

**STELLENBOSCH UNIVERSITY**

**Research Information Management System**



## **Training Manual**

**For Researchers**

**Compliance/Ethics –**

**REC: ACU**

**How to submit changes requested**




## Table of Contents

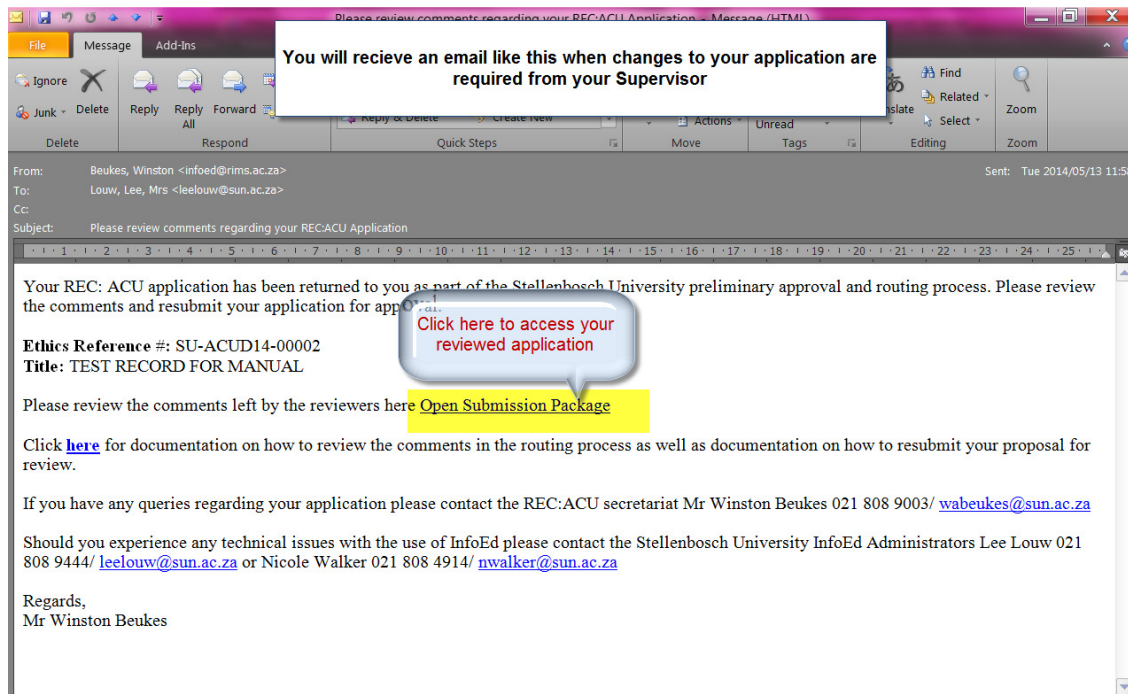
<b>RESPONDING TO CHANGES REQUESTED BY YOUR SUPERVISOR</b> .....	3
Accessing the protocol to make changes.....	3
Accessing Supervisor Comments and Making Changes to the Eform .....	4
Making changes to questions on the eform.....	4
How to attach a New Version of a Document:.....	6
Adding the Cover Page:.....	7
Completing the Form.....	8
Submitting your changes .....	8
Adding your supervisor .....	8
<b>RESPONDING TO CHANGES REQUESTED BY THE REC: ACU ADMIN OFFICE</b> .....	10
<b>RESPONDING TO CHANGES REQUESTED BY THE REC: ACU COMMITTEE</b> .....	11
Notification of Changes Required .....	11
Opening the Record.....	12
Creating a New Submission.....	12
Making the required changes .....	13
Making Changes to Questions on the Eform .....	14
Adding New Versions of Attachments.....	14
Adding the coversheet.....	14
Completing the Eform.....	14
Submitting the Changes.....	15

## RESPONDING TO CHANGES REQUESTED BY YOUR SUPERVISOR

### Accessing the protocol to make changes

1. You will receive an email indicating that changes are required
2. Click on Open Submission Package to view the reviewers comments and to make the required changes

 Tips	<p><i>Please note if you are not already logged on to InfoEd you will be required to login before you can access the application form</i></p>
---	---



**You will receive an email like this when changes to your application are required from your Supervisor**

From: Beukes, Winston <infoed@rims.ac.za>  
To: Louw, Lee, Mrs <leelouw@sun.ac.za>  
Subject: Please review comments regarding your REC:ACU Application

Sent: Tue 2014/05/13 11:58

Your REC: ACU application has been returned to you as part of the Stellenbosch University preliminary approval and routing process. Please review the comments and resubmit your application for approval.

