

# My Human Participants Supervisor/Dept Administrator Guide

InfoEd Compliance Module

An email will be sent to view the application. Click on the link on the email  
To access the URL.

Approval Required - Message (HTML)

File Message

Ignore X Reply Reply Forward Meeting  
Junk Delete Reply All Forward More  
Delete Respond

Quick Steps: deepeka, Team E-mail, Reply & Delete, To Manager, Done, Create New

Move: Move, Actions

Tags: Mark Unread, Categorize, Follow Up

Editing: Translate, Find, Related, Select, Zoom

From:  Akanmidu, Raphael <infoed@rims.ac.za> Sent: Tue 2014/03/18 07:43  
To:  Mahani Bodhi  
Cc:  
Subject: Approval Required

Please see the below record that has been submitted for your approval:  
Submitted by: Mr Tester Human Subjects  
Submitter Department: Gordon Institute of Business Science  
Title: Application for Edu Guide  
Number: Temp2014-00011

Click here to review the submission: [Reviewer Dashboard](#)

Please contact the Ethics Research Office for more information.

Regards,  
Ethics Administrator

Go to <https://up.rims.ac.za> type in the login details that will be given to you by the Ethics Administrator

**Login**

Home	<b>Login</b>
<b>&gt;&gt; Login</b>	
Get Profile	
SPIN	
GENIUS	
Technology Portal	

**Username**

**Password**

Type in the login details and select 'Login'

**Login**

Home	<b>Login</b>
<b>&gt;&gt; Login</b>	
Get Profile	
SPIN	
GENIUS	
Technology Portal	

**Username**

**Password**

After login the Reviewer Dashboard will appear. The 'Help' section explains how the Dashboard Functions.

HELP

ROTOR

KNOW



You have been identified as someone who needs to perform an On-line Review.  
The "Review Dashboard" allows you to:

- "See Comments" others have made when they reviewed this item
- "Add Comments" to this item
- Indicate "Your Decision" on the Review of this item
- See the "Routing Progress" that this item has/will take

Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click [here](#).

1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.

If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.

If you have any questions regarding your involvement in this process, or what is expected of you please contact:

**Mr Raphael RO Akanmidu** ✉

Phone: 0739039066

The 'Routing ' section will allow the to see who has acted on and where the Application will go to next.

Also by selecting  the Supervisor must add the details of the HOD to approve this application. Multiple people can be added at once to review this application

This must be done before the Supervisor makes a Decision on the Review Tab.

**HELP**

### Routing Progress

[Open Full](#) 

Temp2014-00011 - Mr Tester Human Subjects "Application for Edu Guide"

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
HS - Education	Final Review	Inserted Step	Mr Supervisor HS Supervisor	 18-Mar-2014 7:42:56 AM	Approved - Accepted for Submission		
HS - Education	Final Review	Step 2 - Step 2	Mr Raphael RO Akanmidu	18-Mar-2014 8:43:08 AM			

**ROUTE**

**REVIEW**

*No comments have been recorded yet*

Go to the 'Review' section to view the application and any attachments select the  icon

HELP

RCRM

FINCH



### Human Subject Protocol - Initial Application

**Number:** Temp2014-00011  
**Title:** Application for Edu Guide  
**Sponsor:**  
**Submitted:** 18-Mar-2014 7:42:55 AM

Comments I can see...  
*No Comments have been recorded*

Form Name/Category	Submitted	Open	Reviewer Action		
			Un-Reviewed	Reviewed	Not Applicable
Consent Form - Guide Test <i>(Consent Forms)</i>	18-Mar-2014 7:42:55 AM	 View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education Ethics Form <i>(Application Form)</i>	18-Mar-2014 7:42:55 AM	 View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Add Comments:**

To be shared with everyone

Between you and the PI

Between Reviewers Only

Between you and Admins

**My Decision is:**

The Completed application will open up for the Supervisor to view.

- Table of Contents
- Quest Hist
- Form Hist
- Review
- Summary
- Print

**REC Education Ethics Application Form** Complete



**UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA**

**APPLICATION FOR ETHICS APPROVAL OF CONFIDENTIAL RESEARCH INVOLVING HUMAN RESPONDENTS/PARTICIPANTS**

**PLEASE SELECT YOUR RESEARCH TYPE IN ORDER TO COMPLETE THE RELEVANT INFORMATION:**

Research Project Involving Human Respondents       Research based on a community engagement project

Secondary analysis of existing data       Commissioned research

**APPLICANTS' DETAILS:**

Type of Application:

Department:

First Submission:  Yes  No      Resubmission  Yes  No

**EXTERNAL RESEARCHER DETAILS**

**EXTERNAL RESEARCHER DETAILS:(Not University Staff/Students)**

Name:	Surname:	Email Address:	Contact Number/s:	Protocol Role:	Title:	Degree:
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**STATUS OF RESEARCH PROJECT**

Do you require a blind review of your application? (Staff members only)  Yes  No

Proposal defended?       Fieldwork started?       Pilot study/Fieldwork concluded

**QUALIFICATIONS AND EXPERTISE OF THE RESEARCHER(S)** Please provide information regarding your experience and qualification in research

Relevant prior experience:

For the Supervisor/Dept Admin to add comments and to request changes for the applicant to make application, select the 'Review' tab. A pencil icon will appear.

