My Human Participant User Guide

InfoEd Compliance Module

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HOW TO CHANGE YOUR LOGIN DETAILS	

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

InfoEd e	eRA Portal Streamlining Electronic Research Administration	^{3y}
Login		
Home	Login	
Get Profile	lisername	
SPIN GENIUS	Password Login	
Technology Portal		
	Powered By infoEd Copyright © 2011 InfoEd Internation	al, Inc.
Type in th	he login details and select 'Login'	
InfoEd	eRA Portal Streamlining Electronic Research Administration	ł
Login		
Home	Login	
Get Profile		
SPIN	Username hutester	
GENIUS Technology Portal	Password •••••••• Login	
	Powered By infoEd Copyright © 2013 InfoEd International	, Inc.

Select 'My Human Subjects'

Info		Logged in User: Mr Tester Human Subjects Thursday, Aug	ust 29, 2013						
Into		🚯 Find Funding 🙀 CV Database							
Exit My Projects My Human Subj	Pelp Help	O Record Found. My Open Action Items Mr Tester Huma Open Assigned/Due Item PI Name Type Outstanding reviews Action Required	ın Subjects	Powe	red E	By offer sion: y Ca ugus	natio 12.80 Ilen st 20	d 02.06 dar 013	<u>x</u>
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				25	26	27 2	28 2	<mark>9</mark> 30	31
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1-Day 🔻 1 hr.

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On the drop down list Select 'Create New'

InfoEd	Logged in User: Mr Tester Human Subjects	Thursday, August 29, 2013	
INIOEd	🔇 Find Funding 🉀 CV Database		
Exit Help	0 Record Found. My Open Action Items	Mr Tester Human Subjects	Powered By
My Projects	Open Assigned/Due Item PI Name Type Outstanding reviews	Action Required	Version: 12.802.06
My Human Subjects			My Calendar
🗊 Show/List			August 2013 ►
Search For			S M T W T F S
Create New			
Meeting Dates			4 5 6 7 8 9 10 11 12 13 14 15 16 17
🕐 Help - Dev			18 19 20 21 22 23 24
🕐 Help - Mgmt			25 26 27 28 29 30 31
My Research Outputs			Aug 🔻 2013 👻
My Drofile			1-Day 🔻 1 hr. 👻
муртопе			My Action Items
			📋 Open
			Completed
			My Workflow Maps
			My Messages

'New Human Protocol in Human Subjects Development' is pre selected. Select 'Continue'

Close	Create	Continue
	New Human Protocol in Human Subjects Development	

Add the Title of the Protocol in the Text Box

Close	Protocol Creation	Continue
	Enter Title	
		1

Once the Title is added Select 'Continue'

Close	Protocol Creation	Continue
	Enter Title	
	Application for Guide	

If a Primary Investigator (PI) is capturing his or her own Application and is logged in with their own details the PI name will automatically be selected, if an Administrator is capturing the Protocol on behalf of the PI here the PI details can be selected. Click on 'Continue'.

2 lelp	
Close	Select PI
	<u>ABCDEFG</u> H IJKLMNOPORSIUVWXYZ
	Human Subjects, Tester (Gordon Institute of Business Science)
	Search for a particular entry
	Filter by Position

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Select 'Add institution Forms /Supporting Documents' get the Education Ethics Application Form

Done Back Save Forward Help Access Sh	Application for Guide Protocol Mr Tester Human Subjects - Gordon Institute of Business Science Temp2013-00002 Change Project Information Change Project Information
Protocol Temp2013-00002 Submissions (1) Initial Application (1) Addendum (0) Adverse Event (0) Final Report (0) Progress Report (0) Amendment (0) Linkages (0) Attachments (0) Communications (0) Communications (0)	Components for Initial Application Dust of the second se
Contacts	

It is important to note that the system is used to support other ethics committees at the University. So please select the application form for the committee that you require clearance for.

In this instance please select 'Faculty of Education Ethics Application' by selecting the Check Box and select 'Add'

Upload		Upload Clo
Would you like to u	pload a new $\buildred{0}$ document $\buildred{0}$ version of an existing document	ent
Upload new docu	ment	
Name		
Location	Browse	
Category	Methodology 🗸	
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Add Initial Application Components		Add
Form Name	Туре	Add
New Faculty of Health Sci Research Ethics	Conditional Use	
GIBS - Ethics Application	Conditional Use	
Faculty of Education Research Ethics	Conditional Use	
Faculty of EBIT Ethics Research	Conditional Use	
Faculty of Health Sciences Research Ethics	Conditional Use	

Select 📉 below 'Edit' to open the Application form.