**Ethics Reference #:** SU-ACUD14-00002  
**Title:** TEST RECORD FOR MANUAL





Please review the comments left by the reviewers here [Open Submission Package](#)

Click [here](#) for documentation on how to review the comments in the routing process as well as documentation on how to resubmit your proposal for review.

If you have any queries regarding your application please contact the REC:ACU secretariat Mr Winston Beukes 021 808 9003/ [wabeukes@sun.ac.za](mailto:wabeukes@sun.ac.za)

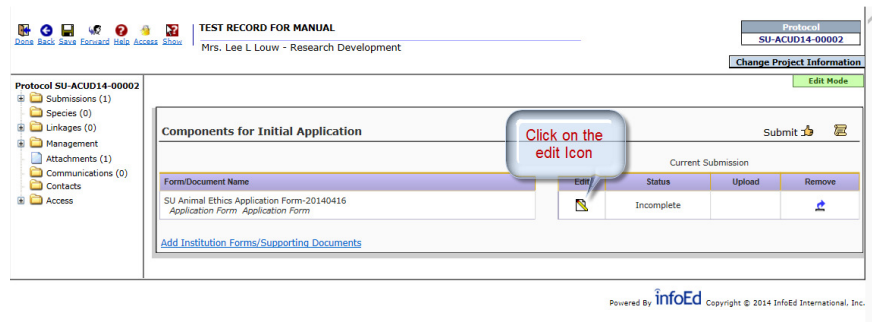
Should you experience any technical issues with the use of InfoEd please contact the Stellenbosch University InfoEd Administrators Lee Louw 021 808 9444/ [leelouw@sun.ac.za](mailto:leelouw@sun.ac.za) or Nicole Walker 021 808 4914/ [nwalker@sun.ac.za](mailto:nwalker@sun.ac.za)

Regards,  
Mr Winston Beukes

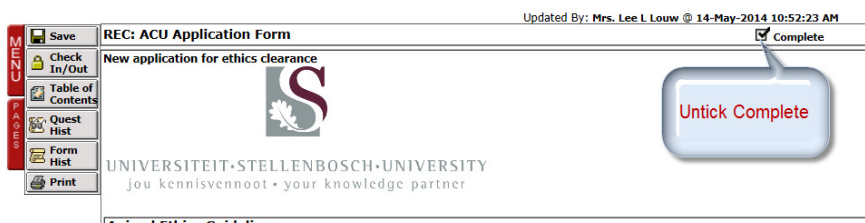
 Tips	<p><i>Please note that InfoEd does not always work properly when you use the internet browser Internet Explorer  we therefore recommend you use Google Chrome  or Firefox </i></p>
---	---


## Accessing Supervisor Comments and Making Changes to the Eform


When you get to the “Components of Initial Application” page click on the Edit Icon



On the eform untick the Complete box.




1. In the eform scroll to all the places you see the review comments icon . Wherever you see this icon, hover over it with your mouse to view the reviewers' comments.
2. You will need to make the required changes, by either adding additional information or making changes to existing information.

 <b>CRITICAL WARNING</b>	<p><b><i>DO NOT CLICK ON COMPLETE UNLESS YOU ARE DONE WITH ALL THE CHANGES Only untick Complete once. Every time you untick Complete and then tick it Complete again InfoEd creates a new version of your application form. If you are unable to finish all the changes requested rather click on Save. You can then return to your application at a later stage to finish the required changes without a new version being created.</i></b></p>
--	--

### Making changes to questions on the eform

To make changes to questions on the eform type in your change in the relevant text box, or change your selection to dropdown lists or tick boxes as required.

