STELLENBOSCH UNIVERSITY

Research Information Management System

Guideline for Sharing and Transferring REC: BES and REC: ACU Applications

TRAINING MANUAL

RESEARCH ETHICS COMMITTEE: ANIMAL CARE AND USE & BIOLOGICAL AND ENVIRONMENTAL SAFETY



Table of Contents

1.	Sharing the Application	. 2
2.	Transfer the Application	.4

1. Sharing the Application

Sharing a form enables others to view and/or edit the same form depending on the level of access you give them.

1.1. Sign in to the Apply Ethics webpage (<u>https://applyethics.sun.ac.za/</u>) using your SU username and password.



1.2. When you have been directed to your 'Work Area', select the application you would like to share with the co-investigator.

Research Ethics Applications	Work Area Contacts Help 🕶		3700-		Ms	B Thompson 👻
Create Folder Delete Folder Create Project	ork Area					
	tifications Signatures	Transfe	ers Sł	hared		
Delete Project Duplicate Move Project	18	0	0	0		
Transfer Pro	ojects					
Sear	ch Projects					
	Project Title	👌 Project ID 🗸	Owner 🖕	Date Created 💧	Date Modified 🖕	Transfer Status 🖕
	Research Management	28782	Ms B Thompson	28/07/2023 15:12	28/07/2023 15:12	
	ACU proj					
Showi	ing 1 to 4 of 4 entries					┥ Previous Next 🕨
	© Info Terms and Conditions D	onetica Ltd 2023 Ver	sion 2.7.4.6 Data Processor Privacy Poli	icy		

1.3. On the project application form, select 'Share' on the top, left-hand panel.

Research Ethics	Applications Work Area Contacts	s Help 🔻	Beta Test Mode	Ms B Thompson 👻
Project Create Sub	Research Manage	ment		28782
Share Completeness Refresh View as PDF	Project Tree Research Management REC: Animal Care and Use (A	ACU) New application Fe	m	
	Action Required on Form	Status	Review Reference	Date Modified
	Yes	Not Submitted	N/A	28/07/2023 15:12
	Navigation Documents REC: Animal Care Form	Signatures	Collaborators Submissions (ACU) New appli	Centre History
	Section	Questions		
	Section 1: Declaration	Declaration by Prin	cipal Investigator (PI)	
	Section 2: Project Information	Project Information		
	Section 3: Project Type	Research or Teach	ing	
	Section 4: Investigators	Principal Investiga	or Co-Investigators Supervising Vete	rinarian (SAVC Requirements)
	Section 5: Study Description	Animal Information	Housing and Care	botneses Study Design
	Section 8: Procedures	Please select all re	levant procedures	
	Section 9: Monitoring and Transport	Animal Monitoring	Animal transport	
	Section 10: Endpoints	Humane Endpoints	Ultimate fate of the animals	
	Section 11: Drugs	Drugs to be used		

1.4. On the pop-up, provide the SU email address for the individual you would like to share the application with. Additionally, select the boxes (Read, Write, Submit, Share, Create all sub forms, Receive notifications) relevant to the level of access you would like to share with the co-investigator. Thereafter, click 'Share'.

	Share						×
25	Sharing a form enables othe access you give them. Pleas	ers to view/eo se select the	lit the users	same form de s you wish to sh	pending or hare this fo	n the level orm with:	of
R	Collaborator email						
ir	Collaborator email			Read Write Submit Share Create all sub Receive notifi) forms cations	÷	
n			C		Shar	e Clo	se

1.5. Thereafter, your form will be shared with the co-investigator.

2. Transfer the Application

When you transfer your REC: ACU or REC: BES to another individual, please note that you will lose all access to the application form.

- 2.1. After sharing the form with another individual, go back to your 'Work Area'.
- 2.2. On the left-hand panel, click on the tile 'Transfer'.

Research Ethic	S Applications Work Area Cor	itacts Help -	Beta Test Mode	Ms I	B Thompson 👻
Create Folder	Work Area				
Create Project Delete Project	Notifications Signatu 18	Transfers	Shared	0	
Transfer	Projects Search Projects Project Title	♦ Project ID ▼ Owned	er 🍦 Date Created	d 🍦 Date Modified ^{\$}	Transfer Status
	> Research Management	28782 Ms B Thom	28/07/2023 pson 15:12	28/07/2023 15:12	
		27937 Ms B Thom	04/05/2023 pson 09:44		
			24/04/2023 pson 09:52		
		27764 Ms B Thom	21/04/2023 pson 07:34	24/04/2023 11:08	
	Showing 1 to 4 of 4 entries				Previous

2.3. On the pop-up, 1) provide the email address of the individual you would like to transfer the application to, 2) select the project or projects you would like to transfer and 3) click 'Transfer'.

F	Trar	nsfer Pr	roje	ects		×
	Plea	se note that	you v	vill lose all access to this project.		
	Email A	ddress:				
	Email	Address				
	Messag	je:				
s	Enter	a message	(optio	nal)		
C	Sear	ch Projects				
ar		Id	\$	Project Title		\$
		27764		Doctoral Office testing		
		27792		BES - Tygerberg Doctoral Office	- 2	
		27937		ACU proj		1
_		28782		Research Management		
	10,555			27764 102 0	Transfer	Close

2.4. Thereafter, your application will be transferred to the chosen individual.

Should you have any queries related to this process, please feel free to contact Ms Biosha Thompson at <u>biosha@sun.ac.za</u>.