

*STELLENBOSCH UNIVERSITY*

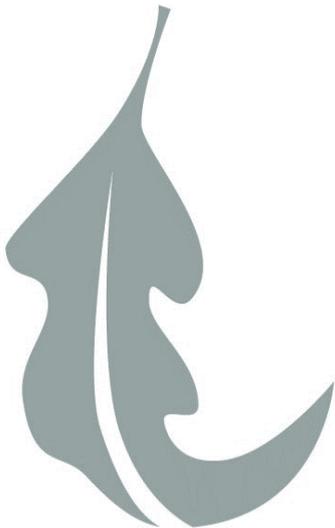
*Research Information Management System*

*INFONETICA*



*Quick Training Manual*

*Supervisor: Review steps*



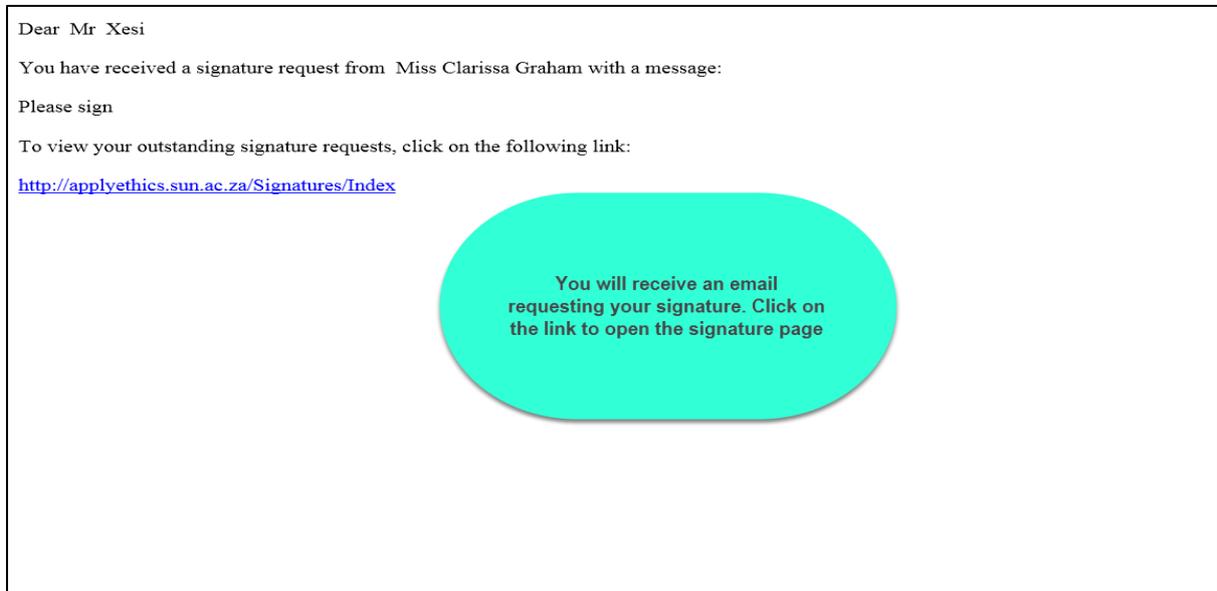
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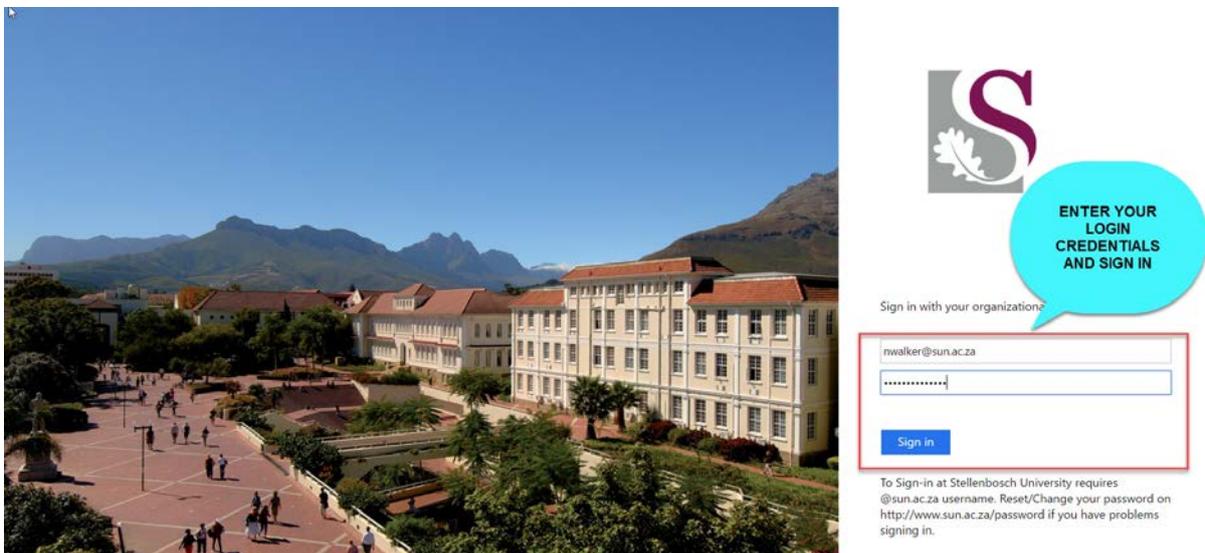
## 1. Getting started