 <b>Tips</b>	<p><b><i>Please note that certain questions are hidden based on your answers so changes to dropdown lists or tick boxes choices may cause certain sections of the form to no longer display and in other instances it may require you to answer additional questions.</i></b></p>
--	---

Details of protocol for animals used in education and training

**1) Wherever you see this icon, a reviewer has made comments and changes are required. Hover your mouse over the icon to view the comments**

Add more information

**The comments will display like this**

Pedagogical Aim(s) of the proposed teaching activity

*Remember to click on Save after each section*

**Type of Application**  
 Tick all the applicable boxes that apply to your study

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	*New Study	Complete sections A, B, C, D, E, G, H and I
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	*Education and Training	Complete sections: A, B and F
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	*Pilot Study	Complete sections: A, B, C, D, E, G, H and I

*Remember to click on Save after each section*

**Keywords**  
 Click on the yellow + to add Keywords, then click on the edit icon. To Select a word from the list you must select the word, click on Select and then click on Save.

\*Please select 5 keywords from this list that can be attributed to your study. Please note you can only select 1 word from the list at a time. Before you can add an additional keyword you must click on the yellow plus this must be done before every addition.

Animal Care  

Animal Drugs  

**Keywords not in the above list**

Are you able to find all the keywords in the above list?  No

Keywords not found in the above keywords list may be added here

Change made:

Keyword 1

Keyword 2

Keyword 3

**2) Make the required changes**

**Education and Training**

\*Subject/ Course Name:  
BLAA BLAA

\*Course Code:  
BLAA BLAA

\*Level (e.g. 3rd year):  
BLAA BLAA

\*Number of students:  
BLAA BLAA

Select all the applicable options regarding the nature of training

Demonstration

Field Trip

Hands on Exercise

**Details of protocol for animals used in education and training**


**Summary**


\*Provide a brief introductory statement (a non-academic summary) that explains what knowledge will be transferred and why animals must be used to do this. Include a few key journal references to substantiate statements. Include the pedagogical aim(s) of the proposed teaching activity


BLAA BLAA

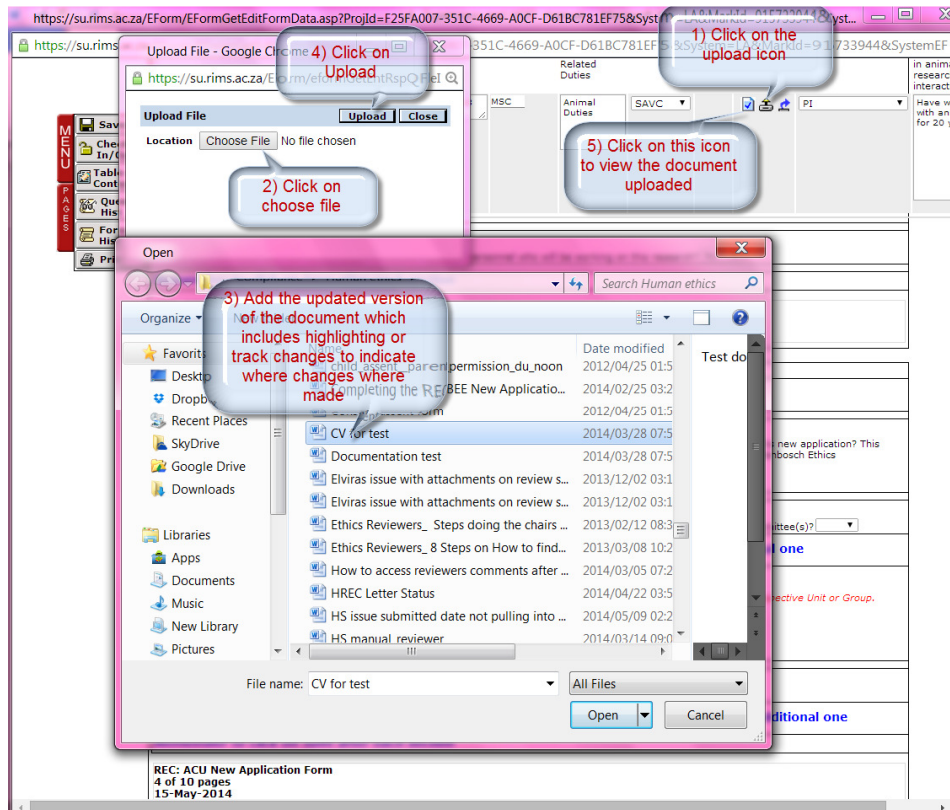
Change Made:  
I am now adding more information

