

STELLENBOSCH UNIVERSITY

*Research Information Management System:
INFONETICA*



ApplyEthics User Guide

How to apply for ethics clearance

Contents

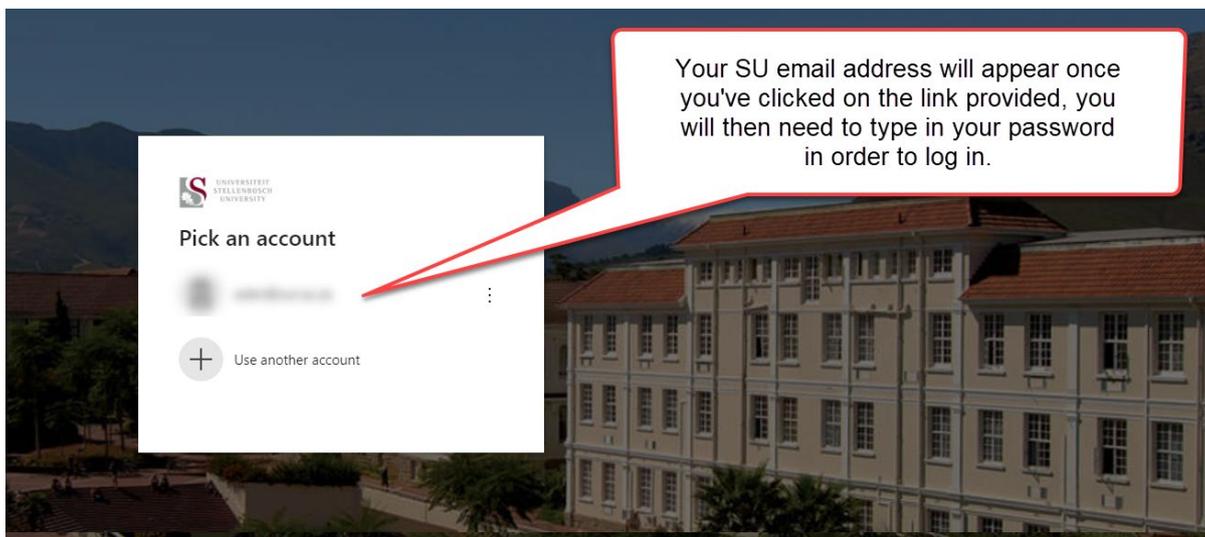
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1. Logging in:

1.1. To apply for ethics clearance, click on the following link;

<https://applyethics.sun.ac.za>

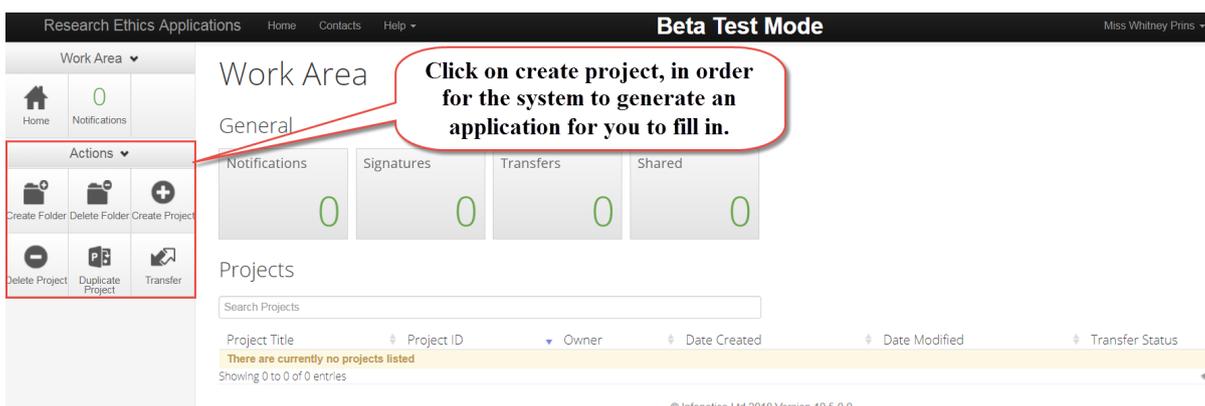
1.2. Once you have clicked on the link, the landing page and your SU email address will appear, please click on it.