You will receive an email notifying you that your student requires your signature to proceed with their application for ethics clearance.

To open the request, click on the signature link provided in the email.



You will be asked to log in to the Infonetica system. Sign in with your SU username followed by @sun.ac.za e.g. [username@sun.ac.za](mailto:username@sun.ac.za) and your SU network password.



### I lost the email request that was sent to me

If you cannot find the email request that was sent to you, you can also view all signature requests by logging in on the Infonetica Application Site: <https://applyethics.sun.ac.za>

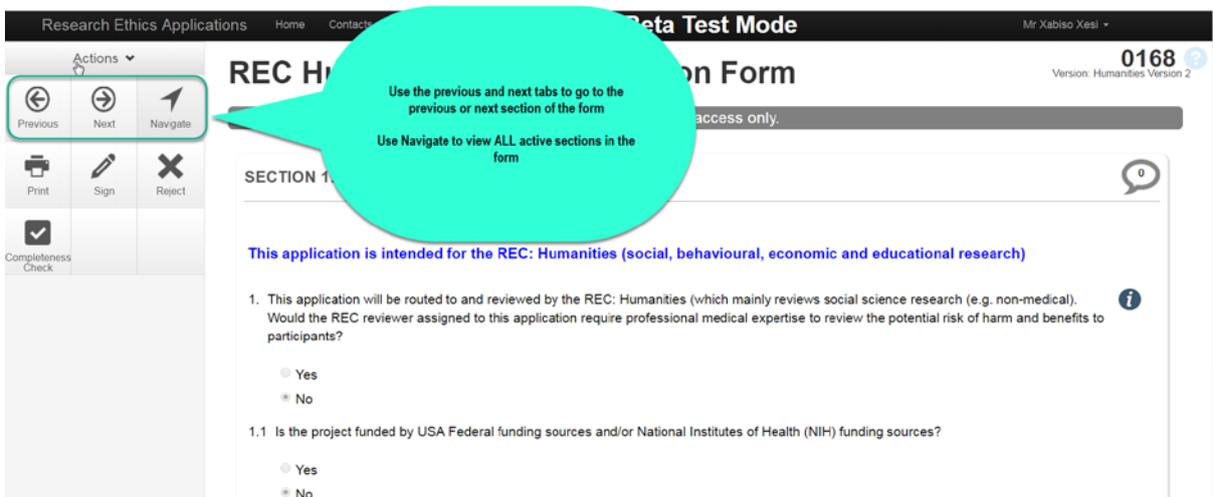
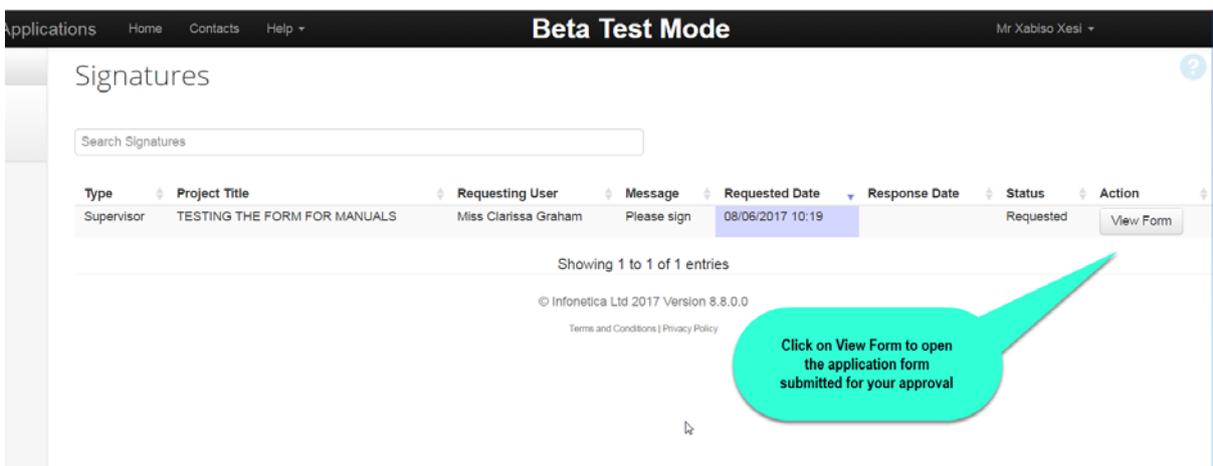
You can view your signature requests on the Work Area in the Signature's Tile:



## 2. View the application form and its contents

To open the application form, click on the action button VIEW FORM to open your student's application form (see screenshots below).

The application form will open. You can use the NEXT, PREVIOUS, or NAVIGATE buttons to move between sections in the form.

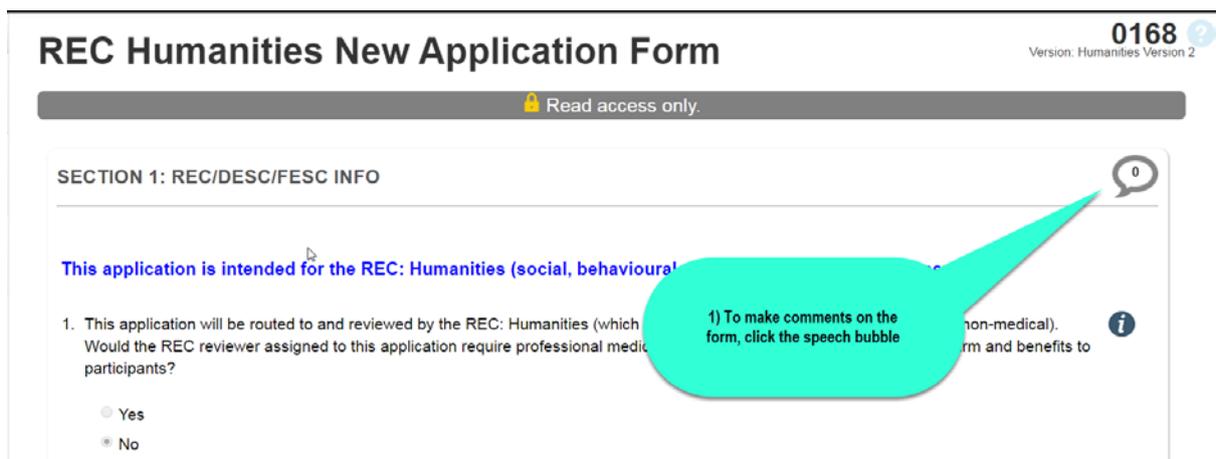


### 3. How to make comments on the form

If there is a specific section you would like your student to revise, you can make a comment on the panel where the question is displayed.

Click on the speech bubble on the specific panel you want to comment on. The student will be able to view the comments and make the required changes if you return the form to them by rejecting the signature request.

The screenshots below illustrate how to make a comment and also how to view, edit or delete the comments you make. Please have a look at the screenshots below if you would like to comment on the form.



**REC Humanities New Application Form** 0168 Version: Humanities Version 2

🔒 Read access only.

