

My Human Participant User Guide

InfoEd Compliance Module

INDEX

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

InfoEd eRA Portal Streamlining Electronic Research Administration Powered By infoEd

Login

Home	Login
>> Login	
Get Profile	
SPIN	
GENIUS	
Technology Portal	

Username

Password

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Type in the login details and select 'Login'

InfoEd eRA Portal Streamlining Electronic Research Administration Powered By infoEd

Login

Home	Login
>> Login	
Get Profile	
SPIN	
GENIUS	
Technology Portal	

Username

Password

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Select 'My Human Subjects'

InfoEd
 Logged in User: **Mr Tester Human Subjects** Thursday, August 29, 2013
[Find Funding](#) [CV Database](#)

0 Record Found.

My Open Action Items **Mr Tester Human Subjects**
 Open Assigned/Due Item PI Name Type Outstanding reviews 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
 1-Day 1 hr.

My Projects
My Human Subjects
 My Research Outputs
 My Profile

On the drop down list Select 'Create New'

InfoEd
 Logged in User: **Mr Tester Human Subjects** Thursday, August 29, 2013
[Find Funding](#) [CV Database](#)

0 Record Found.

My Open Action Items **Mr Tester Human Subjects**
 Open Assigned/Due Item PI Name Type Outstanding reviews 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
 1-Day 1 hr.

My Human Subjects
 Show/List
Create New
 Search For
 Meeting Dates
 Help - Dev
 Help - Mgmt

My Research Outputs
 My Profile

My Action Items
 Open
 Completed

My Workflow Maps

My Messages

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



A screenshot of a software dialog box titled 'Create'. The dialog has a 'Close' button in the top-left corner. The main area contains a radio button that is selected, next to the text 'New Human Protocol in Human Subjects Development'. In the top-right corner, there is a 'Continue' button. Both the selected radio button and the 'Continue' button are circled in red.

Add the Title of the Protocol in the Text Box



A screenshot of a software dialog box titled 'Protocol Creation'. The dialog has a 'Close' button in the top-left corner and a 'Continue' button in the top-right corner. Below the title, there is a label 'Enter Title' and a large, empty text input box.

Once the Title is added Select 'Continue'



A screenshot of the 'Protocol Creation' dialog box. The text 'Application for Guide' has been entered into the text box. The 'Continue' button in the top-right corner is circled in red.

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'.



Help

Close

Select PI

[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](#)

Human Subjects, Tester (Gordon Institute of Business Science)

Search for a particular entry

Filter by Position

Continue

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



Application for Guide

Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol

Temp2013-0002

Change Project Information

Protocol Temp2013-00002

- Submissions (1)
 - Initial Application (1)
 - Initial Application**
 - Addendum (0)
 - Adverse Event (0)
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Linkages (0)
 - Attachments (0)
 - Communications (0)
 - Contacts

Components for Initial Application

No forms have been associated with this submission.

[Add Institution Forms/Supporting Documents](#)

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

Close

Would you like to upload a new document version of an existing document

Upload new document

Name

Location Browse...

Category

Folder

Document ID

Document Version Number

Document Version Date

Add Initial Application Components

Add

Form Name	Type	Add
New Faculty of Health Sci Research Ethics	Conditional Use	<input type="checkbox"/>
GIBS - Ethics Application	Conditional Use	<input type="checkbox"/>
Faculty of Education Research Ethics	Conditional Use	<input checked="" type="checkbox"/>
Faculty of EBIT Ethics Research	Conditional Use	<input type="checkbox"/>
Faculty of Health Sciences Research Ethics	Conditional Use	<input type="checkbox"/>

Select  below 'Edit' to open the Application form.



Application for guide

Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol
Temp2014-00002

Change Project Information

Edit Mode

- Protocol Temp2014-00002
 - Submissions (1)
 - Initial Application (1)
 - Initial Application**
 - Addendum (0)
 - Adverse Event (0)
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Components for Initial Application Submit 

Current Submission

Form/Document Name	Edit	Status	Upload	Remove
EBIT- Ethics Application <i>Application Form</i>		Incomplete		

[Add Institution Forms/Supporting Documents](#)

Internal Researcher Details Section:

Select  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 

Details: *Role: CV  

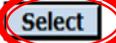
Human Subjects, Tester  	
Full Name	Human Subjects, Tester
Email	mahani.bodhi@epiuse.com
Phone	
Employee/Student ID	
Department	Humanities

EXTERNAL RESEARCHER DETAILS:(Not University Staff/Students) 

To add details of your Supervisor, if they are internal UP staff, select the , 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.