Done Back Save Forward Help Access Sh	Application for guide Mr Tester Human Subjects - Gordon Institute of Business Science				Protocol Temp2014-00002 Change Project Information
Protocol Temp2014-00002					Edit Mode
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🖨 🛄 Initial Application (1)					
initial Application	Components for Initial Application				Submit 🖞
Addendum (0)					
Adverse Event (0) Continuation (0)			Current S	ubmission	
Final Report (0)	Form/Document Name	Edit	Status	Upload	Remove
Response to Deferral (0)	EBIT- Ethics Application		Incomplete		è
- Progress Report (0)	Application Form				
Communications (0)	Add Institution Forms/Supporting Documents				
				Powered By infoEd o	onvright @ 2014 InfoEd International. Inc.

Internal Researcher Details Section:

Select **d** to add your and any other internal staff details on this Protocol, associate a role by selecting from the drop down list.

RESEARCHER DETAILS

Any person added in this section (Internal Researcher Details) including your Supervisor, will automatically receive this application for approval from the system, before it is sent to the Ethics Administrator and or Dept Representative.

INTERNAL RESEARCHER	DETAIL					4
Details:			*Role:		CV	
Human Subjects, Tester	N.2	_		•	â	â
Full Name	Human Subjects, Tester					
Email	mahani.bodhi@epiuse.com					
Phone						
Employee/Student ID						
Department	Humanities					
L		•				

EXTERNAL RESEARCHER DETAILS:(Not University Staff/Students)

To add details of your Supervisor, if they are internal UP staff, select the $\frac{1}{2}$, and select from the Personnel screen. If its an Internal person, they will appear on the directory below, once the person is found, click on Select.

C	Personnel					Close
	<u>A B C D E F G H I J K I</u>	L <u>M N O</u>	<u>PQRSTUV</u>	<u>w x y z</u>		
	HS Supervisor, Supervisor Unive	ersity of Pret	oria		▼ Select	
	Search for a particular entry		Filter by Position		Filter by Institution	
	hs		•		University of Pretoria	
	hs le	epartment	are listed with Primar	ry Departm	ent first.	

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Once SAVE is selected this is what the section will look like.

	QUESTION 1:				
	INTERNAL AND	EXTERNAL RESEARCHER DETAIL	S:		
	INTERNAL RESE	ARCHER DETAILS			÷
M 🕞 Save	Details:			Protocol Role:	
	Human Subject	ts, Tester <u> </u>		Principle Investigator/Student	
	Full Name	Human Subjects, Tester			
Table of	Address 1				
A Owent	Address 2				
e W Quest	Email	mahani.bodhi@epiuse.com			
S Form	Phone				
📕 🖾 Hist	Employer Id				
🚑 Print	Department	Gordon Institute of Business Scien	ce		
	HS Supervisor	, Supervisor 📉 👱		Supervisor	 ■
	Full Name	HS Supervisor, Supervisor			
	Address 1				
	Address 2				
	Email	mahani.bodhi@epiuse.com			
	Phone				
	Employer Id				
	Department	University of Pretoria			

If your supervisor is not UP Staff then their details will have to be added to the External Researcher Details section, by once again selecting on the

Form	EXTERNAL RES	EARCHER DETAILS			
🖾 Hist 🎒 Print	Name:	Surname:	Email Address:	Contact Number/s:	Protocol Role

To Upload your proposal or other forms to system form, select ' 🛓 ' and follow the steps below to upload the relevant document.

*2.2 Title of Study		
test title		
		1
*2.3 Purpose Of The Research	*uplandad passauch passauch 🗘	
	bere	
*2.4 Estimated Duration *From	*то	
*2.5 What is the source of funding?		

Select 'Browse'



Find the document that is saved on in your machine.

😻 File Upload					× 1
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Organize - New f	olde	r -			
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Computer Local Disk (C:) RECOVERY (D:)	_	-			
File	nam	ne:	•	All Files (*.*) Open 🔽 Ca	ncel

Select Upload.

Upload Fil	e	E	Upload	Close
Location	C:\Users\Mahani\Dropbox	В	rowse	-

On the form 📝 ,means that the document has been uploaded

Allows you to remove the upload.

*Uploaded Research Proposal here



The system also allows for multiple documents to be added.

To upload multiple documents to a section select the $\frac{1}{2}$

CONSENT DOCUMENTS	Ş
Upload Participant's Information Consent Documents (include Assent) (if applicable).	

