

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



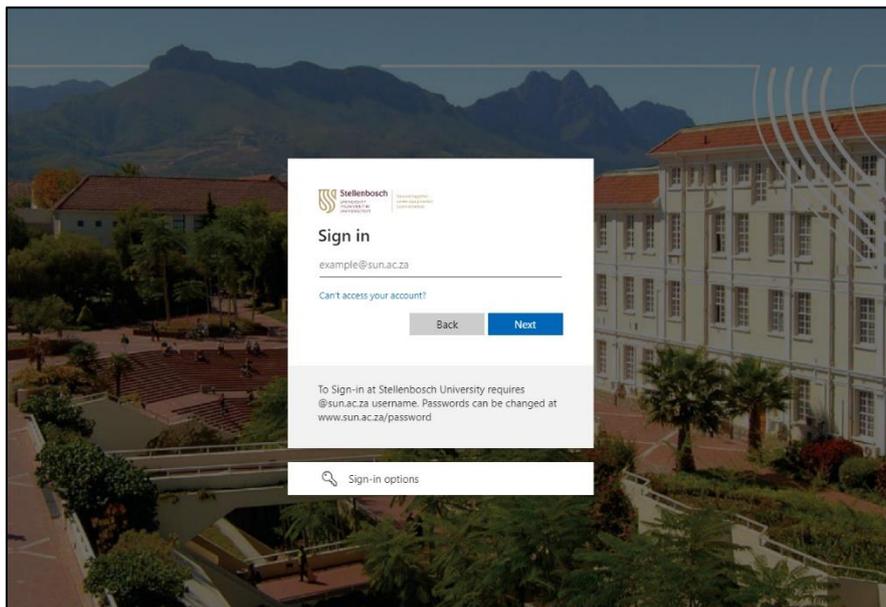
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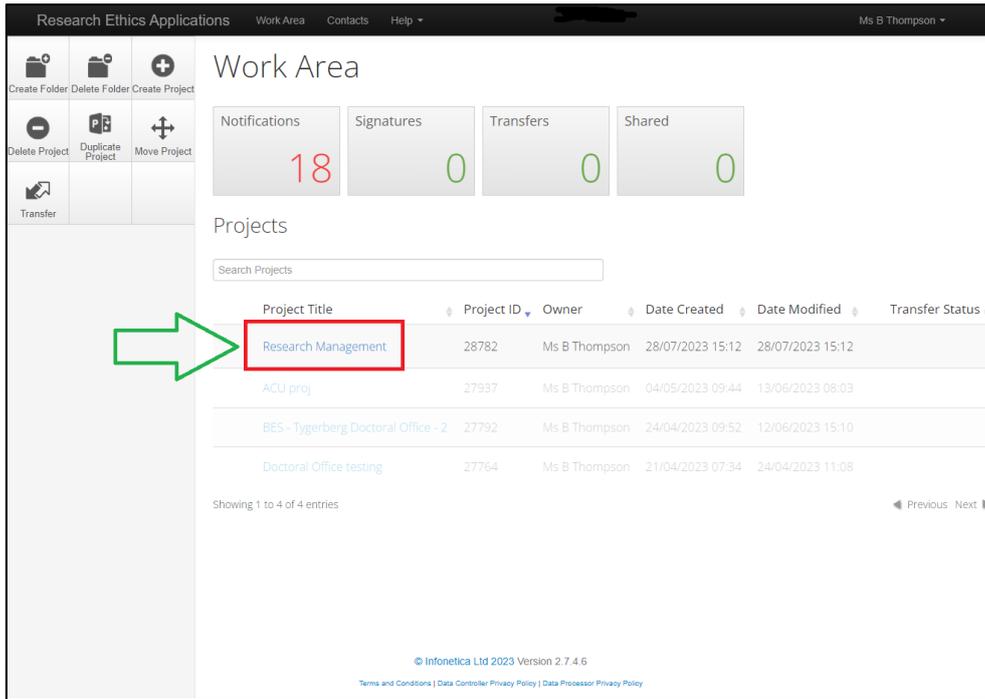
1. Sharing the Application