Personnel Close

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

HS Supervisor, Supervisor University of Pretoria  

Search for a particular entry Filter by Position Filter by Institution

hsj University of Pretoria

hs department are listed with Primary Department first.

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

QUESTION 1:
INTERNAL AND EXTERNAL RESEARCHER DETAILS:

INTERNAL RESEARCHER DETAILS 

Details: Protocol Role:

Human Subjects, Tester  		Principle Investigator/Student <input type="text" value="Principle Investigator/Student"/>	
Full Name	Human Subjects, Tester		
Address 1			
Address 2			
Email	mahani.bodhi@epiuse.com		
Phone			
Employer Id			
Department	Gordon Institute of Business Science		

HS Supervisor, Supervisor  

Full Name	HS Supervisor, Supervisor	Supervisor <input type="text" value="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 

EXTERNAL RESEARCHER DETAILS 

Name:	Surname:	Email Address:	Contact Number/s:	Protocol Role
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>  

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

*2.3 Purpose Of The Research

***Uploaded Research Proposal here**



*2.4 Estimated Duration _____

*From _____

*To _____

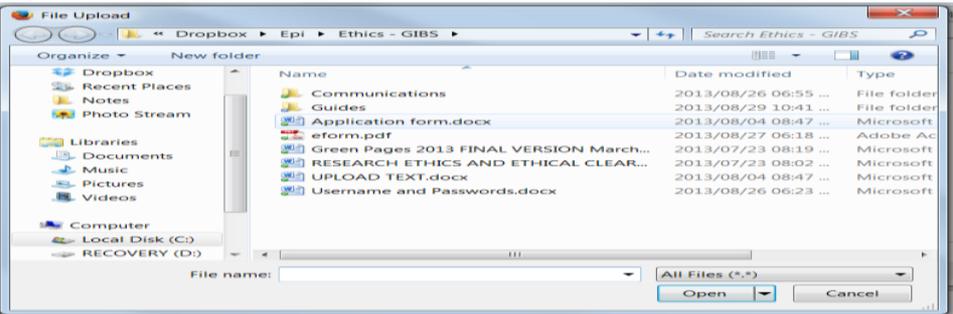
*2.5 What is the source of funding?

Select ‘Browse’

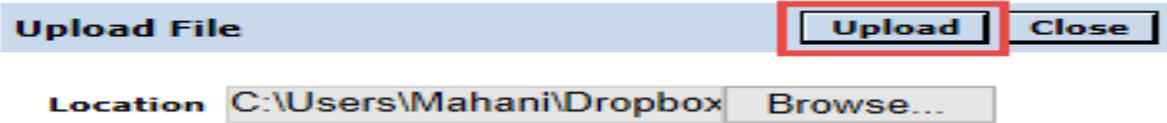
Upload File

Location

Find the document that is saved on in your machine.



Select Upload.



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 

CONSENT DOCUMENTS



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

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

CONSENT DOCUMENTS



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



To more documents, select the 

CONSENT DOCUMENTS



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



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

Secondary analysis of existing data

Commissioned research

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

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

INTERNAL RESEARCHER DETAILS
 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.

Application for Edu Guide
Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol Temp2014-00011

Submissions (1)

- Initial Application (1)
 - Initial Application
 - Addendum (0)
 - Adverse Event (0)
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Components for Initial Application

Form/Document Name	Edit	Status	Upload	Remove
Education Ethics Form Application Form - Application Form		Completed		

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

Application for Edu Guide
Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol
Temp2014-00011

Change Project Information

Edit Mode

Protocol Temp2014-00011

Submissions (1)

- Initial Application (1)
 - Initial Application
 - Addendum (0)
 - Adverse Event (0)
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Components for Initial Application

Submit

Current Submission

Form/Document Name	Edit	Status	Upload	Remove
Education Ethics Form Application Form Application Form		Completed		

[Add Institution Forms/Supporting Documents](#)

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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 new document

Name

Location **Browse...**

Category

Folder

Document ID

Document Version Number

Document Version Date



Add Initial Application Components

Add

Form Name	Type	Add
Experimental Design	Conditional Use	<input type="checkbox"/>

Below are the different upload categories.