Once the \clubsuit , is selected you can continue to upload the documents by selecting the \clubsuit

CONSENT DOCUMENTS	÷
Unload Participant's Information Consent Documents (include Assent) (if applicable).	Î

To more documents, select the $\overline{\Phi}$

CONSENT DOCUMENTS	Ŷ
Upload Participant's Information Consent Documents (include Assent) (if applicable).	
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On the form, based on your answers relevant sections and questions will appear to be answered.

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

All questions that are marked with a * are Mandatory and must be completed before the application can be submitted. Once all the necessary sections are completed check the 'Complete' check box on the top of the form.

_	Updated By: Mr Tester Human Subjects @ 17-Mar 2014 12:13:17 PM
M Save	REC Education Ethics Application Form
ED Check In/Out Table of Contents	UNIVERSITEIT VAN PRETORIA
E Form	YUNIBESITHI YA PRETORIA
🗃 Print	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:
	First Submission: Yes No Resubmission: Yes No
	Personnel - Review (Add Personnel - Review)

Once the 'Complete' check box has been selected the below screen will appear, by selecting the Researcher can open up the completed form as a PDF and print it if necessary.

My Projects My Human Subjects Show/List Search For	Done Back Save Forward Help Access S	Application for Edu Guide Mr Tester Human Subjects - Gordon Institute of Business S	Science Change Project Information
Create New	Protocol Temp2014-00011		Edit Mode
Help - Dev Help - Mgmt	 Initial Application (1) Initial Application Addendum (0) 	Components for Initial Application	Submit 👍
My Animal Use My Research Outputs	Adverse Event (0)		Current Submission
My Profile	 Final Report (0) Response to Deferral (0) Progress Report (0) 	Form/Document Name Education Ethics Form Application Form Application Form	Edit Status Upload Remove Completed 192 12
	Communications (0) Communications (0)	Add Institution Forms/Supporting Documents	
			Powered By infoEd Copyright © 2014 InfoEd International, Inc.

All other Attachments to be reviewed, can be uploaded to the Protocol before submission by selecting 'Add Institution forms/Supporting Documents'.

My Projects						
My Human Subjects	🛛 💀 😋 🕁 💀 🚱 🧕	Application for Edu Guide				Protocol
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🕖 Help - Mgmt	Initial Application	Components for Initial Application				Submit 🞝
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My Research Outputs	- 🚞 Final Report (0)	Form/Document Name	Edit	Status	Upload	Remove
My Profile	 Response to Deferral (0) Progress Report (0) 	Education Ethics Form		Completed	iana Ja	<u>e</u>
	Amendment (0)	Application Form Application Form				
	Documentation (0)	Add Institution Forms/Supporting Documents				
	Communications (0)					
			P	owered By infoEd Co	opyright © 2014 Ini	foEd International, Inc.

Select 'Browse' to find the documents that are saved on the necessary Drive. Add a Name to the Document. Next to the 'Category' drop down list the document type can be chosen select ' Upload' and 'Close' once done.

Upload		Upload Close
Upload new document		
Name		
Location	Browse	
Category Ar	olication Form	
Folder		
Document ID		
Document Version Number		
Document Version Date		
Add Initial Application Co	nponents	Add
Form Name	Туре	Add
Experimental Design	Conditional Use	16

Below are the different upload categories.

Upload



Upload Close

7

Upload				Upload Close
Would you like to upload a	new 🧿 document	version	of an existing docum	ent
Upload new document				
Name	Check List			
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Category	Checklist	-		
Folder				
Document ID				
Document Version Number				
Document Version Date				
Add Initial Application	Components			Add

Add Initial Application Components	Add	
Form Name	Туре	Add
Experimental Design	Conditional Use	

Multiple documents can be added, once ready for 'Submission' select the 'Submit' button

My Projects						
My Human Subjects	📴 🥝 🖃 🛷 🧕 👂	Application for Edu Guide			T	Protocol
Show/List	Done Back Save Forward Help Access Sh	Mr Tester Human Subjects - Gordon Institute of Business Scien	nce		Ten	102014-00011
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My Research Outputs	Final Report (0)	Form/Document Name	Edit	Status	Upload	Remove
My Profile	Progress Report (0)	Consent Form - Guide Test Consent Forms	66	Completed	<u>\$</u> 8	<u>¢</u>
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		Add Institution Forms/Supporting Documents				
			Pov	wered By infoEd Co	pyright © 2014 Inf	oEd International, Inc.

Select 'Accept' the Certification and Select 'Continue'

Certification



Below is the electronic path that the Protocol will follow before been assigned to the meeting.

As long as the Supervisor details was added to the form, the application will automatically be sent to the supervisor for approval. Only Once the application is approved by the Supervisor, only then will the Application be assigned to reviewers for the ethics Meeting.

