

*STELLENBOSCH UNIVERSITY*

*Research Information Management System*

*Guideline for Amending the Applicant Details*

***TRAINING MANUAL***

RESEARCH ETHICS COMMITTEE:

ANIMAL CARE AND USE &

BIOLOGICAL AND ENVIRONMENTAL SAFETY

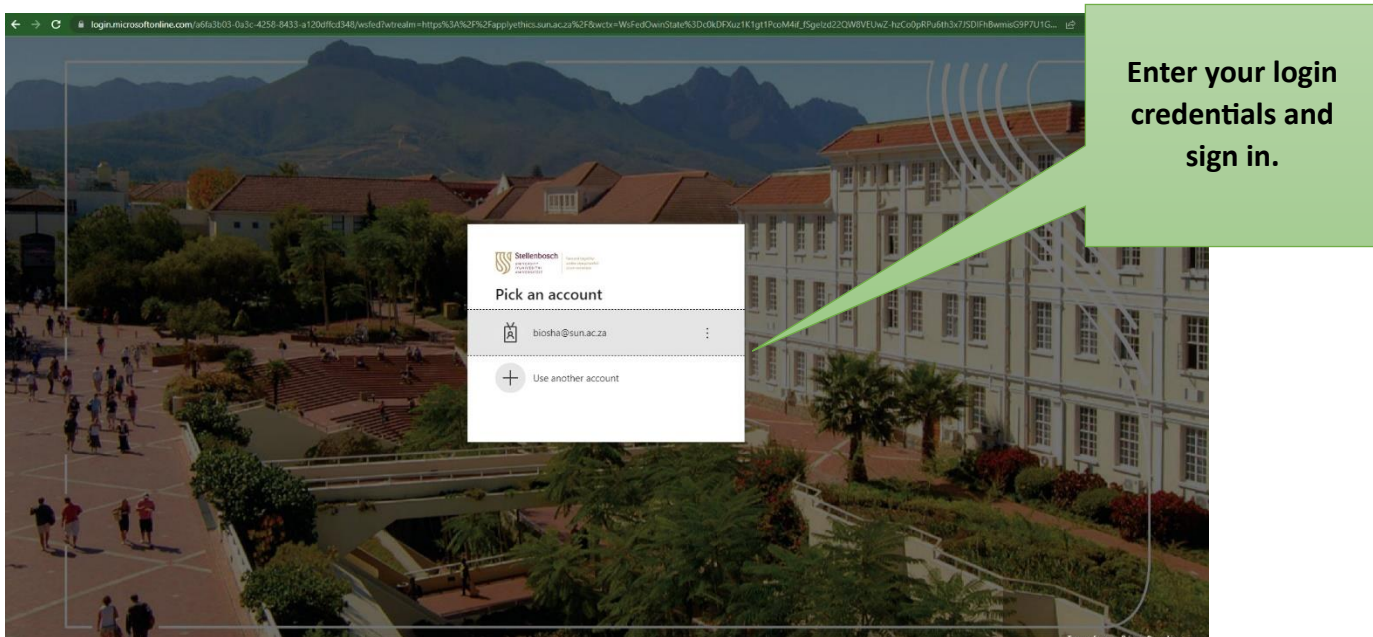


## Contents

1. Login..... 2
2. Work Area ..... 2

### 1. Login

- 1.1. As the applicant, sign in to the Apply Ethics website (<https://applyethics.sun.ac.za>) using your SU username ([username@sun.ac.za](mailto:username@sun.ac.za)) and password.

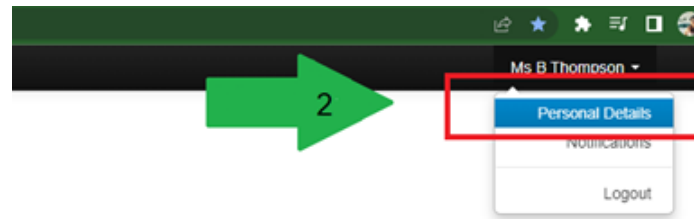


### 2. Work Area

- 2.1. Once you have signed in, you will be directed to your Applicant Work area.
- 2.2. Click on your name at the top-right-hand-corner of the screen.

Project ID	Owner	Date Created	Date Modified	Transfer Status
28415	Ms B Thompson	20/06/2023 07:55	20/06/2023 07:56	
28382	Ms B Thompson	15/06/2023 09:18	15/06/2023 09:18	
27937	Ms B Thompson	04/05/2023 09:44	13/06/2023 08:03	

2.3. From the drop-down list, select Personal Details.



ed	Date Modified	Transfer Status
07:55	20/06/2023 07:56	
09:18	15/06/2023 09:18	
09:44	13/06/2023 08:03	
09:52	12/06/2023 15:10	
07:34	24/04/2023 11:08	

2.4. You will be directed to the page "Change Personal Details". In the table, please provide all the necessary personal details. As completed, click on "Change Details" to save your information.

A screenshot of the "Change Personal Details" form. The form contains various input fields for personal information. A red box highlights the form fields, and a green arrow with the number "3" points to the "Change Details" button at the bottom of the form. The form fields are as follows:  
Title: Ms  
First Name\*: B  
Last Name\*: Thompson  
Organisation: [empty]  
Department: Division of Research Development  
Faculty: [empty]  
Campus: [empty]  
Qualification: biosha@sun.ac.za  
Telephone: [empty]  
Fax: [empty]  
Address 1: Natural Sciences Building  
Address 2: Merriem Street  
Town/City: Stellenbosch  
County/State: [empty]  
Postcode: 7600  
Country: [empty]

2.5. Please ensure that your details have translated into your applications by checking the Principal Investigator's details (if you are a researcher) or the Co-investigator's details (if you are a co-investigator or student).