

*STELLENBOSCH UNIVERSITY*

*Research Information Management System*

*INFONETICA*



*Training Manual*

*Compliance/Ethics – New Application*



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## 1. Login

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

You will be required to login using your [username@sun.ac.za](mailto:username@sun.ac.za) and network password. Follow the instructions that are applicable to you.



	<p><i>STUDENTS PLEASE 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.</i></p> <p><i>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</i></p>
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## 2. Create your project

Once logged in, you will see the Infonetica landing page. To create your ethics project online follow the instructions below:

Work Area

General

Notifications: 1, Signatures: 0, Transfers: 0, Shared: 0

Actions: Create Folder, Delete Folder, **Create Project**, Delete Project, Duplicate Project, Transfer

Project ID	Owner	Date Created	Date Modified	Transfer Status
74	Miss A Applicant	18/05/2017 16:33	18/05/2017 17:46	
65	Miss A Applicant	15/05/2017 13:30		

Showing 1 to 2 of 2 entries

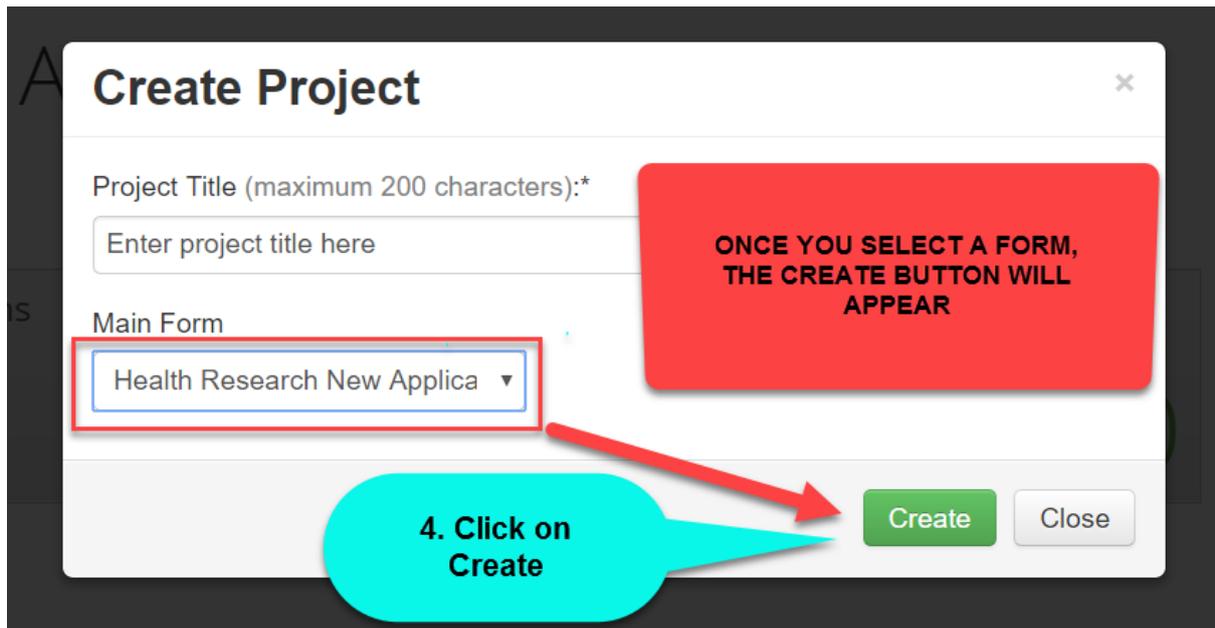
© Infonetica Ltd 2017 Version 8.7.0.0

**Create Project**

Project Title:\*  
Enter project title here

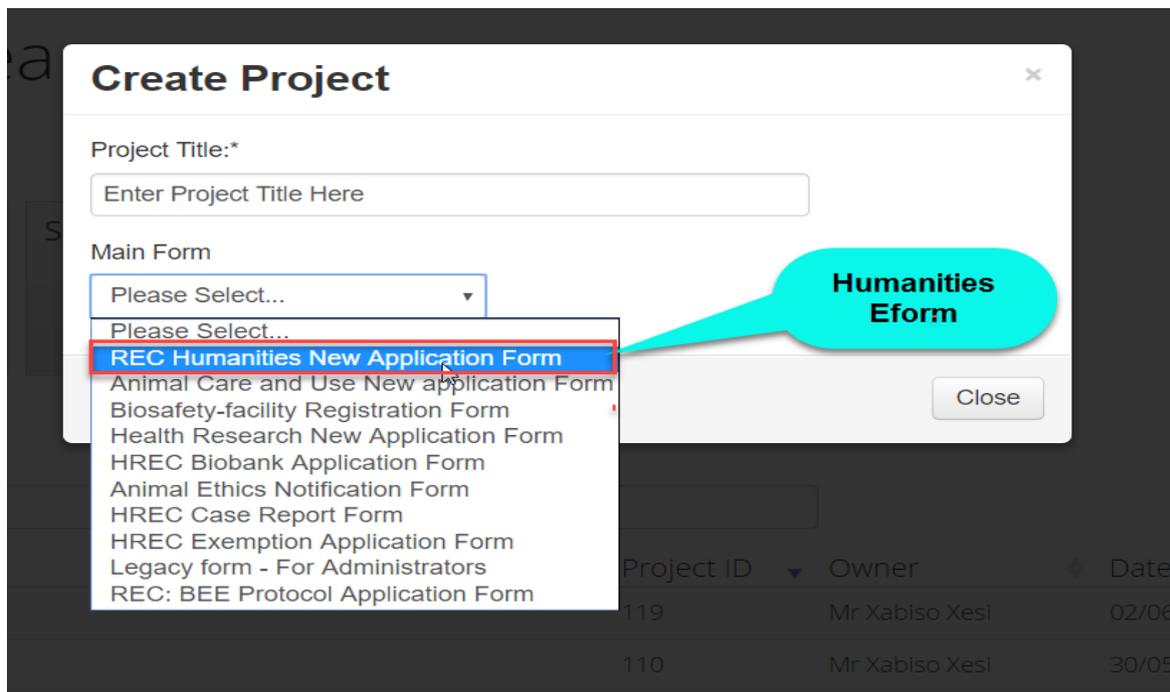
Main Form  
Please Select...  
Please Select...  
REC Humanities New Application Form  
Animal Care and Use New application Form  
Biosafety-facility Registration Form  
**Health Research New Application Form**  
HREC Biobank Application Form  
Animal Ethics Notification Form  
HREC Case Report Form  
HREC Exemption Application Form

