

STELLENBOSCH UNIVERSITY

Research Information Management System

INFONETICA



ANIMAL CARE AND USE (ACU):

TRAINING MANUAL

Compliance/Ethics – New Application



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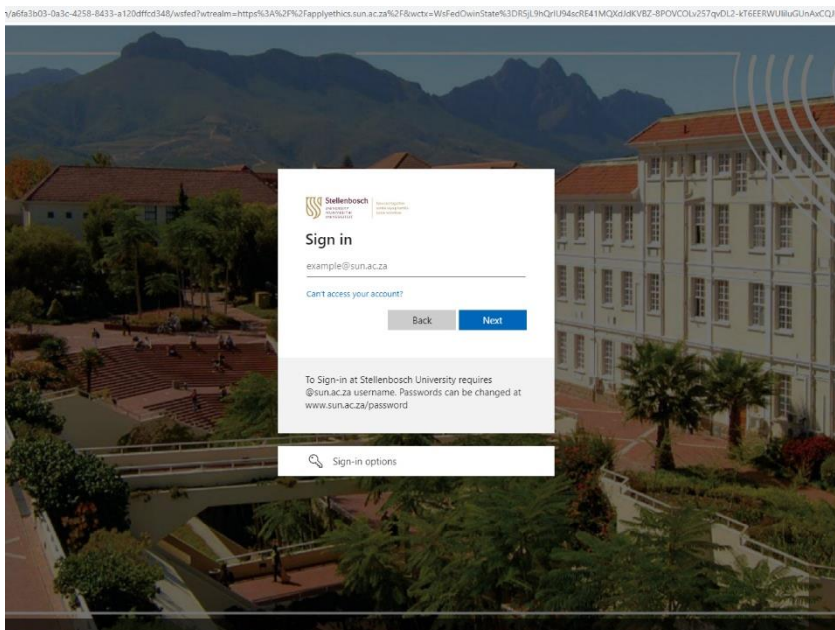
1. Login

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

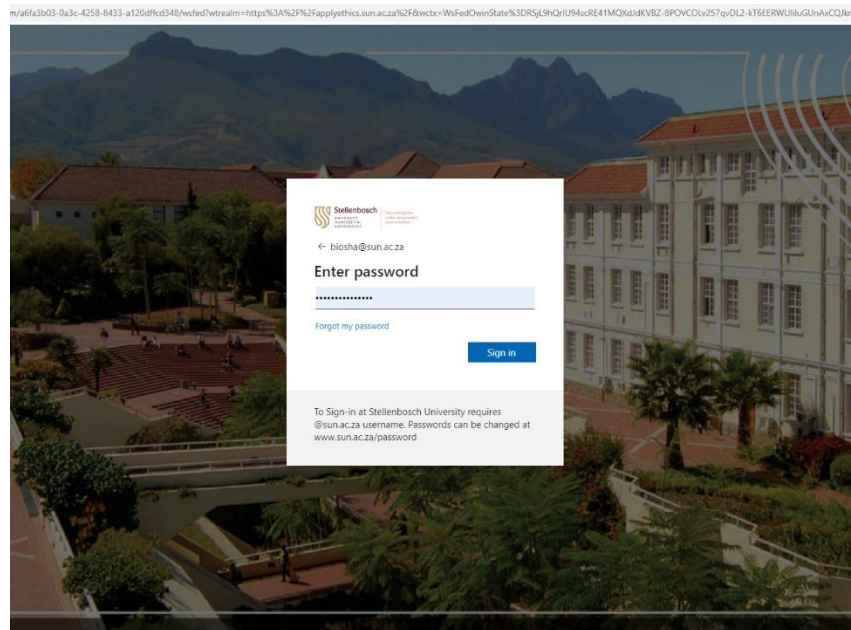
You will be required to login using your username@sun.ac.za and network password. Follow the instructions applicable to you.