## How to attach a New Version of a Document:


	<ul style="list-style-type: none"><li>○ <i>Please respond to all the points raised about attached documents</i></li><li>○ <i>You must use <b>HIGHLIGHTING</b> or the <b>TRACK CHANGES</b> function to indicate <b>ALL</b> corrections / amendments on <b>ALL DOCUMENTATION</b> you make changes to,</i></li><li>○ <i>In addition to the above you must attach a cover sheet listing <b>ALL DOCUMENTATION</b> that has been changed.</i></li><li>○ <i>Motivation and justification for any changes that were requested but have not been made should also be included in the cover sheet.</i></li><li>○ <i>The above must be done in order to allow for rapid scrutiny and appraisal of your resubmission.</i></li></ul>
---	---

1. Click on the upload icon of the attachment you plan to replace
2. Click on Choose File
3. Select the new version of the document from your PC. Remember that the new version must include highlighting or track changes to indicate ALL changes
4. Click on Upload
5. Click on the document icon  to view the document and make sure the correct document was loaded

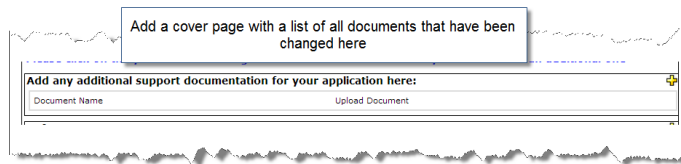
	<p><i>Please remember when adding attachments in the application form to not use password protection, limit editing or use any other security access controls on documents as this often causes problems in the system and may prevent reviewers from being able to access the document(s). InfoEd will automatically make the document view only once it has been submitted so no further security needs to be setup on the document.</i></p>
--	--



### Adding the Cover Page:

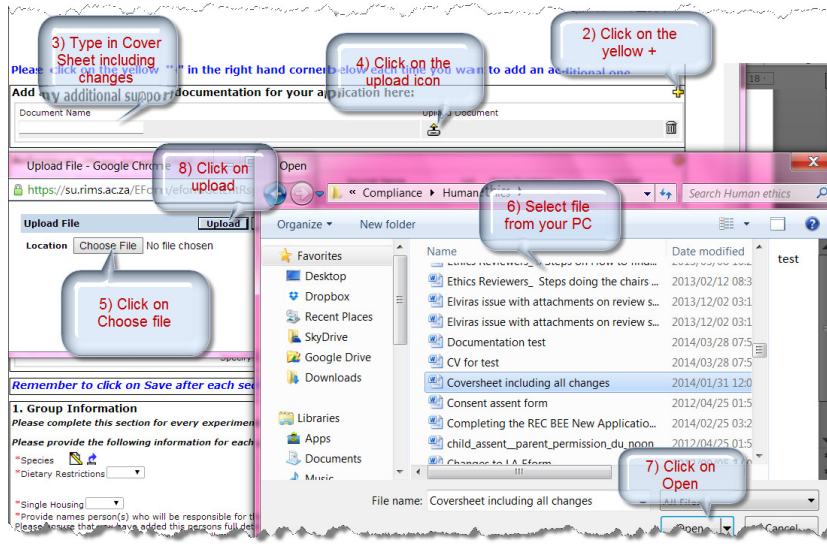
 <b>Tips</b>	<p><b>Your cover page is to include the following if applicable:</b></p> <ul style="list-style-type: none"> <li>• A list of all documents that have been change and/ or</li> <li>• A list of any requested changes that have not been made including a motivation and justification for each</li> </ul>
--	---