Close

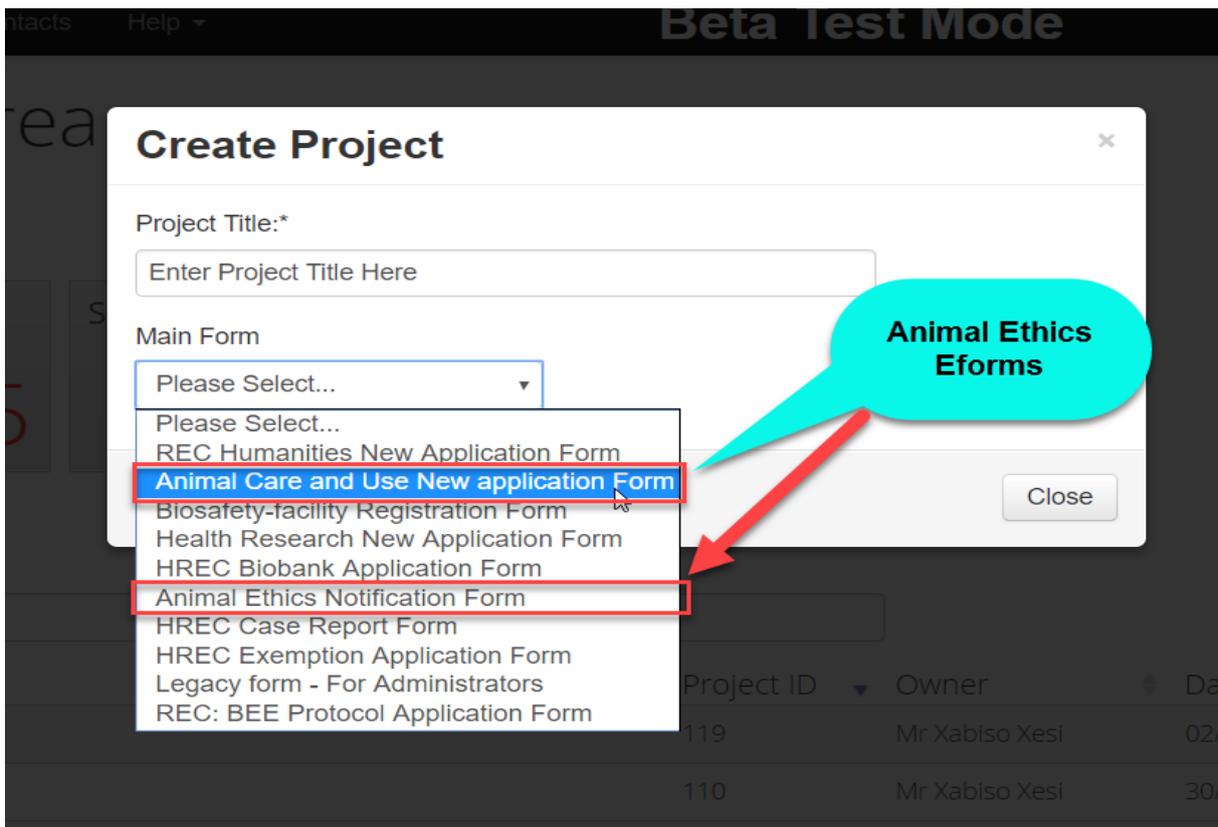


**\*\* NB: PLEASE ENSURE THAT YOU SELECT THE CORRECT APPLICATION FORM**

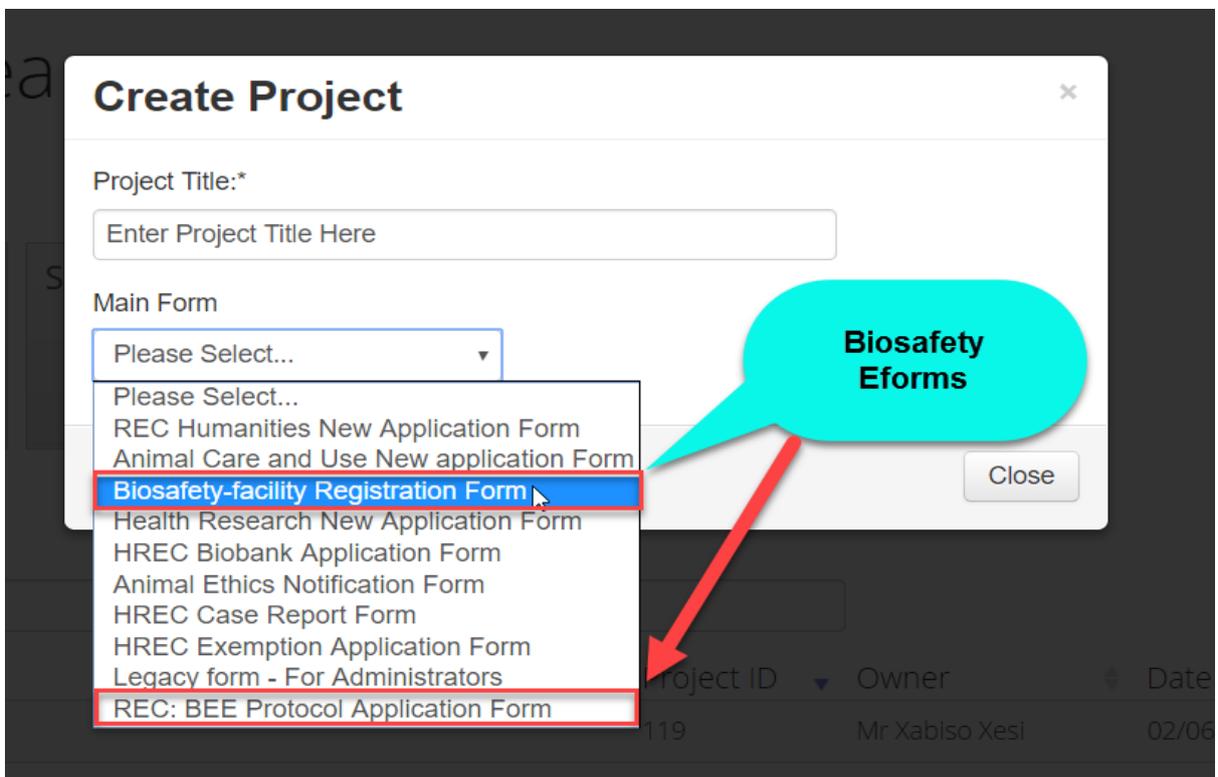
*HUMANITIES APPLICATION FORM:*



ANIMAL APPLICATION FORMS:



BIOSAFETY APPLICATION FORMS:



### 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.

Research Ethics Applications Home Contacts Help Beta Test Mode Miss A Applicant 0074 ?

Work Area

Home Notifications

Actions

Project Create Form Create Sub-form

Share Completeness Check Submit

Automatic Submission Refresh Print

Correspond

Enter project title here

Project Tree

- Enter project title here
- Health Research New Application Form

Form Status	Review Reference	Date Modified
Not Submitted	NA	

Navigation Documents Signatures Collaborators Submissions Correspondence History

### Health Research New Application Form

Show Inactive Sections

Section: Filter

Questions: [Filter Questions](#)

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**4. CLICK ON THE BLUE LINK TO OPEN UP YOUR FORM AND BEGIN ANSWERING THE QUESTIONS**

You can now complete all the relevant questions in the e-form. Use the NEXT OR PREVIOUS BUTTONS on the left panel to navigate the online form.

Research Ethics Applications Home Contacts Help Beta Test Mode Miss A Applicant 0074 ? Version: Version 1

Actions

Previous **Next** Navigate

Print Documents Signatures

**Save** Share Collaborators

Completeness Check Submit

### Health Research New Application Form

**2. COMPLETE ALL THE QUESTIONS ON EACH PAGE**

Ethics Committees (HRECs)

Ethics Committees (HRECs) only

Research Ethics Committee Application Form. This is an application to the Health Research Ethics Committees

for:

of Clinical and Health Research.