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

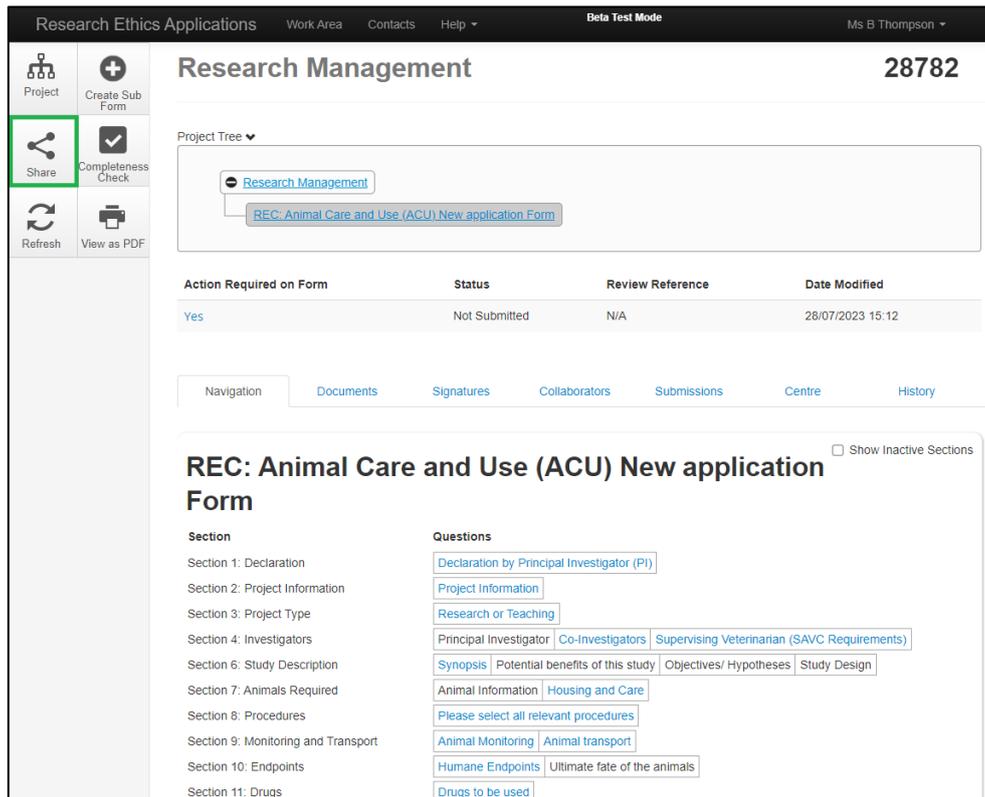
- 1.1. Sign in to the Apply Ethics webpage (<https://applyethics.sun.ac.za/>) using your SU username and password.



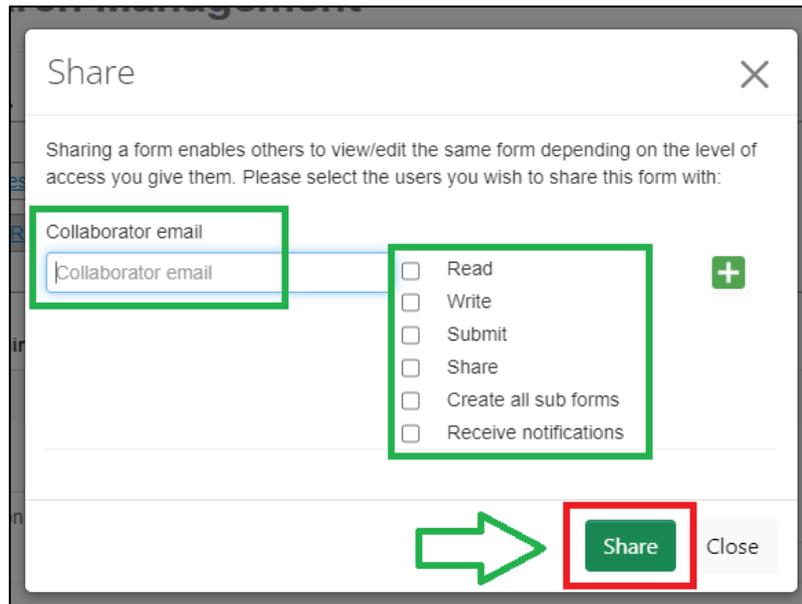
- 1.2. When you have been directed to your 'Work Area', select the application you would like to share with the co-investigator.



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



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'.



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 Ethics Applications Work Area Contacts Help **Beta Test Mode** Ms B Thompson

Create Folder Delete Folder

Create Project Delete Project

Duplicate Project Move Project

Transfer

Work Area

Notifications
18

Signatures
0

Transfers
0

Shared
0

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	27937	Ms B Thompson	04/05/2023 09:44	13/06/2023 08:03	
BES - Tygerberg Doctoral Office - 2	27792	Ms B Thompson	24/04/2023 09:52	12/06/2023 15:10	
Doctoral Office testing	27764	Ms B Thompson	21/04/2023 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'.

Transfer Projects

Please note that you will lose all access to this project.

Email Address:
Email Address

Message:
Enter a message (optional)

Search Projects

	Id	Project Title
<input type="checkbox"/>	27764	Doctoral Office testing
<input type="checkbox"/>	27792	BES - Tygerberg Doctoral Office - 2
<input type="checkbox"/>	27937	ACU proj
<input checked="" type="checkbox"/>	28782	Research Management

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 biosha@sun.ac.za.