1. Go to the section "Add any additional support documentation for your application here:"  
If your application is an **application for Education and Training** it is at the end of Section F and if it is an **application for a New Study or a Pilot Study** then it is at the end of Section D



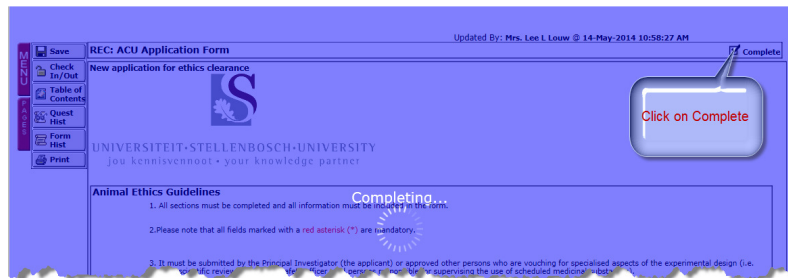
2. Click on the Yellow Plus
3. Type the document name (*please include that this is a response to supervisor in the name of the document. E.g. Cover page for changes requested from Supervisor*)
4. Click on the Upload icon
5. Click on Choose file
6. Select the file from your PC

7. Click on Open
8. Click on Upload



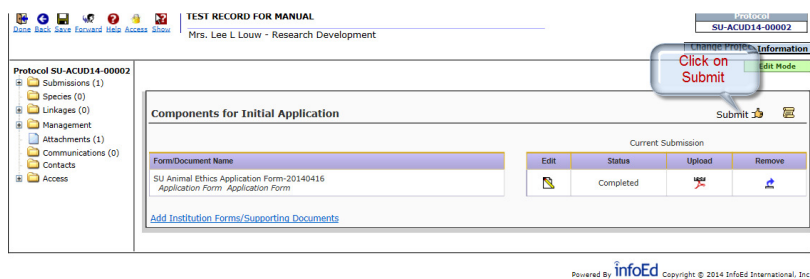
## Completing the Form

Once you have made all the changes click on Complete



## Submitting your changes

On the Components for Initial Application click on Submit

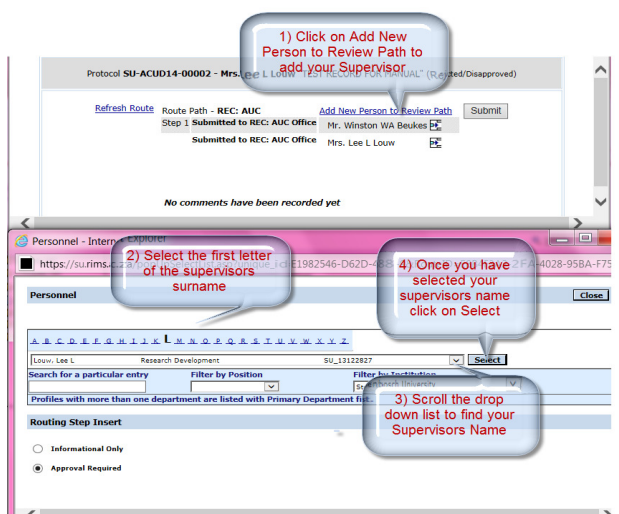



## Adding your supervisor

- 1) Click on the Add New Person to Review Path, to add your supervisor
- 2) Select the first letter of the supervisors surname
- 3) Scroll for the drop down list for your supervisors name

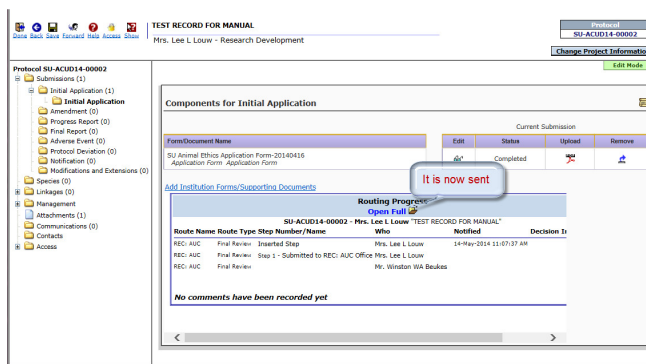
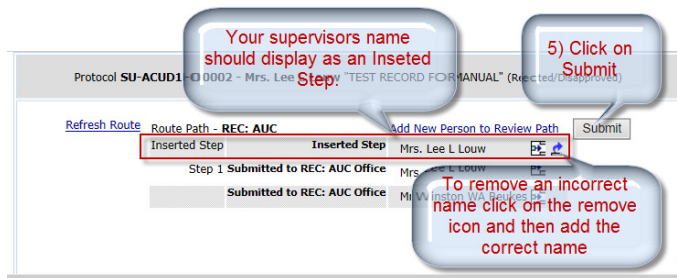