NOTE: If you are NOT a registered student you will not be able to login. 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 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



**ENTER YOUR LOGIN
CREDENTIALS AND SIGN
IN.**



Once logged in, you will land on the Infonetica landing page.

Once logged in, you will land on the Infonetica landing page.



1. Click on 'Create Project'.

2. Enter Project Title

(N.B. The project title you provide should be the ACTUAL project title).

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(N.B. The project title you provide should be the ACTUAL project title).

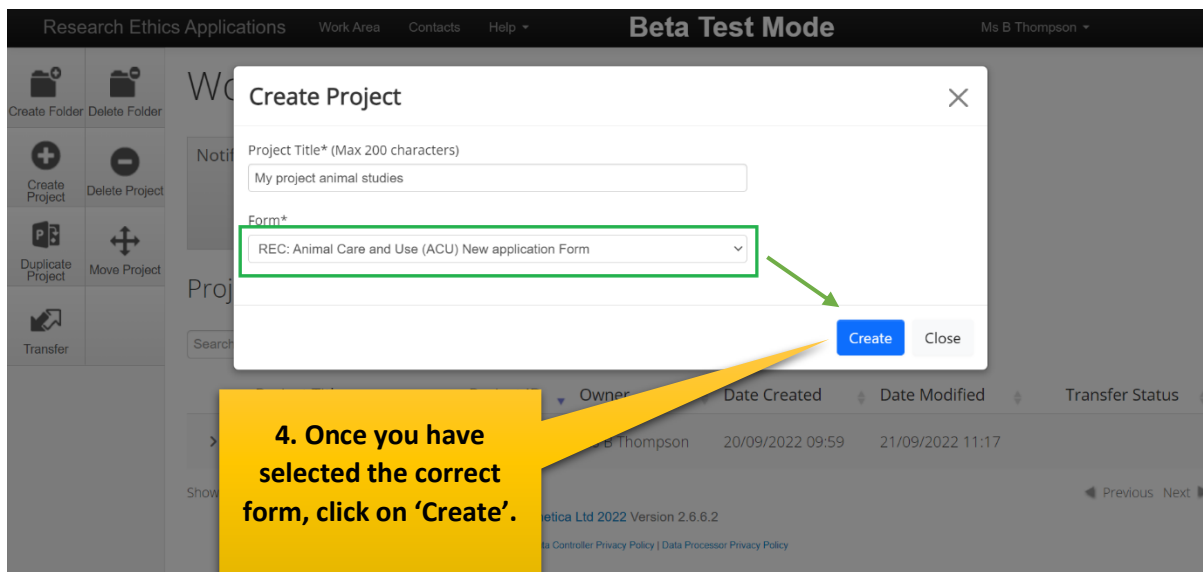


3. FOR NEW APPLICATIONS:

**Click on drop-down list and
SELECT REC:ACU Project
Application Form.**

3. FOR NEW APPLICATIONS:

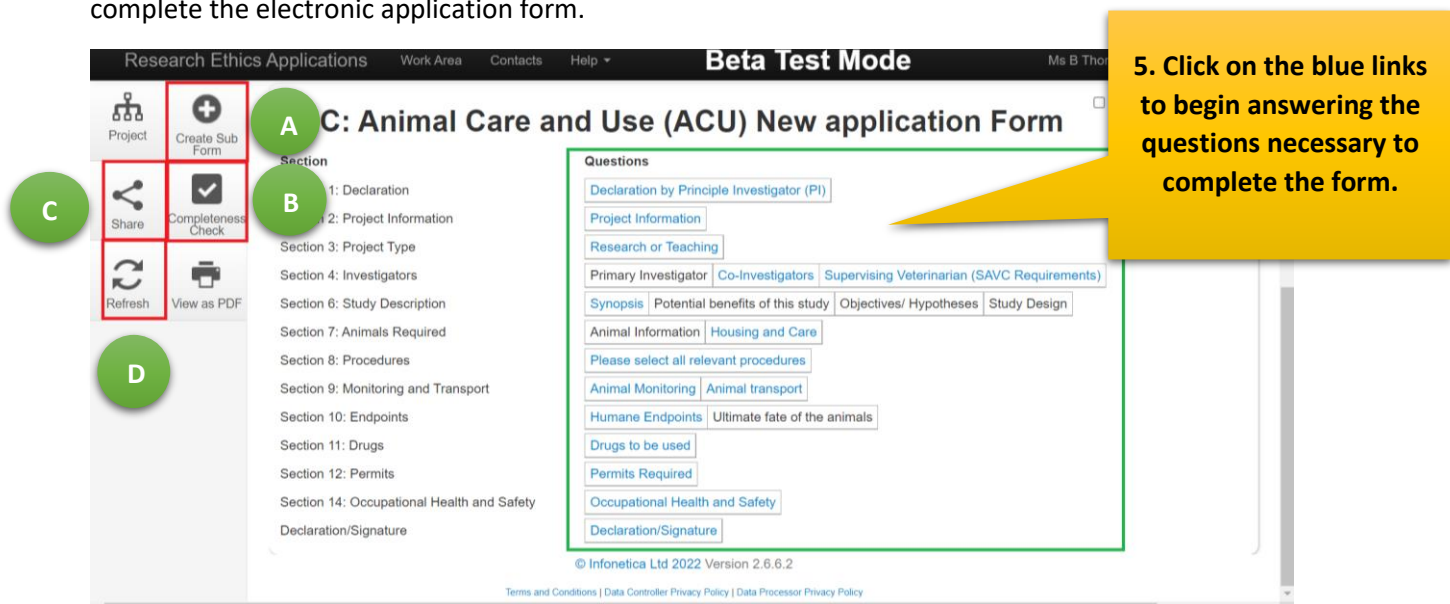
**Click on drop-down list and
SELECT REC:ACU Project
Application Form.**



N.B. Please ensure you have selected the correct 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.



A – To create a Sub Form

B – Use to check whether you have completed every question in the form

C – Use to share with supervisors

D – Use to refresh form

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

Project Information

Project Title (include animal species type or name)

Are you applying for ethics clearance in your capacity as:

Please Select...

Are you registered as a PhD student at the Faculty of Medicine and Health Sciences?

Please Select...

Expected Start Date

Expected End Date

Navigation and Action Buttons:

- Previous
- Next
- Navigate
- View as PDF
- Documents
- Signatures
- Save
- Share
- Collaborators
- Completeness Check

Callout: Complete all the questions on each page.