**3. CLICK ON THE NEXT BUTTON TO MOVE TO THE NEXT PAGE OF THE FORM**

**1. SHARE YOUR APPLICATION FORM WITH YOUR SUPERVISOR**

**3. CLICK ON SAVE BEFORE CONTINUING TO THE NEXT PAGE**

Study for Degree purposes

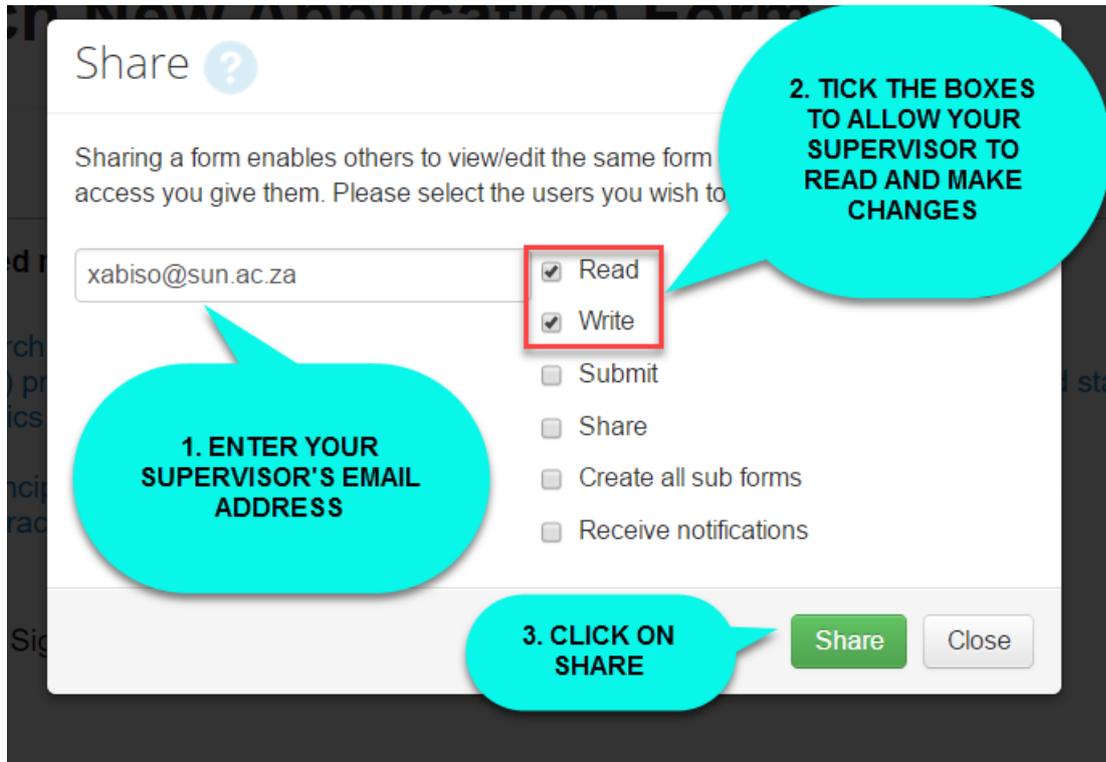
Is this a study for Degree purposes (including electives and skripsies)?

Yes  
 No

Current level of study:

Masters

#### 4. Share your application with your supervisor



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:





**Tips**

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

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

Actions

- Previous   Next   Navigate
- Print   Documents   Signatures
- Save   Share   Collaborators
- Completeness Check   Submit   **1** Comments

## Health Research New Application Form

0074 Version: Version 1

Collaborators on this page are: Ms Nicole Walker

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**Application to the Health Research Ethics Committees (HRECs)**

Application to the Health Research Ethics Committees (HRECs) only  
*Make sure you are completing the correct Research Ethics Committee Application Form. This is an application to the Health Research Ethics Committees (HRECs)*

Please select the type of research you are applying for:  
Please click the Information (\*) icon to the right for the definition of Clinical and Health Research.

- Clinical Trial
- Health Research

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**Study for Degree purposes**

Is this a study for Degree purposes (including electives and skripsies)?

- Yes
- No

HOVER OVER THE YELLOW ICON. IT SHOWS THAT YOUR SUPERVISOR IS CURRENTLY ON THIS PAGE AS WELL

ONE COMMENT HAS BEEN ADDED. KEEP TRACK OF COMMENTS BETWEEN YOU AND YOUR SUPERVISOR

Click on the speech bubble icon to view your supervisor comment/s.

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

Actions

- Previous   Next   Navigate
- Print   Documents   Signatures
- Save   Share   Collaborators
- Completeness Check   Submit   **1** Comments

Yes  
 No

Will there be students working on this project as part of the research team but NOT for degree purposes?

Yes  
 No

---

**Linked existing/main studies**

Is this a sub-study (new research question) linked to an existing/main study?