4) Once you have selected it in the dropdown list click on Select



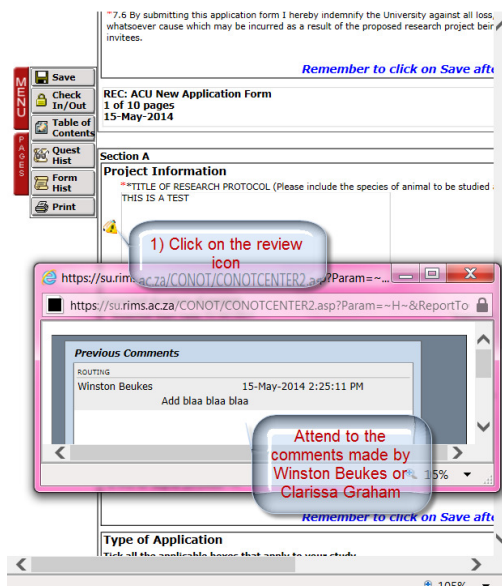
Your supervisors name should now be displaying as an inserted step *make sure the correct name is displaying*. To remove an incorrect name click on the  (remove icon) and then add the correct name.

5) If the Supervisors details are correct click on Submit.

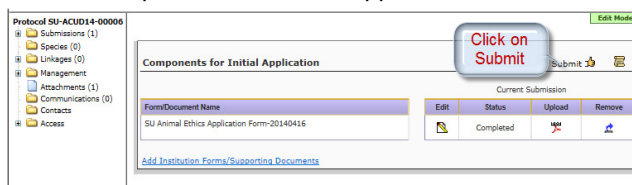


## RESPONDING TO CHANGES REQUESTED BY THE REC: ACU ADMIN OFFICE

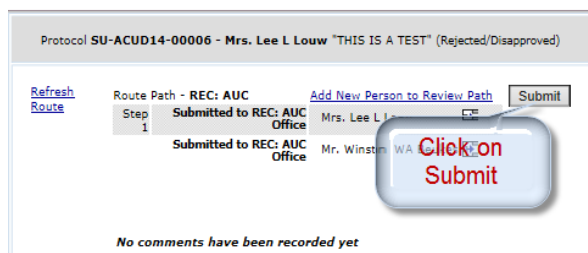
1. Once your application has reached the REC: ACU Admin Office, the office will conduct an admin review to check the completeness of your application.
2. Any missing documentation will be requested and you will receive an email in your outlook inbox requesting that you make changes to your application. Please follow the steps describe in the above sections under “Accessing Supervisor Comments and Making Changes to the Eform” But this time you will only attend to the comments made by Winston Beukes or Clarissa Graham and not those made but your supervisor.



3. Once you have made the specific changes click on Complete on the top of the eform.
4. On the Components for Initial Application click on Submit