A – Click on ‘Previous’ or ‘Next’ arrow to move to the previous or next page.

B – Click on ‘Navigate’ to take you back to the original form.

C – Click on ‘Save’ button before continuing to the next page.

D – Click on ‘Share’ to share your application form with your supervisor.

Select the relevant procedures:

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

Select relevant procedures

- ☐ Anesthesia
- ☒ Animal Capturing
- ☐ Biopsy
- ☐ Blood Collection
- ☐ Chemotherapy
- ☐ Dissection
- ☐ Deprivation
- ☐ Endoscopy
- ☐ Euthanasia
- ☐ Fluid Collection (Other than blood)
- ☐ Imaging Procedures
- ☐ Lumbar Puncture
- ☒ Measurement
- ☐ Physical exercise or activity
- ☐ Radiotherapy
- ☐ Restraint
- ☐ Surgery: Recovery
- ☐ Surgery: Non-recovery
- ☐ Other
- ☐ Injection

Navigation and Action Buttons:

- Previous
- Next
- Navigate
- View as PDF
- Documents
- Signatures
- Save
- Share
- Collaborators
- Completeness Check

Please describe in detail the Humane Endpoints of the study:

Research Ethics Applications Work Area Contacts Help **Beta Test Mode**

Previous Next

Navigate View as PDF

Documents Signatures

Save Share

Collaborators Completeness Check

Identify potential ill effects on the animals that may result in premature termination of the experiment

Describe specific predetermined physiological or behavioral signs that define the point at which an experimental animal's pain and/or distress is terminated, minimized or reduced by taking actions such as euthanizing the animal, terminating a painful procedure or giving treatment to relieve pain and/or distress

I have read Annex O of SANS 10386:2008, Edition 1

☐

Previous page Next page

Please provide all the relevant information regarding the humane endpoints of your study.