By selecting 'Add New Person to Review Path'. The Researcher can add an adhoc person to review this application that is not on the form.

If no on else need to review this application Adhoc, Select 'Submit'



If its an Internal Supervisor, they will appear on the directory below, once the person is found, click on Select.

If the Supervisor is an external person, his/her profile must be created by the Ethics Administrator on the system. Login details will then be sent to the External person to Approve your application. Once the profile is created they will appear on the directory below, once the person is found, click on Select.

Once the person is found, click on Select.

Personnel				Close
<u>ABCDEFGHIJKLMN</u>	<u>O P Q R S T U V W X Y Z</u>			
HS Supervisor, Supervisor University of Pr	etoria	Select		
Search for a particular entry hs Profiles with more than one department	Filter by Position T T T T T T T T T T T T T T T T T T T	Filter by Institution University of Pretoria nent first.	•	
Routing Step Insert				
Informational Only				
Approval Required				

Now that the Supervisor has been added to the Review Path Select 'Submit'

Protocol Temp2014-00011 - Mr Tester Human Subjects "Application for Edu Guide" (Under Development)



No comments have been recorded yet

Below is what a Researcher should see if the Protocol has been submitted successfully to the necessary people.

Once the Supervisor makes a Decision it will be available to view below

Select 'Done' to Exit the application.

Application for Edu Guide Mr Tester Human Subjects - Gordon Institute of Business Science			Т	Protocol emp2014-00011 Change Project Information
				Edit Mode
Components for Initial Application				
		Current St	ubmission	_
Form/Document Name	View	Status	Upload	Remove
Consent Form - Guide Test Consent Forms	66	Completed	48	<u>e</u>
Education Ethics Form Application Form Application Form	66	Completed		Ż
Routing Progress Open Full C Temp2014-00011 - Mr Tester Human Subjects "Application for Edu Guide" Temp2014-00011 - Mr Tester Human Subjects "Application for Edu Guide" Route Name Route Type Step Number/Name Who Notified Decision In Decision In HS - Education Final Review Inserted Step Mr Supervisor HS Supervisor 18-Mar-2014 7:42:36 AM HS - Education Final Review Step 2 - Step 2 Mr Raphael RO Akanmidu E No comments have been recorded yet No comments have been recorded yet No comments have been recorded yet	sert Remo			
	Application for Edu Guide Mr Tester Human Subjects - Gordon Institute of Business Science Components for Initial Application FormDocument Name Consent Form - Guide Test Consent Form - Guide Test Consent Form - Guide Test Consent Form Application Form Routing Progress Open Full Route Name Route Type Step Number/Name Who Notified H5 - Education Final Review Inserted Step Mr Supervisor HS Supervisor 18-Mar-2014 7/42:36 AM H5 - Education Final Review Step 2 - Step 2 Mr Raphael RO Akanmidu	Application for Edu Guide Mr Tester Human Subjects - Gordon Institute of Business Science Components for Initial Application FormDocument Name Consent Form - Guide Test Consent Forms Education Ethics Form Application Form Application Form Routing Progress Open Full Temp2014-00011 - Mr Tester Human Subjects "Application for Edu Guide" HS - Education Final Review Inserted Step Mr Supervisor 18-Mar-2014 7:42:156 AM HS - Education Final Review Step 2 - Step 2 Mr Raphael RO Akanmidu No comments have been recorded yet	Application for Edu Guide Mr Tester Human Subjects - Gordon Institute of Business Science Components for Initial Application Current Si Consent Form - Guide Test Consent Form Consent Form - Guide Test Consent Form Consent Form - Guide Test Consent Form Consent Form - Application Form Education Ethics Form Application Form Application Form Routing Progress Open Full Consent Form - Subjects "Application for Edu Guide" Route Name Route Type Step Number/Name Who Notified No comments have been recorded yet	Application for Edu Guide T Mr Tester Human Subjects - Gordon Institute of Business Science Image: Components for Initial Application Components for Initial Application Current Submission FormDocument Name Current Submission Consent Form - Guide Test Image: Completed Consent Form - Guide Test Image: Completed Education Ethics Form Application Form Image: Completed Routing Progress Image: Completed Open Full Image: Temp2014-00011 - Mr Tester Human Subjects "Application for Edu Guide" Insert Reme No comments final Review (Sep 2 - Step 2) Mr Raphael RO Akanmidu

Editing and Existing application if resubmission is required

An email, will be sent to you, if your application is disapproved by your Supervisor or by the ethics Committee after the meeting.