1.3. Once you have clicked sign in, you will be directed to your home page.

2. Creating Your Project

2.1. Click on Create Project under the Actions Panel on the left.



2.2. After clicking on Create Project, you will be able to type in the full title of your project. Please note, that the title you enter will be the title that reflected on your REC Letter. Please take note that the REC Humanities Form is now the **REC: Social, Behavioural and Education Research (SBER) – Initial Application Form** as displayed on the next page.

2.3. Once you have chosen the correct form and typed in the title of your project, please click on Create. The system will now create the application you have chosen to fill in.

3. Filling in the Form

New Application Form Edits

Project Tree ▾

- New Application Form Edits
 - [REC: Social, Behavioural and Education Research \(SBER\) - Initial Application Form](#)

Action Required	Status
Yes	Not Submitted

Navigation Documents Signatures

REC: Social, Behavioural and Education Resea

Section
SECTION 1

Questions
[Committee filter questions](#)

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22047

The system will display your project title and form you selected after you clicked on create.

Take note of your unique application number. Please reference this number when making queries regarding your application.

Please take note of the following, as this indicates whether your application form still requires you to complete any questions or sections or if your form was submitted successfully.

In order to start filling in the form, click on the blue link under questions.

3.1. Once you have clicked on the blue link, you will need to start answering the questions posed in the application, keep in mind though that as you start answering questions, more questions will appear. The first question or section will be the screening questions which will determine if you selected the correct form.

REC: Social, Behavioural and Education Research (SBER) - Initial Application Form 22047 Version: Beta

SECTION 1: REC/DESC/FESC INFO 0

This application is intended for the Research Ethics Committee: Social, Behavioural and Education Research)

This section will help you determine whether your project should be reviewed by the Research Ethics Committee: Social, Behavioral and Education Research (REC: SBER) or the Health Research Ethics Committee (HREC).

Please read these options **CAREFULLY** and select the options that apply to your project.

Please take note that if you click any other box other than "none of the above", you will need to delete the REC SBER Form and will most likely need to fill in the REC HREC Form.

1.1

- This project involves the testing of pharmaceuticals, devices, interventions, surgical or medical procedures, technologies or devices to improve health and healthcare.
- The project involves the sampling of human biological materials (see information box for definition)
- The study will target individuals diagnosed with an acute or chronic medical condition for which they are receiving treatment, or require constant medical care or observation by a physician or medical specialist.
- The researcher requires access to (identifiable and/or anonymised) patient records and medical information.
- The researcher will interact with or observe patients in a clinical setting (e.g. a healthcare facility, clinic or hospital)
- Participants are required to undergo health screening/tests for the purpose of this research.
- Participants will be asked to take part in physical exercise, exercise stress tests or biokinetic assessments.
- None of the above

If confused please contact the relevant help desk

REC SBER Helpdesk: aden@sun.ac.za or 021 808 9185

HREC Helpdesk: ethics@sun.ac.za or 021 938 9819

3.2. Please take note of the blue interactive links and “i” icons in the application form, these links and icons will appear for certain sections or questions, click on them for help.

2. Please select the SU faculty or environment you are affiliated with



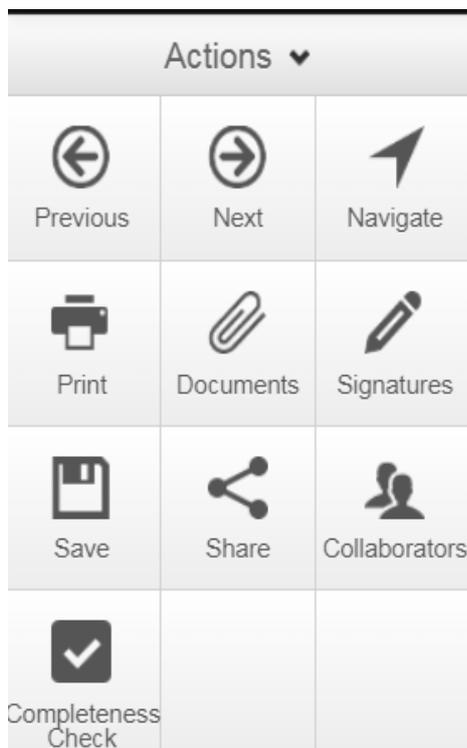
MAKE SURE THAT YOU SELECT THE CORRECT FACULTY AND DEPARTMENT AS YOUR SELECTION DETERMINES WHICH DEPARTMENT THE APPLICATION WILL BE SENT TO.