OR

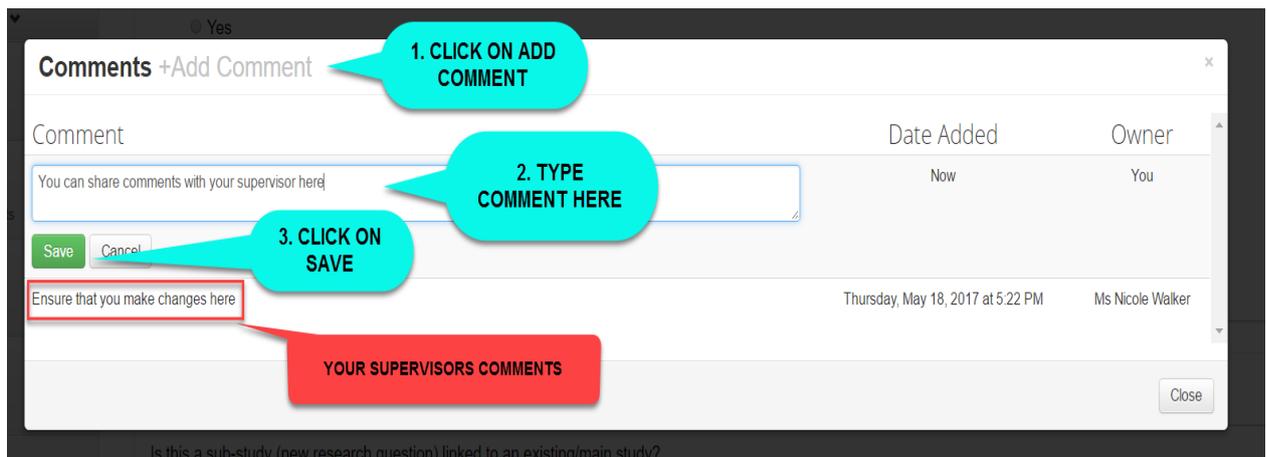
Are there any other Stellenbosch University Ethics applications that are related to, or have a bearing on, this new application?

This includes any ethics applications that have already been reviewed or are pending review at any of the 5 Stellenbosch Ethics Committees (HREC1, HREC2, REC: Humanities, REC: AUC or REC:BEE).

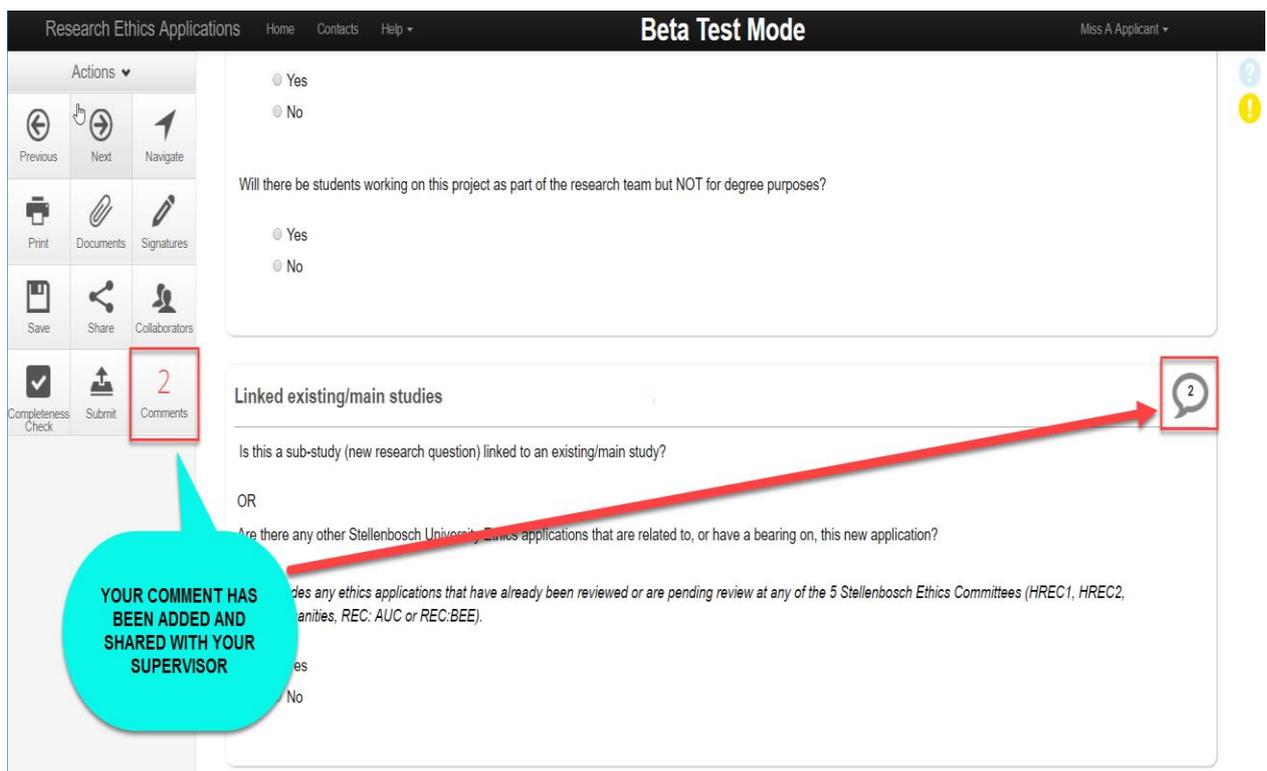
Yes  
 No

1. CLICK ON THE SPEECH BUBBLE ICON TO VIEW OR ADD COMMENTS

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



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



Adding your supervisor's details in the form:

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Nicole Walker

0075  
Version: Version 1

### Health Research New Application Form

**Supervisor**

Supervisor's Details

Xabiso Xesi(xabiso@sun.ac.za)

Title	First Name	Surname
Mr	Xabiso	Xesi
Organisation		
Department: Geology		
Faculty: Science		

**1. TYPE IN YOUR SUPERVISORS NAME OR EMAIL AND SELECT**

**YOUR SUPERVISORS DETAILS WILL AUTOMATICALLY POPULATE IN THE FIELD**

Information icon displays at a few questions for further description:

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Nicole Walker

Will any radioactive material be administered to the patient during the investigation?

Yes  
 No

**Biohazardous Materials**

Will any Biohazardous Material be involved in the project?

Yes  
 No

**Biohazardous Material** refers to recumbent DNA molecules, viruses, fungi, parasites, bacteria and all other potentially biohazardous material or products that are dangerous to both the experimental patient and the researcher.

**WHEN AN INFORMATION ICON APPEARS YOU CAN CLICK ON IT FOR FURTHER EXPLANATION/DESCRIPTION OF A QUESTION**

**Medical Devices**

Will any Medical Device be tested during this investigation?

Yes  
 No

## Uploading a document and viewing a URL Link:

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Nicole Walker

Actions

Previous Next Navigate

Print Documents Signatures

Save Share Collaborators

Completeness Check Submit

### Participant Insurance

**Procedure for acquiring participant insurance through Stellenbosch University:**

All **new research applicants** should contact the financial planning and asset management office to **register their new research project with Stellenbosch University insurance brokers.**

**Please contact:**  
Mr Wium van Kerwel, Assistant Account Financial Planning and asset Management tel: 021 - 808 2809 fax: 021 - 808 3663 e-mail: [wvankerwel@sun.ac.za](mailto:wvankerwel@sun.ac.za)

**Confirmation of Registration**

I confirm that I have registered my research project with with the above

Is the provision of insurance compliant with SAGCP Section 4.11?  
See Section 9 "Participant Insurance" of [Health Research Ethics \(HREC\) Standard Operating Procedures \(SOP\)](#)

Yes  
 No

Please upload document

[Upload Document](#)

**ANY URL LINKS WILL OPEN UP IN ANOTHER WEBPAGE TAB**

**CLICK ON UPLOAD DOCUMENT TO SAVE A DOCUMENT IN YOUR FORM**

	<p><i>Please note that if you click on any of the links in this form it will open in a separate webpage/tab so remember to check your open webpages to go back to the eform.</i></p>
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## 5. Sign and Submit your application

Completing the declaration and signature on application form.

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Nicole Walker

0075  
Version: Version 1

### Health Research New Application Form

Actions

- Previous
- Next
- Navigate
- Print
- Documents
- Signatures
- Save
- Share
- Collaborators
- Completeness Check
- Submit

**Declarations/Signature**

I confirm that I have familiarised myself with the...

- Policy for Responsible Research Conduct at Stellenbosch University
- Stellenbosch University's (SU) procedure for the investigation of allegations of breach or research norms and standards
- National Health Research Ethics Council's Norms and Standards for Health Research
- National Health Act
- Ethics in Health Research Principles, Processes and Structures. Second Edition. Department of Health 2015
- South African Good Clinical Practice Guidelines

Applicant/Principal Investigator's Signature

**Sign** **CLICK ON SIGN TO ACCEPT DECLARATION**

**Signatures**

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

**THE SIGNATURE WINDOW WILL OPEN TO SEE IF YOUR FORM IS COMPLETE**

Close

If your form isn't complete the system will alert you to this.

**Signatures**

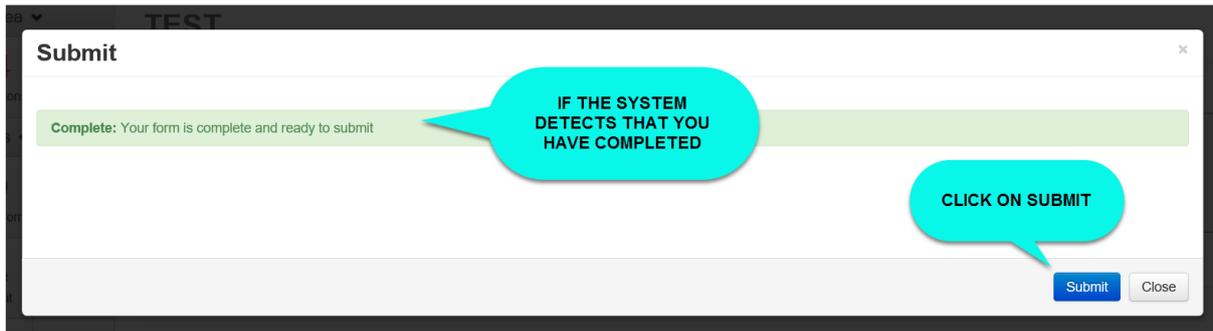
**Incomplete:** Please complete the following questions:

- Degree/Diploma Name
- Is this a group project for degree purposes?
- Will there be students working on this project as part of the research team but NOT for degree purposes?
- Is this a sub-study (new research question) linked to an existing/main study?
- Has this or any related protocols been submitted or will be submitted for ethics review by any external ethics committee(s)?
- Does your Project have a Sponsor?
- How is this research funded?
- Applicant/Principal Investigator Details
- Are there any other Stellenbosch University Collaborators, Sub-investigators or Co-investigators?
- Are there any other Non Stellenbosch University Collaborators, Sub-investigators or Co-investigators?
- Supervisor's Details
- Please upload document

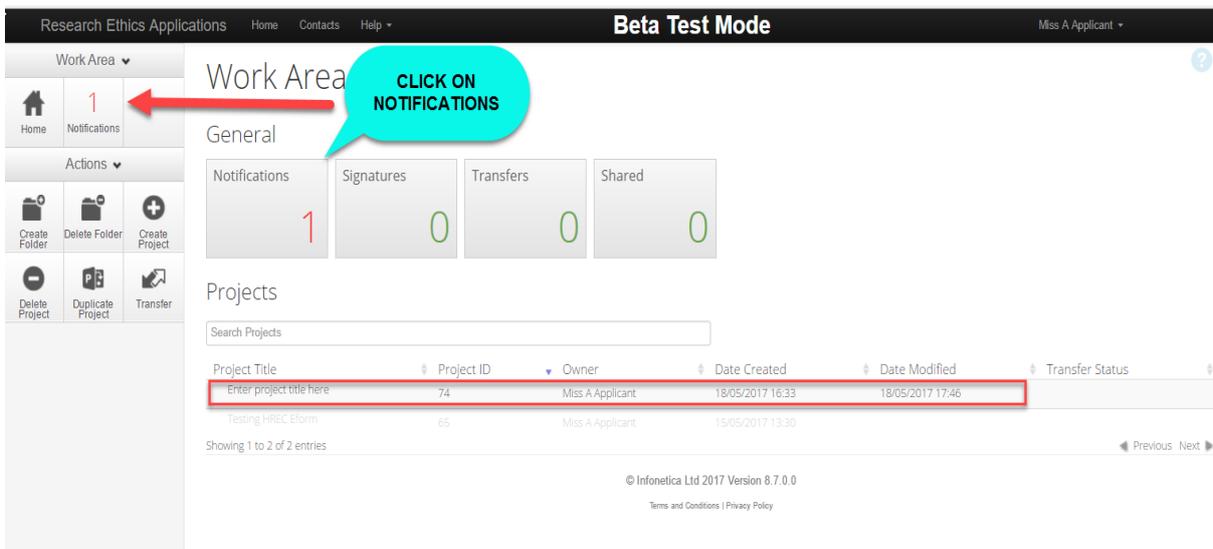
**CLICK ON THE LINK AND THE SECTION WILL OPEN UP FOR YOU TO COMPLETE**

**DON'T TRY TO BYPASS THIS SECTION OTHERWISE YOUR APPLICATION WILL BE RETURNED TO YOU**

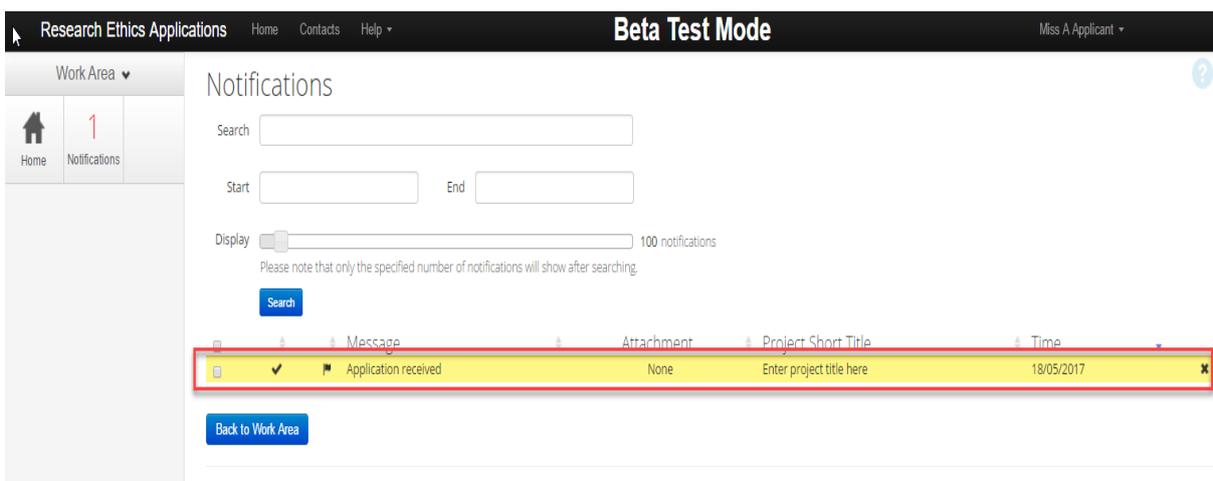
**Sign Anyway** Close



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



Your application has now been submitted for further processing.