The screenshot shows a web application interface. On the left is a vertical sidebar menu with a red background and white text that reads 'MENU' and 'PAGES'. The menu items are: 'Table of Contents' (with a document icon), 'Quest Hist' (with a clock icon), 'Form Hist' (with a document icon), 'Review' (with a pencil icon and circled in red), 'Summary' (with a document icon), and 'Print' (with a printer icon). The main content area is titled 'QUESTION 2:' and contains two questions. The first question is '2.1 Proposed title of study Application for Guide' and has a pencil icon circled in red next to it. The second question is '\*2.2 Aim and Objectives of this research? (Summarise the Methodology of the Proposal, Maximum 200 words)' and also has a pencil icon circled in red next to it. Both questions have empty text boxes for answers.

By selecting the 'Pencil' comments may be added in the text boxes that will appear. All Previous comments made by the Supervisor/Dept Admin can also be seen, so if the supervisor has requested this be done previously by the Applicant, that can now be tracked.

The screenshot shows a text input area with a dark grey header bar. On the right side of the header bar is a 'Save' button with a floppy disk icon, which is circled in red. Below the header bar is a text input field containing the text 'Please explain in more detail.' followed by a cursor. To the right of the text input field is a section titled 'Previous Comments' with a light blue header and an empty white box below it.

Once the 'Save' icon is selected after the comments have been added, an  will appear on the Question that has a comment on it made.

**MENU**

- Table of Contents
- Quest Hist
- Form Hist
- Review
- Summary
- Print

**PAGES**

**QUESTION 2:**

 \*2.1 Proposed title of study  
Application for Guide

 \*2.2 Aim and Objectives of this research? (Summarise the Methodology of the Proposal, Maximum 200 words)  
ctives

This is what the comments will look like on the form.

Save 

**Previous Comments**

ROUTING	
Supervisor HS Supervisor	18-Mar-2014 8:16:07 AM
Please explain in more detail	

Select the 'Reviewed' option, select , add comments if necessary, on the Dropdown 'My Decision is:'

2



### Human Subject Protocol - Initial Application

Number: Temp2014-00011

Title: Application for Edu Guide

Sponsor:

Submitted: 18-Mar-2014 7:42:55 AM

Comments I can see...  
*No Comments have been recorded*

HELP

HOME

SEARCH

Form Name/Category	Submitted	Open	Reviewer Action		
			Un-Reviewed	Reviewed	Not Applicable
Consent Form - Guide Test <i>(Consent Forms)</i>	18-Mar-2014 7:42:55 AM	 View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Education Ethics Form <i>(Application Form)</i>	18-Mar-2014 7:42:55 AM	 View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

1



Add Comments: 3

My Decision is: 4

To be shared with everyone

Between you and the PI

Between Reviewers Only

Between you and Admins

If , 'Accepted for Submission' is selected, then the Ethics Administrator will receive the application and will assign to Reviewers.

If 'Change required' is selected, then the Application would go back to the applicant.

Save your data or it will not be recorded...  

**Human Subject Protocol - Initial Application**

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**Title:** Application for Edu Guide  
**Sponsor:**  
**Submitted:** 18-Mar-2014 7:42:55 AM

Form Name/Category	Submitted	Open	Reviewer Action		
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Education Ethics Form <i>(Application Form)</i>	18-Mar-2014 7:42:55 AM	 View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Add Comments:**

To be shared with everyone

Between you and the PI

Between Reviewers Only

Between you and Admins

Accepted for Submission  
**Change Required**

You have chosen a decision that will send this record back for further revision prior to your acceptance. Please complete your decision by clicking the Save icon.

Comments I can see...

No Comments have been recorded

HELP

KODHA

KINCHIK

Once the Dashboard is done and closed, re-refresh the screen and that protocol will be removed from 'My Open Action Items'

Exit Help

0 Record Found.

My Open Action Items Mr Supervisor HS Supervisor

Open Assigned/Due Item PI Name Type Outstanding reviews Action Required

My Projects

My Human Subjects

My Research Outputs

My Profile

Powered By infoEd InfoEd International, Inc. Version: 12.802.06

My Calendar September 2013
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30
Sep 2013
1-Day 1 hr.

My Action Items
Open
Completed

My Workflow Maps

My Messages

\*

The Above steps will also be applicable for Amended/resubmitted applications