Select 'My Human Subjects'

linfo E d	Logged in User: Mr Tester Human Subjects	Thursday, August 29, 2013	
ιπτοεα	SFind Funding 🙀 CV Database		
Exit Help My Projects My Human Subjects My Research Outputs My Profile	O Record Found. My Open Action Items Open Assigned/Due Item PI Name Type Outstanding reviews	Mr Tester Human Subjects Action Required	Powered By Version: 12.802.06 My Calendar August 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 31
Select 'SHOW/LI	ST		Aug ▼ 2013 ▼ 1-Day ▼ 1 hr. ▼
InfoEd	Logged in User: Mr Tester Human Subjects	Thursday, September 05, 2013	

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Select the yellow folder below 'ACTIONS'

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Exit Help	Results					
My Projects	Actions	Number	Title	Sponsor/PI/Department	Quick Status	Delete
My Human Subjects	- 🗳	2013-0001-GIBS-HS Start:	Application for Guide with Amendments	Human Subjects Tester Gordon Institute of Business Science	٩	
Show/List Search For	₽	EBIT - Test Application 01 Start:	Test Application for Guide	Human Subjects Tester Gordon Institute of Business Science	4	×
Create New	Ê	Temp2014-00010 Start:	test for demo	Human Subjects Tester Gordon Institute of Business Science	٩	×
 Help - Dev Help - Mgmt 	Ê	Temp2014-00011 Start:	Application for Edu Guide	Human Subjects Tester Gordon Institute of Business Science	(i)	×
My Animal Use						

Select the 'Respond'

Image: Save Forward Help Access Show Application for Edu Guide Image: Mr Tester Human Subjects - Gordon Institute of Business Science Change									
Protocol Temp2014-00011 Submissions (1) Communications (0)	Submissions						Edit N		
	Type Initial Application	Investigator Submitted On Date	Status EDU-Resubmission Requirer Respond	Approved From	Approved To	Review Date	Open [

Select the 'Response to Modifications', and select 'Save'

Select Submission



Select N below 'Edit' to open the Application form. Submit the form as per Previous steps.

Done Back Save Forward Help Access Show	plication for Edu Guide ⁻ Tester Human Subjects - Gordon Institute of Busi	ness Science		_	Te	Protocol emp2014-00011
Protocol Temp2014-00011 Submissions (2) Dinitial Application (2) Response to Modifications	Components for Response to Modificatio	ns				Edit Mode
Addendum (0)				Current	Submission	
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 Final Report (0) Response to Deferral (0) 	Consent Form - Guide Test Consent Forms	66	Co	mpleted	₿ ₿	<u> </u>
Progress Report (0) Amendment (0) Decumentation (0)	Education Ethics Form		Co	mpleted	1201 >>	<u>e</u>
Communications (0)	Add Institution Forms/Supporting Documents					
	Existing Protocol Document Attachments	Document Type	View	Include		
	Consent Form - Guide Test (Initial Application)		66	N/A		
	Education Ethics Form	Application Form	66	N/A		
			Powered	By infoEd	Copyright © 2014 I	nfoEd International, Inc.

Save

Close

When the application form opens up, if you cannot edit it further select : The CHECK IN/OUT to inherit your form

				-
м	Save	REC Education Ethics Application Form		Complete 🎽
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PAGE	Quest Hist		VAN PRETORIA	
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	Print	APPLICATION FOR ETHICS APPROVAL OF CONFID PLEASE SELECT YOUR RESEARCH TYPE IN ORDER TO COMPLE	ENTIAL RESEARCH INVOLVING HUMAN RESPO TE THE RELEVANT INFORMATION:	DNDENTS/PARTICIPANTS
		Research Project Involving Human Respondents	Research based on a community engage	gement project
		Secondary analysis of existing data	Commissioned research	
		4	PPLICANTS' DETAILS:	[No Title]
		Type of Application:		
		Department:		
		First Submission: Yes No	Resubmission Ves No	
		INTERNAL RESEARCHER DETAILS		
		Personnel - Review (Add Personnel - Review)		
		Human Subjects, Tester		
		Personnel - Review		
		Name		
		Human Subjects, Tester		

Select 'OK' when this message appears

			Updated By: Mr Tester Human Subjects @	17-Mar-2014 12:13:17 PM				
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		Research Project Involving Human Respondents Checkin Secondary analysis of existing data	ent project					
		APP	LICANTS' DETAILS:					
		Type of Application: Message from Message from	webpage 🛛 🔀					
		First Submission: Ves No	a have been granted the form.					
		INTERNAL RESEARCHER DETAILS						
		Personnel - Review (Add Personnel - Review)						
		▼ Human Subjects, Tester	ок					
		Personnel - Review						
		Name						
		Human Subjects, Tester Primary Investigator Start Date	End Date Ro	ole				
111								