Please ensure that you read through the Annex O of SANS 10386:2008 as listed on the REC:ACU website

Please provide all information regarding the permits required for this research.

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

Previous Next

Navigate View as PDF

Documents Signatures

Save Share

Collaborators Completeness Check

Form

Project Title: My project animal studies

Version: Beta

Permits

Please list all permit applications required for this project. Also indicate the status of each application. All issued permits can be uploaded below.

Issued Permits

Upload Document

Upload all issued permits relevant to the research and protocols

4. Share your application with your supervisor

The screenshot shows a 'Share' dialog box with the following elements:

- 1. Enter your supervisor's email address.** A yellow callout points to the 'Collaborator email' field, which contains 'wabeukes@sun.ac.za'.
- 2. Tick the boxes to allow your supervisor to read and make changes.** A yellow callout points to the 'Read' and 'Write' checkboxes, both of which are checked.
- 3. Click on 'Share'.** A yellow callout points to the 'Share' button at the bottom right of the dialog.

The background shows a sidebar with sections 2 through 14, and a main area with a 'Share' button and a 'Close' button.

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.

The screenshot shows the 'Work Area' dashboard with the following elements:

- When your supervisor logs in, it will appear in their shared folder.** A yellow callout points to the 'Shared' folder, which has a red '1' next to it.

The dashboard includes a sidebar with icons for 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. The main area shows a 'Projects' table with the following data:

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Biosha's Biosafety project	26494	Ms B Thompson	20/09/2022 09:59	20/09/2022 10:28	

Showing 1 to 1 of 1 entries

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Tip: If you are working on your e-form and you want to stop and continue at a later stage, click on 'Save' button on the left panel to save e-form information. When you are ready to work on the e-form again, login and click on the questions once again.

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

REC: Animal Care and Use (ACU) New application Form 26533

Project Title: My project animal studies

Version: Beta

Collaborators on this page is Mr Winston A Beukes

Comments (1)

Permits

Please list all permit applications required for this project. Also indicate the status of each application. All issued permits can be uploaded below.

Issued Permits

Upload Document

Hover over the yellow icon. It shows that your supervisor is currently on this page as well.

Click on the speech bubble icon to view or add comments.

One comment has been added. Keep track of comments between you and your supervisor.

You can add comments for you supervisor to view while working through your application form.

Comments

Comment

New title

Add New Comment

1. Click on add comment.

2. Type comment here.

3. Click on 'Save'.

Add new comment

Share comments with your supervisor.

Save Cancel

Keep track of comments made between you and your supervisor by clicking on the speech bubble or comments button in the action panel.

The screenshot shows the 'REC: Animal Care and Use (ACU) New application Form' interface. The top navigation bar includes 'Research Ethics Applications', 'Work Area', 'Contacts', 'Help', and 'Beta Test Mode'. The user is logged in as 'Ms B Thompson'. The form title is 'REC: Animal Care and Use (ACU) New application Form' with the number '26533'. The project title is 'My project animal studies'. The 'Permits' section is active, with a text area for listing permit applications. A red box highlights a speech bubble icon with the number '2' in the top right corner. Another red box highlights a 'Comments' button in the left sidebar, also with the number '2'. A yellow callout box with an orange arrow pointing to the speech bubble icon contains the text: 'Your comment has been added and shared with your supervisor.'

