indicate clearly in the document/s all corrections/amendments made
 - Label the relevant document/s (file/s) clearly as MODS_documentname_date (e.g. MODS_protocol_20170814).
 - If any changes have been requested to the **e-application form**, please make these changes in the relevant sections in the e-form, and indicate in the cover letter where these changes have been made.
 - The letter of response and all other amended documentation must be **uploaded to your existing application** on the online *Infonetica*® system.
- ⇒ Once completed successfully the original page should appear, then click on **submit**.
- ⇒ NB! Request supervisor’s signature again
- ⇒ Kindly note for clinical trials a hard copy should also be submitted to the HREC office