Adding an Amendment to an Application

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

	RA Porta	Streamlining Electronic Research Adm	inistration	Power Inf	red By
ogin					
Home	Login				
Get Profile	Username				
SPIN GENIUS	Password	Login			
Technology Portal					
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ogin ogin set Profile	ERA Por Login	tal Streamlining Electronic Resea	arch Administration	Powered	d By Ed
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Select 'My Human Subjects'

lusfo E d	Logged in User: Mr Tester Human Subjects	Thursday, August 29, 2013	
ιπτοεα	💲 Find Funding 🎪 CV Database		
Exit Help My Projects My Human Subjects My Research Outputs My Profile Select 'SHOW/LIS	O Record Found. My Open Action Items Open Assigned/Due Item PI Name Type Outstanding reviews ST	Mr Tester Human Subjects Action Required	Powered By Version: 12.802.06 My Calendar August 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 31 Aug 2013 V 1-Day V 1 hr. V
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	хіс неір	My Open Action Items Mr Tester Human Subjects	InfoEd International, Inc.	1
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Select the yellow folder below 'ACTIONS' on the application you want to add an Amendment.

InfoEd		Logged in User: Mr Tester Human Subjects			Sunday, September 08, 2013			
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Next to the 'Add New' tab, there is a dropdown menu, select 'Amendment' select 'Add New'

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Done Back Save Forward Help Acce	ss Show Mr Test	er Human Subjec	ts - Gordon	Institute of Business Science			emp2013-00003
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-						Progress Report	
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						Documentation]

Select 'Add Institution Forms/Supporting Documents get the 'Faculty of Education Amendment Application' form.

Done Back Save Forward Help Access Sho	Mr Tester Human Subjects - Gordon Insti	itute of Busines	s Scier	nce			Protocol Temp2013-00003
Protocol Temp2013-00003							
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Communications (0)	Patient Consent Form Co	onsent Forms	60' N	I/A	_		

In select 'Faculty of Education Amendment Application' Form by selecting the Check Box and select 'Add'

Upload new document Name Location Browse. No file selected. Category Methodology Folder Document DD Document Version Number Document Version Date Add Amendment Components Formane Type Add Saculty of Heath Sciences Amendments Saculty of Education Amendment Saculty of Education Amendments Saculty of Education Amendment Application Sibs - AMENDMENT Ethics Application	Upload	Upload Close
Name Location BrowseNo file selected. Category Folder Document D Document Dersion Number Document Version Date Add Amendment Components	Upload new document	
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Select Note below 'Edit' to open the Application form.

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Protocol Temp2015-00316					Edit Mode
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Documentation (0)	Existing Protocol Document Attachments Document Type View Include				
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All questions that are marked with a * are Mandatory and must be completed before the application can be submitted.

_		. BT SELECTING THE CHECK BOX I AGREE TO THE ABOVE DECLARATION
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E a	Check	AMENDMENT TO AN EXISTING ETHICS APPLICATION
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A	Contents	Planned theme and research question of this application in the existing project
Ê	Quest	
S	Form	
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	Print	
		Please state which amendments will be made to the existing project
		Please provide details of the amendments indicated above
		Please provide details of the amendments indicated above

Once all the necessary sections are completed check the 'Complete' check box on the top of the form.



Select the 'Submit' button



Select 'Accept' the Certification and Select 'Continue'

Certification

affirm that all relevant information has been provided and that all statements made are correct



Below is the electronic path that the Protocol will follow before been assigned to the meeting.

As long as the Supervisor details was added to the form, the application will automatically be sent to the supervisor for approval. Only Once the application is approved by the Supervisor, only then will the Application be assigned to reviewers for the ethics Meeting.

By selecting 'Add New Person to Review Path'. The Researcher can add an adhoc person to review this application that is not on the form.

If no on else need to review this application Adhoc, Select 'Submit'



If its an Internal Supervisor, they will appear on the directory below, once the person is found, click on Select.

If the Supervisor is an external person, his/her profile must be created by the Ethics Administrator on the system. Login details will then be sent to the External person to Approve your application. Once the profile is created they will appear on the directory below, once the person is found, click on Select.

Once the person is found, click on Select.

Personnel				Close				
<u>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</u>								
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Search for a particular entry hs Profiles with more than one department	Filter by Position T T T T T T T T T T T T T T T T T T T	Filter by Institution University of Pretoria nent first.	•					
Routing Step Insert								
Informational Only								
Approval Required								

Now that the Supervisor has been added to the Review Path Select 'Submit'

Protocol Temp2014-00011 - Mr Tester Human Subjects "Application for Edu Guide" (Under Development)



No comments have been recorded yet

Below is what a Researcher should see if the Protocol has been submitted successfully to the necessary people.