STUDENTS!!!: IF YOU DON'T KNOW WHICH FACULTY YOU ARE REGISTERED WITH, PLEASE CONTACT YOUR DESC COORDINATOR OR THE REC OFFICE BEFORE YOU MAKE ANY SELECTIONS HERE.

3.3. Eventually you will come to the end of the section but not the end of the questions or the application.

3.4. In order for you to go on to the next set of questions, you will need to use the Action Panel displayed on the left of your page.

Please pay close attention to the actions panel and its functions as you will be using the actions panel frequently.



Click on Next to go to the next section and fill in the next set of questions.

Click Previous to get back to the previous section.

Click Navigate in order to see all the different Sections.

Please click on Save after you have answered a set amount of questions in order to save the progress of your application.

In order to access all the documents, you have uploaded, simply click on documents in order to view them or download them individually or all at once.

Clicking on Print allows you to download your entire form.

Clicking on Completeness Check allows you to check how far you are with your application.

4. How to Upload a Document

4.1. Click on upload document.

4.2. Click on Browse to search for the document you intend on uploading.

Pick the version date, which should be the date you are uploading the document.

Choose the version (example: 1, 2 or 3 etc.) and then click upload.

Documents - Research Protocol/Proposal

Please attach your Research Protocol/Proposal here:

Document Name	Version Date	Version	
<input type="button" value="Browse"/>	<input type="text" value="03/10/2018"/>	<input type="text" value="1"/>	<input type="button" value="Upload"/>

4. Upload your full re

If you uploaded the wrong document or you were requested to make changes and upload a new document, simply click delete and upload the updated document.

Type	Version	Size	Upload	Delete			
Research Protocol/Proposal	How to create a sub-form	How to create a sub-form.pdf	24/10/2018	1	360.2 KB	Download	Delete

5. How to add your supervisor as well as your co-investigators (if applicable)

5.1. Once you get to the point where you need to add your SU-affiliated supervisor, you can search for them by typing their name, surname or full SU email address in the search bar as displayed below.

5.2. Once your supervisor appears, hover over their details and click enter on your keyboard.

SECTION 3: Supervisor(s) (SU-affiliated)

4. Please add your SU-affiliated supervisor(s) below:

Search for your supervisor by typing in their name, surname or full SU email address. Click on your supervisors details to add them to your form.

clarissa

- Clarissa Scheepers(CSCHEEPERS933@GMAIL.COM)
- Clarissa Graham(cgraham@sun.ac.za)
- Clarissa Erasmus(clarissaerasmus@gmail.com)
- Clarissa Van Wyk(clarivanwyk@gmail.com)
- Clarissa Hendricks(clarissah@sun.ac.za)
- Clarissa Knorr(CLKNORR@MAIL.UNI-MANNHEIM.DE)
- Clarissa de Wet(clarissadewet3@gmail.com)

N.B. Please make sure you know your supervisors full name and surname as well as their SU email address, as your supervisor might go by a different name on the system.

N.B. Do not be alarmed if your supervisors email address does not correspond with their name and surname, as long as the name and surname is correct, please select your supervisor. If you are uncertain though, please contact your supervisor or the REC Help Desk.

Department

5.3. If you have multiple SU-affiliated supervisors, please click on Add Another which will allow you to add another person, keep in mind that you need to add all your listed supervisors, (internal and external) as well as co-investigators (internal and external) if applicable.

5.4. If you have any SU-affiliated co-investigators, you will search and select them under the SU-affiliated co-investigators section and add them same way you would add your supervisor.

5.5. Unfortunately, for external supervisors as well as external co-investigators etc., you will need to type in all their details in the relevant section.