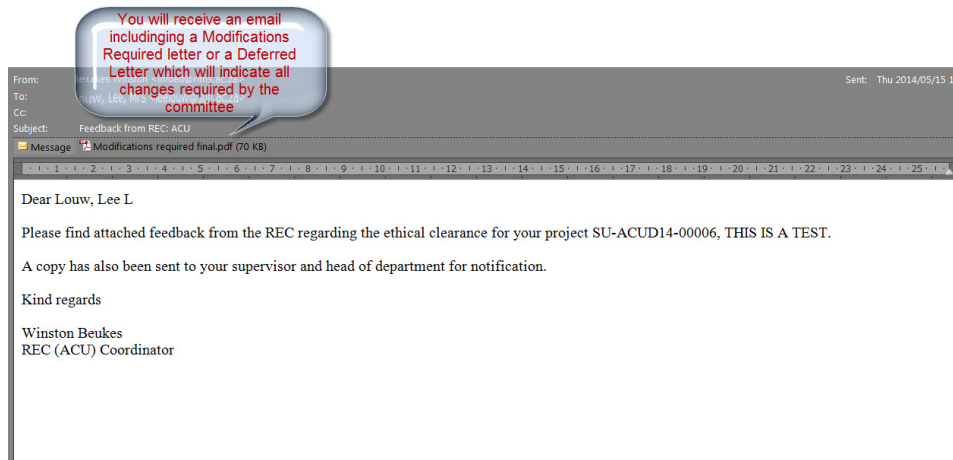
5. On the Refresh route screen click on Submit



## RESPONDING TO CHANGES REQUESTED BY THE REC: ACU COMMITTEE

### Notification of Changes Required

After your application has gone through the Admin Review and all requested documents have been submitted your application will proceed to the committee for review. If the committee then requires further information or changes before making their final decision you will receive an email with a letter indicating what modifications or additions are required.



The required changes will be included in the attached letter. ***Make sure you attend to all the items listed in the letter.***



	<p><b><i>Please note you must login and open the record to be able to make any changes.</i></b></p>
--	---

## Opening the Record

Once you have logged onto InfoEd <https://su.rims.ac.za> follow these steps

1. Click on My Animal Use
2. Click on Show list
3. To open click on the yellow folder next to the number

InfoEd Logged in User: Mrs. Lee Louw Friday, May 16, 2014

Find Funding CV Database

Records Found: 5.

Actions	Number	Title	Sponsor/PI/Department	Quick Status	Delete
	Com training 1 Start:	Com Training1: THIS IS A TEST RECORD FOR TRAINING PURPOSES ONLY	SANHARP Bursaries - NRF (South Africa) West Marica M Research Development		
	Com Training 2 Start:01-Jan-2030	Com Training 2: THIS IS A TEST RECORD FOR TRAINING PURPOSES ONLY	West Marica M Research Development		
	SU-ACUD14-00002 Start:	TEST RECORD FOR MANUAL	Lou Lee L Research Development		
	SU-ACUD14-00005 Start:	THIS IS A TEST: LEE LOUW	Lou Lee L Research Development		
	SU-ACUD14-00006 Start:	THIS IS A TEST	Lou Lee L Research Development		

1) Click on My Animal Use

2) Click on Show/List

3) Click on the yellow folder to go to the application

## Creating a New Submission

4. On the Submissions screen click on Respond
5. Select "Response to Modifications" If modifications were requested or click on "Response to Deferral" if your project was Deferred.

THIS IS A TEST Mrs. Lee L Louw - Research Development

Protocol SU-ACUD14-00006

Submissions (1)

Type	Investigator	Submitted On Date	Status	Approved From	Approved To	Review Date	Open	Delete
Initial Application		15-May-2014	Modifications Required	Respond		01-Jan-2014		