Once the Supervisor makes a Decision it will be available to view below

Select 'Done' to Exit the application.

💽 🛯 🧟 🖉 📓	Application for Edu Guide				Protocol
Done for Save Forward Help Access Sho	Mr Tester Human Subjects - Gordon Institute of Business Science				Change Project Information
Protocol Temp2014-00011					Edit Mode
 Initial Application (1) Initial Application Addendum (0) 	Components for Initial Application				E
Adverse Event (0)			Current Su	ubmission	
Final Report (0)	Form/Document Name	View	Status	Upload	Remove
Response to Deferral (0)	Consent Form - Guide Test Consent Forms	66^	Completed		¢.
Amendment (0) Documentation (0) Ommunications (0)	Education Ethics Form Application Form Application Form	൵	Completed	aaa Maa	<u>e</u>
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If its an Internal Supervisor, they will appear on the directory below, once the person is found, click on Select.

If the Supervisor is an external person, his/her profile must be created by the Ethics Administrator on the system. Login details will then be sent to the External person to Approve your application. Once the profile is created they will appear on the directory below, once the person is found, click on Select.

Once the person is found, click on Select.

Personnel			Close
A B C D E F G H I J K L M N HS Supervisor, Supervisor University of P	<u>OPQRSTUVWXY</u> Pretoria	<u>Z</u>	d
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Routing Step Insert Informational Only 			
Approval Required			

Now that the Supervisor has been added to the Review Path Select 'Submit'



Below is what a Researcher should see if the Protocol has been submitted successfully to the necessary people.

Once the Supervisor makes a Decision it will be available to view below

Select 'Done' to Exit the application.

Done Back Save Forward Help Access Show	Applicat Mr Test	ion for er Hun	Guide nan Subjects -	Gordon Institute of Busines	ss S	cience		E	Protocol Temp2013-00003
Protocol Temp2013-00003									
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	Med-Route	Final Review	Step 1 - Step 1	Mrs Deepeka D Behari					
	Med-Route	Final Review		Mrs Manda M Smith					
	No com	ments	have been ro	ecorded yet					

Now you will be able to see an Amendment that was submitted to an Approve/Conditionally approved Initial Application.

Done Back Save Forward Help Acce	ss Show Applicat	tion for Guide er Human Subjec	cts - Gordor	Institute of Business Scier	nce	Protocol Temp2013-00003 Change Project Information		
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	Initial Application	18-Sep-2013	Submitted			F		

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Open/Access Existing Applications

Go to 'My Human Subjects' 'Show List' Select the Yellow folder below 'Actions'. Records can also be deleted by selecting the red X'

	nfoEd	Logged in	User: Mr Tester	Human Subjects	T	h <mark>ursday, August 2</mark>	9, 2013						
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Select the Folder on the application you wish to Open to Edit or View

Done Back Save Forward Help Act	Show Applicat	t ion for Guide er Human Subje	cts - Gordon Insti	tute of Business Science		Protocol Temp2013-00002 Change Project Information
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	Initial Application	29-Aug-2013	GIBS-Submitted			
					•	
						opyright © 2013 InfoEd International. Inc.

Letter/Communications

Letters from the Ethics Administrator will be sent to you to your UP mail box but the letters can also be viewed in the Communications Tab in the Record



Adding an Amendment if the Initial Application was not on InfoEd

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

	A Portal Streamlining Elec	ctronic Research Administration	Powered By infoEd
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Select 'My Human Subjects'

InfoEd	Logged in User: Mr Tester Human Subjects	Thursday, August 29, 2013	
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Exit Help My Projects My Human Subjects My Research Outputs	0 Record Found. My Open Action Items Open Assigned/Due Item PI Name Type Outstanding reviews	Mr Tester Human Subjects Action Required	Powered By InfoEd International, Inc. Version: 12.802.06 My Calendar August 2013
My Profile			S M T W T F S
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On the drop down list Select 'Create New'

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			My Messages 5(

'New Human Protocol in Human Subjects Development' is pre-selected. Select 'Continue'

Close	Create	Continue
	New Human Protocol in Human Subjects Development	

Add the Title of the Protocol in the Text Box

Close	Protocol Creation	Continue
	Enter Title	
		.11

Once the Title is added Select 'Continue'

Close	Protocol Creation		Continue
	Enter Title		
	Application for Guide		
		44	

Select 'Amendment' and 'Add New'

M G R W P M Done Back Save Forward Help Access S	how Kr Tester Human Subjects - Educati	on			Proto Temp201 Change Projec	ocol 5-0031(ct Inforn	6 nation
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Select 'Add Institution Forms/Supporting Documents get the 'Faculty of Education Amendment Application' form.