## 6. Changes Requested

Login and click on your project list. Make your necessary changes, save and then click on submit to resubmit your application.

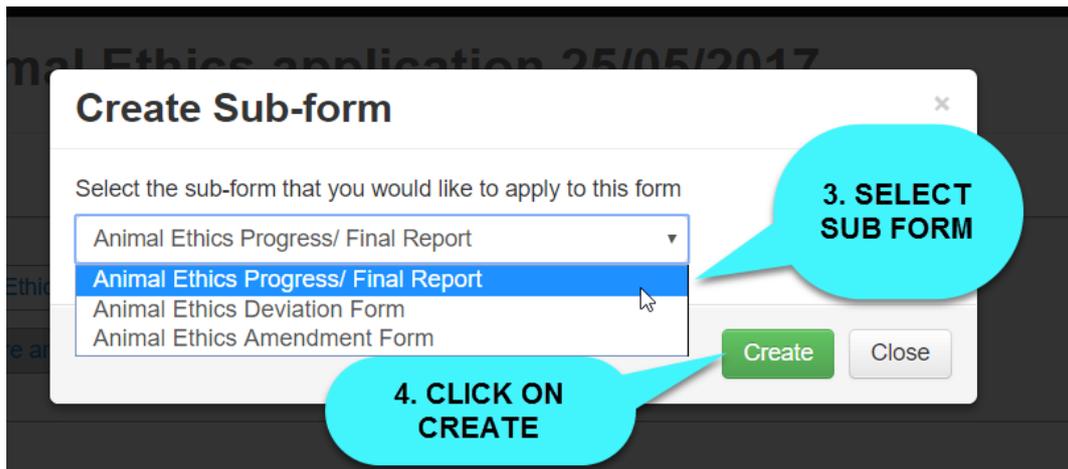
## 7. Creating a Subform (i.e. Progress Report, Amendment)

The screenshot shows the 'Research Ethics Applications' interface in 'Beta Test Mode'. The user is logged in as 'Miss Nicole Walker'. The 'Work Area' shows 35 notifications, 1 signature, 0 transfers, and 3 shared items. The 'Projects' table lists several projects, with 'Testing Animal Ethics application 25/05/2017' highlighted. A callout bubble points to the project title with the instruction '1. CLICK ON YOUR PROJECT TITLE'. The 'Create Sub-form' button in the 'Actions' menu is also highlighted with a callout bubble that says '2. CLICK ON CREATE SUBFORM'. The detailed view of the selected project shows its status as 'Submitted by Applicant', review reference 'ACU-2017-0097-62', and date modified '25/05/2017 08:44'. The 'Project Tree' shows the project structure, and the 'Animal Care and Use New application Form' is displayed with sections for Declaration, Project Information, and Project Type, and questions for Declaration by Principle Investigator (PI), Project Information, and Research or Teaching.

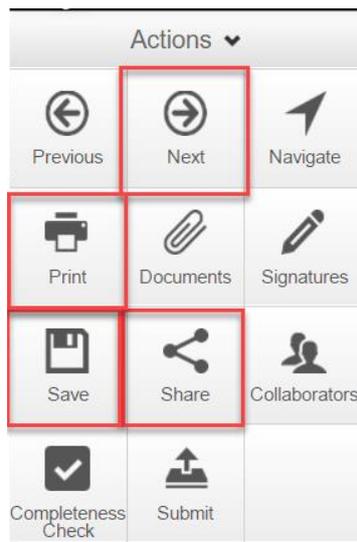
Project Title	Date Created	Date Modified	Transfer Status
Friday	02/06/2017 09:02	02/06/2017 09:42	
Feedback	30/05/2017 07:30	30/05/2017 07:43	
Testing Animal Ethics application 25/05/2017	25/05/2017 08:43	25/05/2017 08:44	
Testing to see whether only Lauren can view this in UREC Admin	24/05/2017 14:49	24/05/2017 14:50	
NW Testing	19/05/2017 13:13	19/05/2017 13:13	
Checking that Clinical Trial form works - form to delete	19/05/2017 10:05	19/05/2017 10:06	

Form Status	Review Reference	Date Modified
Submitted by Applicant	ACU-2017-0097-62	25/05/2017 08:44

Section	Questions
Section 1: Declaration	Declaration by Principle Investigator (PI)
Section 2: Project Information	Project Information
Section 3: Project Type	Research or Teaching



## 8. Definitions of ACTIONS in Panel:



**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 you can 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 come back to continue with it at a later stage then save before logging out.

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

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

**Completeness Check:** This button will run a check on you application.

**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 finalised 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.