Upload

Upload new document

Name

Location

Category

Folder

Document ID

Document Version Number

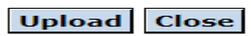
Document Version Date

- Application Form
- Checklist
- Conflict of Interest Statement
- Consent Forms
- Letter of Support
- Misc. Documents
- Permits
- Protocol
- Protocol Abstract
- Science/Abstract
- Site Use Authorization
- Supporting Documents

Add Initial Application

Form Name	Type	Add
Experimental Design	Conditional Use	<input type="checkbox"/>

Upload



Would you like to upload a new document version of an existing document

Upload new document

Name

Location

Category

Folder

Document ID

Document Version Number

Document Version Date

Add Initial Application Components

Form Name	Type	Add
Experimental Design	Conditional Use	<input type="checkbox"/>

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

Application for Edu Guide
Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol Temp2014-00011

Submissions (1)

- Initial Application (1)
 - Initial Application
 - Addendum (0)
 - Adverse Event (0)
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
- Communications (0)

Form/Document Name	Edit	Status	Upload	Remove
Consent Form - Guide Test <i>Consent Forms</i>		Completed		
Education Ethics Form <i>Application Form Application Form</i>		Completed		

[Add Institution Forms/Supporting Documents](#)

Submit

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Select 'Accept' the Certification and Select 'Continue'

Certification

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

Accepted Declined

Continue

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 one else need to review this application Adhoc, Select 'Submit'

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

[Refresh Route](#) **Route Path - HS - Education** [Add New Person to Review Path](#) **Submit**

Step 2	Step 2	Mr Raphael RO Akanmidu 
--------	--------	--

No comments have been recorded yet

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](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

HS Supervisor, Supervisor University of Pretoria **Select**

Search for a particular entry **Filter by Position** **Filter by Institution**

hs University of Pretoria

Profiles with more than one department are listed with Primary Department 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)

[Refresh Route](#)

Route Path - **HS - Education** [Add New Person to Review Path](#)

Submit

Inserted Step	Inserted Step	Mr Supervisor HS Supervisor		
Step 2	Step 2	Mr Raphael RO Akanmidu		

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.

The screenshot shows a web application interface for 'Application for Edu Guide'. The top navigation bar includes 'Done', 'Back', 'Save', 'Forward', 'Help', 'Access', and 'Show'. The protocol ID is 'Temp2014-00011'. The left sidebar shows a tree view of 'Protocol Temp2014-00011' with folders for 'Submissions (1)', 'Initial Application (1)', 'Addendum (0)', 'Adverse Event (0)', 'Continuation (0)', 'Final Report (0)', 'Response to Deferral (0)', 'Progress Report (0)', 'Amendment (0)', 'Documentation (0)', and 'Communications (0)'. The main content area is titled 'Components for Initial Application' and contains a table of 'Current Submission' with columns for 'View', 'Status', 'Upload', and 'Remove'. Below this is a 'Routing Progress' section with a table showing the status of various steps.

Protocol
Temp2014-00011

Change Project Information
Edit Mode

Protocol Temp2014-00011

Submissions (1)

- Initial Application (1)
 - Initial Application**
 - Addendum (0)
 - Adverse Event (0)
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Components for Initial Application

Current Submission

Form/Document Name	View	Status	Upload	Remove
Consent Form - Guide Test Consent Forms		Completed		
Education Ethics Form Application Form Application Form		Completed		

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	Remo
HS - Education	Final Review	Inserted Step	Mr Supervisor HS Supervisor	18-Mar-2014 7:42:56 AM			
HS - Education	Final Review	Step 2 - Step 2	Mr Raphael RO Akanmidu				

No comments have been recorded yet

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'

InfoEd Logged in User: Mr Tester Human Subjects Thursday, August 29, 2013
[Find Funding](#) [CV Database](#)

0 Record Found.

My Open Action Items Mr Tester Human Subjects
 Open Assigned/Due Item PI Name Type Outstanding reviews Action Required

Exit Help

My Projects

My Human Subjects

My Research Outputs

My Profile

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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
 1-Day 1 hr.

Select 'SHOW/LIST'

InfoEd Logged in User: Mr Tester Human Subjects Thursday, September 05, 2013
[Find Funding](#) [CV Database](#)

0 Record Found.

My Open Action Items Mr Tester Human Subjects
 Open Assigned/Due Item PI Name Type Outstanding reviews Action Required

Exit Help

My Projects

My Human Subjects

- Show/List
- Search For
- Create New
- Meeting Dates
- Help - Dev
- Help - Mgmt

My Research Outputs

My Profile

Powered By 
 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

Select the yellow folder below 'ACTIONS'

InfoEd Logged in User: Mr Tester Human Subjects Monday, March 17, 2014

[Find Funding](#) [CV Database](#)

Records Found: 4.