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Done	Back Save Forward Help Access	Show	Mr Tester Human Subjects - Education Temp2015-00316			
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6	🖹 🛄 Amendment (1)					
	🛛 🚞 Amendment					

Communications (0)

Documentation (0)

In select 'Faculty of Education Amendment Application' Form by selecting the Check Box and select 'Add'

Upload		Upload Close					
Upload new document							
Name							
Location	Browse No file selected.						
Category	Methodology 🖌						
Folder							
Document ID							
Document Version Number							
Document Version Date							
Add Amendment Comp	onents			bbA			
Form Name			Туре	Add			
Faculty of Health Sciences Ame	aculty of Health Sciences AmendmentsAppro						
aculty of Humanities Amendments Conditional Use							
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Select Note below 'Edit' to open the Application form.

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a Carl Amendment	Add Institution Forms/Supporting Documents				
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Communications (0)					

All questions that are marked with a * are Mandatory and must be completed before the application can be submitted.

_		. BT SELECTING THE CHECK BOX I AGREE TO THE ABOVE DECLARATION								
м	Save									
E a	Check	AMENDMENT TO AN EXISTING ETHICS APPLICATION								
ΰ	In/Out	DETAILS:								
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A -	Contents	Planned theme and research question of this application in the existing project								
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	,									
		Please state which amendments will be made to the existing project								
		Please provide details of the amendments indicated above								
		Please provide details of the amendments indicated above								

Once all the necessary sections are completed check the 'Complete' check box on the top of the form.



Select the 'Submit' button



Select 'Accept' the Certification and Select 'Continue'

Certification

affirm that all relevant information has been provided and that all statements made are correct



Below is the electronic path that the Protocol will follow before been assigned to the meeting.

As long as the Supervisor details was added to the form, the application will automatically be sent to the supervisor for approval. Only Once the application is approved by the Supervisor, only then will the Application be assigned to reviewers for the ethics Meeting.

By selecting 'Add New Person to Review Path'. The Researcher can add an adhoc person to review this application that is not on the form.

If no on else need to review this application Adhoc, Select 'Submit'



If its an Internal Supervisor, they will appear on the directory below, once the person is found, click on Select.

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Once the person is found, click on Select.

Personnel				Close
<u>ABCDEFGHIJKLMN</u>	<u>O P Q R S T U V W X Y Z</u>			
HS Supervisor, Supervisor University of Pr	etoria	Select		
Search for a particular entry hs Profiles with more than one department	Filter by Position T T T T T T T T T T T T T T T T T T T	Filter by Institution University of Pretoria	•	
Routing Step Insert				
Informational Only				
Approval Required				

Now that the Supervisor has been added to the Review Path Select 'Submit'

Protocol Temp2014-00011 - Mr Tester Human Subjects "Application for Edu Guide" (Under Development)



No comments have been recorded yet

Below is what a Researcher should see if the Protocol has been submitted successfully to the necessary people.

Once the Supervisor makes a Decision it will be available to view below

Select 'Done' to Exit the application.

Done Ck Save Forward Help Access Sh	Application for Edu Guide Mr Tester Human Subjects - Gordon Institute of Business Science			Т	Protocol emp2014-00011 Change Project Information		
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Below is the electronic path that the Protocol will follow before been assigned to the meeting.

A researcher must add the Supervisor to the route, to Approve the application. Only Once the application is approved by the Supervisor, only then will the Application be assigned to reviewers for the ethics Meeting.

This is done by selecting 'Add New Person to Review Path'. Select 'Submit'

Protocol Temp2013-00003 - Mr Tester Human Subjects "Application for Guide" (Submitted)								
Refresh RouteRoute Path - Med-RouteAdd New Person to Review PathSubmitStep 1Step 1Mrs Deepeka D BehariEStep 1Mrs Manda M SmithE								

Now that the Supervisor has been added to the Review Path Select 'Submit'



Below is what a Researcher should see if the Protocol has been submitted successfully to the necessary people.

Once the Supervisor makes a Decision it will be available to view below

Select 'Done' to Exit the application.

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	Med-Route	Final Review	Step 1 - Step 1	Mrs Deepeka D Behari				e 🔁	
	Med-Route	Final Review		Mrs Manda M Smith					
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HOW TO CHANGE YOUR PASSWORD

You can change it. If you go to 'My Profile' _ 'Edit'_'General' select scroll to the bottom of the screen, select 'Set' and then update your password.

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