Adding your supervisor's details in the form:

The screenshot shows the 'REC: Animal Care and Use (ACU) New application Form' interface. The top navigation bar includes 'Research Ethics Applications', 'Work Area', 'Contacts', 'Help', and 'Beta Test Mode'. The user is logged in as 'Ms B Thompson'. The form title is 'REC: Animal Care and Use (ACU) New application Form' with the number '26533'. The 'Questions' section is active, with a list of questions including 'Declaration by Principle Investigator (PI)', 'Project Information', 'Research or Teaching', 'Primary Investigator', 'Co-Investigators', 'Supervising Veterinarian (SAVC Requirements)', 'Scientific Review and Related Ethics Review', 'Synopsis', 'Potential benefits of this study', 'Objectives/ Hypotheses', 'Study Design', 'Animal Information', 'Housing and Care', 'Please select all relevant procedures', 'Animal Monitoring', 'Animal transport', 'Humane Endpoints', 'Ultimate fate of the animals', 'Drugs to be used', 'Permits Required', 'Occupational Health and Safety', 'Additional Documents', and 'Declaration/Signature'. A red box highlights the 'Co-Investigators' button. A yellow callout box with an orange arrow pointing to the 'Co-Investigators' button contains the text: 'Click on 'Co-Investigators' to add your supervisor's details.'

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Ms B Thompson

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

Submit

Comments

Title

First Name

Surname

Mr

Winston

Beukes

Organisation

Department

Geology

Faculty

Science

SU Number

Qualification

Address

City

County

5. Sign and submit your application

Completing the declaration and signature on application form.

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Ms B Thompson

Project

Create Sub Form

2

View Comments

Completeness Check

Refresh

View as PDF

Section

Section 1: Declaration

Section 2: Project Information

Section 3: Project Type

Section 4: Investigators

Section 5: Scientific Review and Related Ethics Review

Section 6: Study Description

Section 7: Animals Required

Section 8: Procedures

Section 9: Monitoring and Transport

Section 10: Endpoints

Section 11: Drugs

Section 12: Permits

Section 14: Occupational Health and Safety

Section 15: Additional Documents

Declaration/Signature

Questions

Declaration by Principle Investigator (PI)

Project Information

Research or Teaching

Primary Investigator

Co-Investigators

Supervising Veterinarian

Scientific Review and Related Ethics Review

Synopsis

Potential benefits of this study

Objectives/ Hypothesis

Animal Information

Housing and Care

Please select all relevant procedures

Animal Monitoring

Animal transport

Humane Endpoints

Ultimate fate of the animal

Drugs to be used

Permits Required

Occupational Health and Safety

Additional Documents

Declaration/Signature

26533

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Click on
'Declaration/Signature' to
sign forms.

N.B.!

If you are a student, click on the 'Request Signature' button.

Signature

If you are a student completing this application please click on the **Request Signature** button to request your Supervisor's signature to approve this application.

If you are a Researcher completing this application then please click on the **SIGN** button.

Request Signature **Sign**

N.B.!

If you are a researcher, click on the 'Sign' button.

PLEASE NOTE:

Prior Scientific Review Confirmation

Every Application has to be supported by a declaration that it has undergone prior scientific review outside of the applicants respective Unit or Group.

PLEASE NOTE: IF A STUDENT - YOUR SUPERVISOR CANNOT SIGN THE SCIENTIFIC REVIEW. IT MUST BE AN INDEPENDENT PERSON (HEAD OF THE DEPARTMENTAL SCIENTIFIC REVIEW COMMITTEE) CAPABLE OF CONFIRMING THE SCIENTIFIC RIGOUR OF YOUR PROPOSAL.

Request Signature

Completeness Check

Loading...: Checking form is complete...

The signature window will open to see if your form is complete.

Close

If your form is not complete, the system will alert you to this.