Results

Actions	Number	Title	Sponsor/PI/Department	Quick Status	Delete
	2013-0001-GIBS-HS Start:	Application for Guide with Amendments	Human Subjects Tester Gordon Institute of Business Science		
	EBIT - Test Application 01 Start:	Test Application for Guide	Human Subjects Tester Gordon Institute of Business Science		
	Temp2014-00010 Start:	test for demo	Human Subjects Tester Gordon Institute of Business Science		
	Temp2014-00011 Start:	Application for Edu Guide	Human Subjects Tester Gordon Institute of Business Science		



Select the 'Respond'

[Done](#) [Back](#) [Save](#) [Forward](#) [Help](#) [Access](#) [Show](#) Protocol **Temp2014-000**

Application for Edu Guide
Mr Tester Human Subjects - Gordon Institute of Business Science

[Change Project Infor](#)
[Edit M](#)

Protocol Temp2014-00011

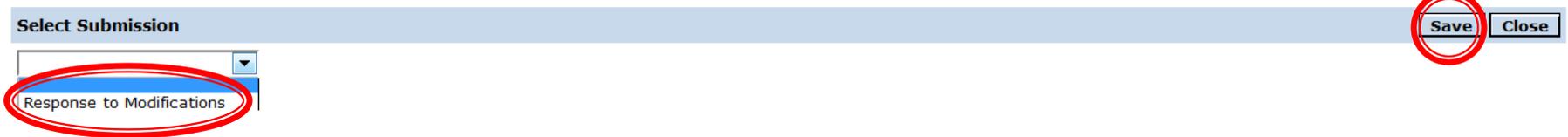
- Submissions (1)
- Communications (0)

Submissions [Add New](#)

Type	Investigator	Submitted On Date	Status	Approved From	Approved To	Review Date	Open
Initial Application			EDU-Resubmission Require				Respond



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



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

Application for Edu Guide Protocol
Temp2014-00011

Mr Tester Human Subjects - Gordon Institute of Business Science Edit Mode

Protocol Temp2014-00011

- Submissions (2)
 - Initial Application (2)
 - Initial Application
 - Response to Modifications**
 - Addendum (0)
 - Adverse Event (0)
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
- Communications (0)

Components for Response to Modifications Submit 

Current Submission

Form/Document Name	Edit	Status	Upload	Remove
Consent Form - Guide Test <i>Consent Forms</i>		Completed		
Education Ethics Form		Completed		

[Add Institution Forms/Supporting Documents](#)

Existing Protocol Document Attachments	Document Type	View	Include
Consent Form - Guide Test (Initial Application)			N/A
Education Ethics Form	Application Form		N/A

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

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: [No Title]

Type of Application:
Department:
First Submission: Yes No Resubmission Yes 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 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

INTERNAL RESEARCHER DETAILS
Personnel - Review (Add Personnel - Review)

▼ Human Subjects, Tester
Personnel - Review

Name
Human Subjects, Tester
Primary Investigator

Start Date End Date Role

Message from webpage
! You have been granted the form.
OK

Adding an Amendment to an Application

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

InfoEd eRA Portal Streamlining Electronic Research Administration Powered By 

Login

Home	Login
>> Login	
Get Profile	
SPIN	
GENIUS	
Technology Portal	

Username

Password

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Type in the login details and select 'Login'

InfoEd eRA Portal Streamlining Electronic Research Administration Powered By 

Login

Home	Login
>> Login	
Get Profile	
SPIN	
GENIUS	
Technology Portal	

Username

Password

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Select 'My Human Subjects'

InfoEd Logged in User: **Mr Tester Human Subjects** Thursday, August 29, 2013
[Find Funding](#) [CV Database](#)

0 Record Found.

My Open Action Items **Mr Tester Human Subjects**
 Open Assigned/Due Item PI Name Type Outstanding reviews Action Required

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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 1-Day 1 hr.