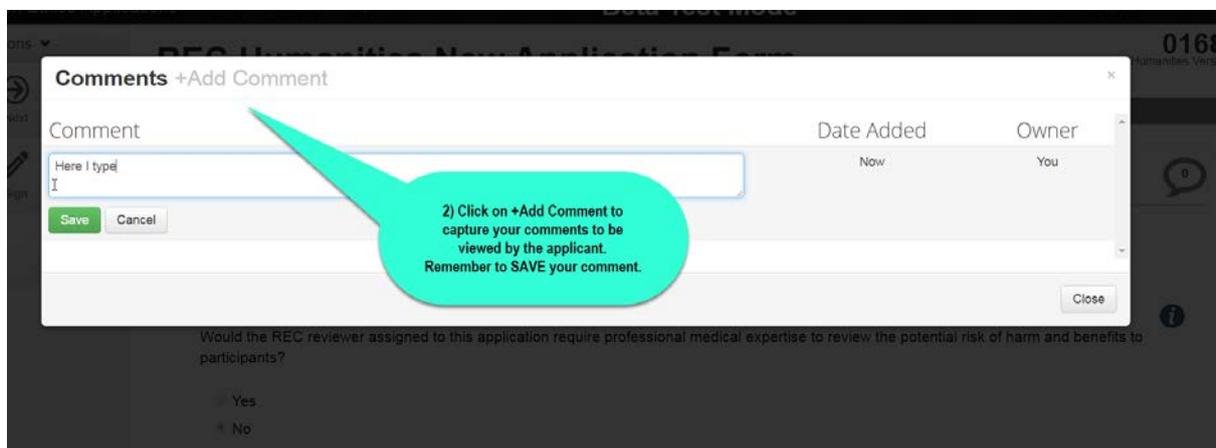
**SECTION 1: REC/DESC/FESC INFO**  0

This application is intended for the REC: Humanities (social, behavioural and health research) (non-medical).

1. This application will be routed to and reviewed by the REC: Humanities (which mainly reviews social science research (e.g. non-medical)). Would the REC reviewer assigned to this application require professional medical expertise to review the potential risk of harm and benefits to participants?

Yes  
 No

**1) To make comments on the form, click the speech bubble**



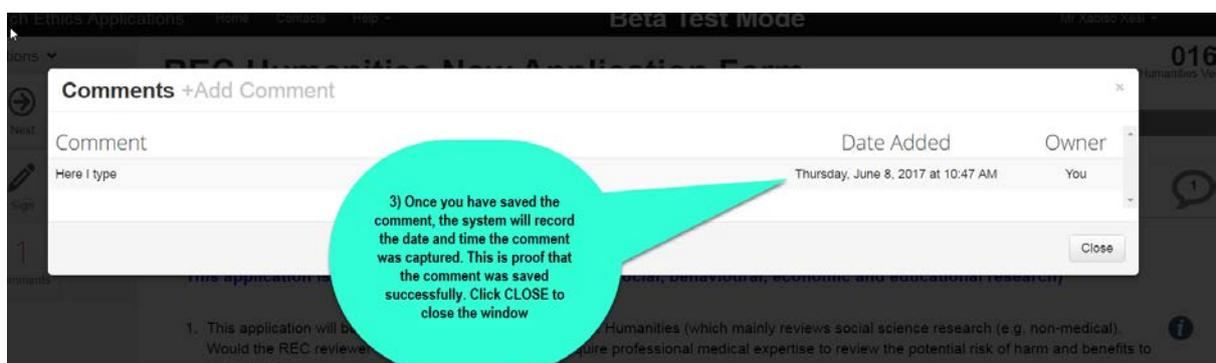
**Comments +Add Comment**

Comment: Here I type

Date Added: Now | Owner: You

**2) Click on +Add Comment to capture your comments to be viewed by the applicant. Remember to SAVE your comment.**

Save Cancel Close



**Comments +Add Comment**

Comment: Here I type

Date Added: Thursday, June 8, 2017 at 10:47 AM | Owner: You

**3) Once you have saved the comment, the system will record the date and time the comment was captured. This is proof that the comment was saved successfully. Click CLOSE to close the window**

Close

REC Humanities New Application Form 0168  
Version: Humanities Version 2

Read access only.

SECTION 1: REC/DESC/FESC INFO

This application is intended for... (social science research (e.g. non-medical), review the potential risk of harm and benefits to)

1. This application will be routed to...  
Would the REC reviewer assign... participants?  
 Yes

The system will count the number of comments made here

Click here to edit or delete any SAVED comments

1

1

Comments +Add Comment

Comment	Date Added	Owner
Here I type	Thursday, June 8, 2017 at 10:47 AM	You

Click on the text to edit or delete your comment. If more than one comment was captured in this panel, you will need to click on the specific comment that you want to edit

Close

## 4. Signing/ Rejecting the request to indicate your decision

To indicate your decision on the form, you can click one of two options in the Action Panel:

<p><b>SIGN</b></p>	<p>Click on SIGN if you are satisfied with the contents of the application form and approve the application to proceed for DESC/FESC/REC review. Note that once you click on SIGN, the application form will be automatically submitted to the DESC/FESC/REC to review the application.</p>
<p><b>REJECT</b></p>	<p>Click on REJECT if you have made comments on the form that you would like the student to address or attend to before the form can be submitted to the DESC/FESC/REC. Your student will receive an email notifying them that the request has been rejected.</p>
	<p><b>Your signature will be requested every time the applicant must respond to changes from the DESC/FESC or REC: Humanities. The student cannot submit the application without your signature for approval.</b></p>