6. How to sign the form as the applicant

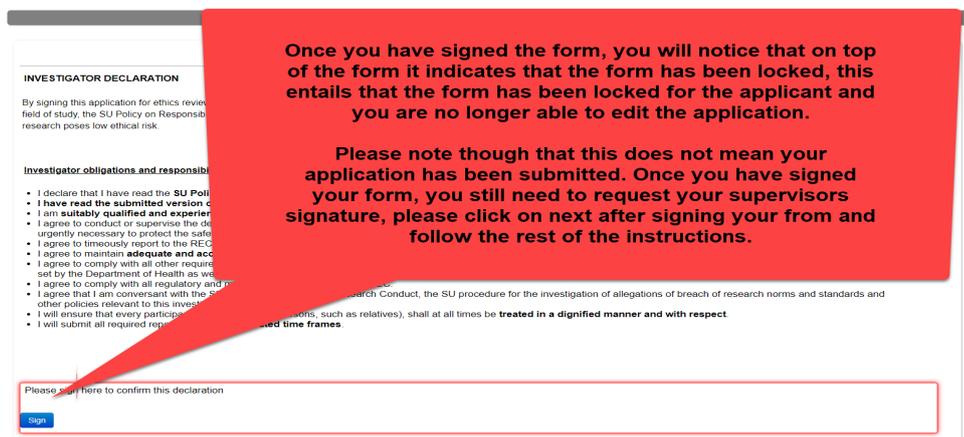
6.1. Click on sign.

Please sign here to confirm this declaration

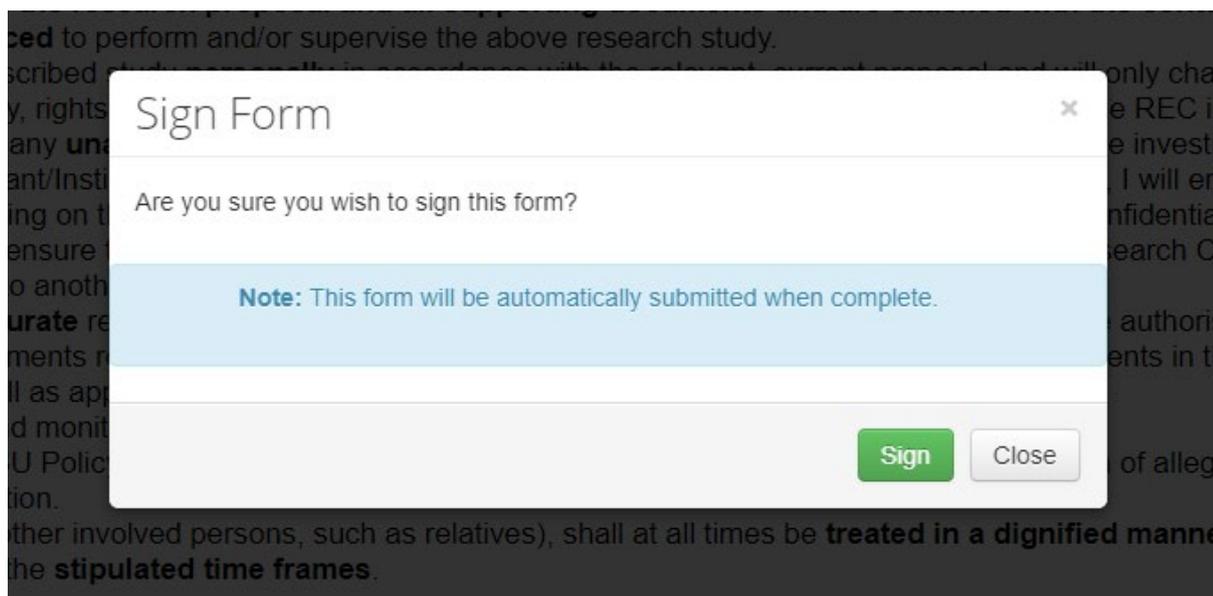


6.2. Once you have clicked on sign you will be able to sign the form, though if you have missed any questions, the form will display questions in blue that you still need to answer. Click on the blue link which will take you directly to the question you need to complete. Some forms might require you to sign the form by means of typing in your full SU email address.

6.3. Please take note of the screenshot below, the form will display as locked once you have signed the form, this does not mean that your application has been submitted.