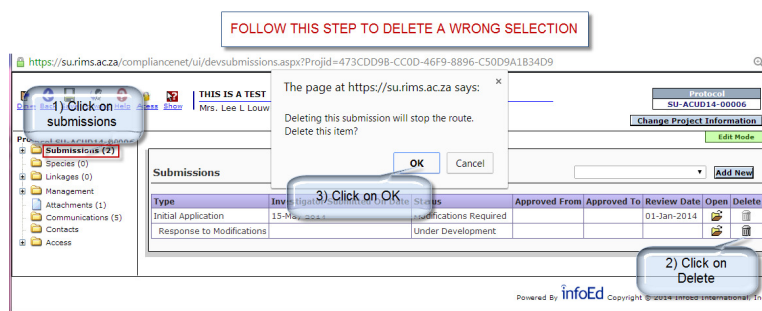
4) Click on Respond

5) Click on the applicable response



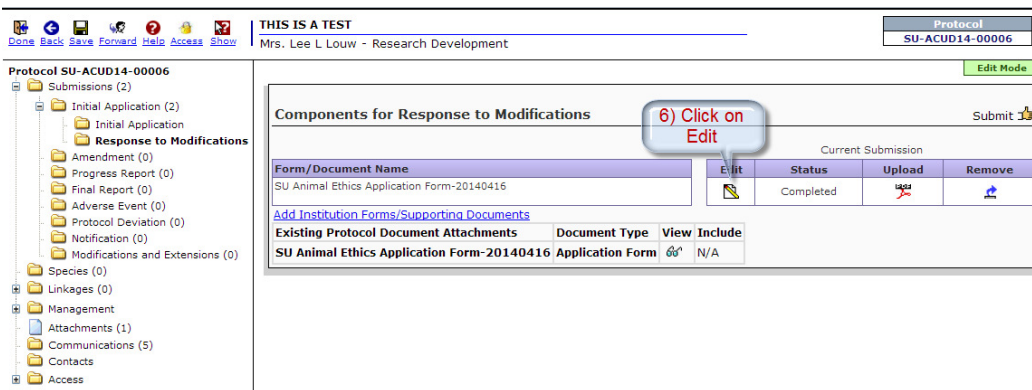
Tips

*If you selected the wrong option go back to the submission page and next to the wrong one go click on Delete. The response link will appear again and repeat steps 4-5.*




## Making the required changes

6. On the “Components for Response to Modifications” or “Components for Response to Deferral” screen click on the Edit icon.




1. On the open eform untick the Complete box



**CRITICAL WARNING**

***DO NOT CLICK ON COMPLETE UNLESS YOU ARE DONE WITH ALL THE CHANGES Only untick Complete once. Every time you untick Complete and then tick it Complete again InfoEd creates a new version of your application form. If you are unable to finish all the changes requested rather click on Save. You can then return to your application at a later stage to finish the required changes without a new version being created.***




**Tips**

***All fields are now editable. You can make changes to all fields and you can upload new versions of your attachments.***

## REMEMBER TO SAVE AFTER EVERY CHANGE

## Making Changes to Questions on the Eform

To make changes to questions in the eform, type in your change in the relevant text box, or change your selection to dropdown lists or tick boxes as required.

 <b>Tips</b>	<p><i>Please note that certain questions are hidden based on your answers so changes to choices in dropdown lists or tick boxes may cause certain sections of the form to no longer display and in other instances it may require you to answer additional questions.</i></p>
---	---

## Adding New Versions of Attachments

Please consult steps 1-5 on page 6-7 on how to add new versions of documents

## Adding the coversheet

Please consult steps 1-8 on page 6-7

In step 3 (i.e. Document Name) *please include that this is a response to the committee in the name of the document. E.g. cover page for changes requested by REC: ACU committee.*

## Completing the Eform

7. When you have completed all the requested changes tick Completed and the Click on Save

## Submitting the Changes

1. On the “Components for Response to Modifications” screen click on Submit



2. **If you are a student you must click on Add New Person to the Review Path and add your supervisor.** Please consult steps 1-5 on page 8 on how to add your supervisor

3. Click on continue
4. Once it is submitted click on Done to close the screen.

The screenshot shows a web browser window titled "Submission General - Google Chrome" displaying the "Components for Response to Modifications" screen. The browser address bar shows a URL from su.rims.ac.za. The page header includes "THIS IS A TEST" and "Mrs. Lee L Louw - Research Development". A sidebar on the left contains a navigation menu with categories like "Response to Modifications", "Amendment", "Progress Report", etc. The main content area features a table for "Current Submission" with columns for "Form/Document Name", "Edit", "Status", "Upload", and "Remove". Below this is a section for "Existing Protocol Document Attachments" with a table listing "SU Animal Ethics Application Form-20140416".

Three callout boxes provide instructions:

- 1) Click on Submit (pointing to the Submit button in the top right)
- 2) ONLY IF YOU ARE A STUDENT: Click on Add New Person to Review Path (pointing to the "Add New Person to Review Path" link)
- 3) Click on Continue (pointing to the Continue button)

At the bottom of the page, it says "No comments have been recorded yet".