If you are a student, the following form will appear:

Completeness Check

Incomplete: Please complete the following questions

- Personal Declaration
- Project Title
- Expected Start Date
- Expected End Date
- Do you have sufficient funding to complete this project?
- Please select the relevant pain and distress category. Access the information icon for full description of each category.
- Are any permits required for this project?
- Specific Animal Duties
- Appropriate experience relevant to your duties on this project (please upload relevant certificates)
- Do you have any non-Stellenbosch University co-investigators?
- Internal Co-Investigator Title
- Internal Co-Investigator First Name
- Internal Co-Investigator Surname
- Internal Co-Investigator Department
- Internal Co-Investigator Faculty
- Internal Co-Investigator Address

[Request Signature Anyway](#) [Close](#)

Click on the link and the section will open for you to complete.

Do not try to bypass this section otherwise your application will be returned to you.

If you are the researcher, the following form may appear:

Completeness Check

Incomplete: Please complete the following questions

- Personal Declaration
- Project Title
- Expected Start Date
- Expected End Date
- Do you have sufficient funding to complete this project?
- Please select the relevant pain and distress category. Access the information icon for full description of each category.
- Are any permits required for this project?
- Specific Animal Duties
- Appropriate experience relevant to your duties on this project (please upload relevant certificates)
- Do you have any non-Stellenbosch University co-investigators?
- Internal Co-Investigator Title
- Internal Co-Investigator First Name
- Internal Co-Investigator Surname
- Internal Co-Investigator Department
- Internal Co-Investigator Faculty
- Internal Co-Investigator Address

[Sign Anyway](#) [Close](#)

Click on the link and the section will open for you to complete.

Do not try to bypass this section otherwise your application will be returned to you.

Submit

Complete: Your form is complete and ready to submit

[Submit](#) [Close](#)

If the system detects that you have completed.

Click 'Submit'

You will receive a successful message once submitting your application. You can track your application once it's been submitted.

Click on Notifications.

Work Area

General

Notifications 1 Signatures 0 Transfers 0 Shared 0

Projects

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 HREC Eform	65	Miss A Applicant	15/05/2017 13:30		

Showing 1 to 2 of 2 entries

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Your application has been submitted for further processing.

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

Work Area

Notifications

Search

Start End

Display 100 notifications

Please note that only the specified number of notifications will show after searching.

Search

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

Back to Work Area

6. Changes requested

Login and click on your project list. Make the necessary changes, save and then click 'Submit' to resubmit you application.

7. Creating a Sub Form (i.e., Progress Reports, Amendments)

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

Work Area

Notifications 0 Signatures 0 Transfers 0

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> My project animal studies	26533	Ms B Thompson	22/09/2022 11:43	22/09/2022 13:54	
> Biosha's Biosafety project	26494	Ms B Thompson	20/09/2022 09:59	21/09/2022 11:17	

Showing 1 to 2 of 2 entries

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1. Click on your project title.

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

Project Tree

26533

My project animal studies

REC: Animal Care and Use (ACU) New application Form

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	22/09/2022 13:54

Documents Signatures Collaborators Submissions Centre History

Animal Care and Use (ACU) New application Form

Questions

Declaration by Principle Investigator (PI)

Project Information

Research or Teaching

2. Click 'Create Sub Form'.

Create Subform

Select the sub-form that you would like to apply to this form

Please Select...













Please Select...
REC: ACU Amendment Form (Animals)
REC: ACU Deviation Form (Animals)
REC: ACU Progress/ Final Report Form (Animals)

Create
Close

3. Select Sub Form

4. Click 'Create' to create the Sub Form you require.

8. Definitions of actions in panel display

 Previous	 Next	 Navigate
 View as PDF	 Documents	 Signatures
 Save	 Share	 Collaborators
 Completeness Check	 Submit	 Comments

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 allows you to 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 to come back to continue at a later stage, then save before logging out.

Share: This button allows you to share your project with your supervisor. Allowing them 'read' and 'write' access.

Collaborators: This button will allow you to view the collaborators.

Completeness Check: This button will run a check on your application to see what is still required.

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

9. 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 finalized 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.