6.4. If your form is ready to be submitted, the following message will appear, please click on sign.



6.5. The form will be locked for editing as displayed below, though you still need to request your supervisors' signature, by clicking next under the actions panel and following the rest of the manual.



6.6. If by any chance you forgot to add a document or edit a question, please click on the unlock tile under the actions panel.

6.7. For those applicants that do not have a supervisor, your form will be submitted once you have signed the form.

7. How to request your supervisors' signature

7.1. Before you can request your supervisor's signature, please make sure you have signed the form as well. If you have not signed the form and requested your supervisor's signature, your form will be in limbo.

7.2. Please click on request signature.



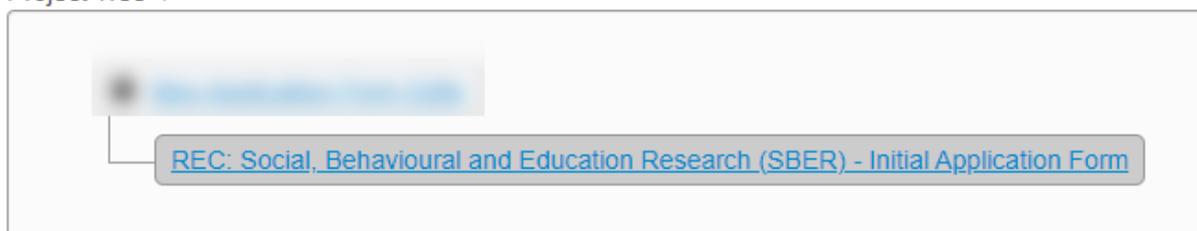
7.3. Once you click on request signature, you might see a list of questions in blue which you missed and still need to complete (depicted below as an example) before you may request your supervisors' signature.

- 3. Summary/abstract of the proposed study (limited to 500 words)
- [2.1 Are you registered with any professional councils i.e. HPCSA?](#)
- Please tick the options that apply to this project
- 3. Please indicate your preference
- Furthermore, I declare that:
- I declare that:
- I confirm that:
- I confirm that:

7.4. You will need to click on the blue link which will take you directly to the question you need to answer.

7.5. Another way to check if your form is complete or not is by clicking on completeness check under the actions panel or clicking on navigate and then clicking on the blue link under Action Required as displayed on the next page, it will also inform you if the form was submitted or not. If you see yes under action required, please click on it and the system will inform you what is still outstanding. If you see no, this means your job is done and your form has been sent to your supervisor for their signature.

Project Tree ▼



Action Required	Status
Yes	Not Submitted

7.6. Once your application is complete, you will need to request your supervisors' signature as displayed on the next page. Note, that you must type in your supervisor's full email address and then click request.

Request a signature
Enter the email address of the person you want to request a signature from.

Enter a message (Optional, max 800 characters)

1. Type in your supervisors full SU email address or email address that displays under their details on the form.

2. Click on request. You may also enter a message for your supervisor if you would like.

7.7. Once you have requested your supervisors' signature, the form will now be locked and in blue it will inform you on which date you requested your supervisors' signature as well as what time. If the bar is green, this means that your supervisor has signed your form.

SUPERVISOR DECLARATION AND SIGNATURE

By responding to this signature request, the supervisor confirms the following:

I, the supervisor/promotor of this student, declare that I have read and reviewed the full content of this application and confirm that I have approved the ethical conduct of this research.

Supervisors should refer to the supervisor guide for instructions on how to sign the application.

Signature Request: Signature requested from cgraham@sun.ac.za on 09/04/2021 12:46

Now that you have signed your form and requested your supervisors' signature, you may click on navigate and look under action required, if you see yes in blue, please click on it, the system will inform you that your form is still awaiting your supervisor's signature.

Once your supervisor signs your form, you will see a no under action required and the status will display as Submitted by Applicant, please note though that submissions might be delayed due to Infonetica updates.

Project Tree ▼



Action Required	Status	Review Reference
No	Submitted by Applicant	REC-2021-22047

Please be informed that the REC will no longer send feedback regarding ethics applications to applicant's personal accounts and will only use SUN email address as primary contact address.

8. Definitions of statuses:

Assigned to meeting: 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.