Select 'SHOW/LIST'

InfoEd Logged in User: **Mr Tester Human Subjects** Thursday, September 05, 2013
[Find Funding](#) [CV Database](#)

0 Record Found.

My Open Action Items **Mr Tester Human Subjects**
 Open Assigned/Due Item PI Name Type Outstanding reviews Action Required

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

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

Find Funding CV Database

Results 2 Protocols Found

Actions	Number	Title	Sponsor/PI/Department	Quick Status	Delete
	2013-0001-GIBS-HS	Application for Guide with Amendments Start:	Human Subjects Tester Gordon Institute of Business Science		
	Temp2013-00002	Test new application - resubmission required Start:	Human Subjects Tester Gordon Institute of Business Science		

My Projects

My Human Subjects

- Show/List
- Search For
- Create New

Powered By

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



Next to the 'Add New' tab, there is a dropdown menu, select 'Amendment' select 'Add New'

Done Back Save Forward Help Access Show

Application for Guide
Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol
Temp2013-00003

Change Project Information

Protocol Temp2013-00003
Submissions (1)
Communications (0)

Submissions

Type	Submitted on	Status	Approved From	Approved To	Rate	Open	Delete
Initial Application	18-Sep-2013	Submitted					

- Add New
- Initial Application
- Addendum
- Adverse Event
- Continuation
- Final Report
- Response to Deferral
- Progress Report
- Amendment
- Documentation

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

Application for Guide
Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol
Temp2013-00003

Protocol Temp2013-00003

- Submissions (2)
 - Initial Application (1)
 - Addendum (0)
 - Adverse Event (1)
 - Adverse Event**
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Components for Adverse Event Submit

Current Submission

Form/Document Name	Edit	Status	Upload	Remove
Patient Consent Form <i>Consent Forms</i>		Completed		

[Add Institution Forms/Supporting Documents](#)

Existing Protocol Document Attachments	Document Type	View	Include
FAHS Medical Ethics Application Form			N/A
Patient Consent Form	Consent Forms		N/A

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

Upload Upload Close

Upload new document

Name:

Location: No file selected.

Category: Methodology

Folder

Document ID:

Document Version Number:

Document Version Date:

Add Amendment Components

Form Name	Type	Add
Faculty of Health Sciences AmendmentsAppro	Conditional Use	<input type="checkbox"/>
Faculty of Humanities Amendments	Conditional Use	<input type="checkbox"/>
Faculty of Education Amendment Application	Conditional Use	<input type="checkbox"/>
GIBS - AMENDMENT Ethics Application	Conditional Use	<input type="checkbox"/>

Select  below 'Edit' to open the Application form.

      
Done Back Save Forward Help Access Show

test title
Mr Tester Human Subjects - Education

Protocol
Temp2015-00316

- Protocol Temp2015-00316**
- Submissions (2)
 - Initial Application (1)
 - Adverse Event (0)
 - Final Report (0)
 - Administrative Action (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (1)
 - Amendment**
 - Documentation (0)
 - Communications (0)

Edit Mode

Components for Amendment

Submit 

Current Submission

Form/Document Name	Edit	Status	Upload	Remove
Faculty of Education Amendment Application <i>Application Form Application Form</i>		Incomplete		

[Add Institution Forms/Supporting Documents](#)

Existing Protocol Document Attachments	Document Type	View	Include
--	---------------	------	---------

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

* BY SELECTING THE CHECK BOX I AGREE TO THE ABOVE DECLARATION

- MEZU
- PAGES
- Save
- Check In/Out
- Table of Contents
- Quest Hist
- Form Hist
- Print

AMENDMENT TO AN EXISTING ETHICS APPLICATION

DETAILS:

INCLUDING CHANGES TO: INSTRUMENTATION, CO-RESEARCHERS , PARTICIPANTS

Planned theme and research question of this application in the existing project

Please state which amendments will be made to the existing project

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.

Updated By: Mr Tester Human Subjects @ 18-Sep-2013 12:37:20 PM

MEDICAL ETHICS SAE APPLICATION FORM Complete

SAE Application Form

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Project Information

* Ethics Reference Number

* Protocol Title

Select the 'Submit' button

Protocol
Temp2013-00003

Application for Guide
 Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol Temp2013-00003

- Submissions (2)
 - Initial Application (1)
 - Addendum (0)
 - Adverse Event (1)
 - Adverse Event**
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Submit

Components for Adverse Event

Current Submission

Form/Document Name	Edit	Status	Upload	Remove
Patient Consent Form <i>Consent Forms</i>		Completed		
FAHS MEDICAL ETHICS SAE		Completed		

[Add Institution Forms/Supporting Documents](#)

Existing Protocol Document Attachments	Document Type	View	Include
FAHS Medical Ethics Application Form			N/A
Patient Consent Form	Consent Forms		N/A

Select 'Accept' the Certification and Select 'Continue'

Certification

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

Accepted Declined

Continue

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 one else need to review this application Adhoc, Select ‘Submit’

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

[Refresh Route](#) **Route Path - HS - Education** [Add New Person to Review Path](#) **Submit**

Step 2	Step 2	Mr Raphael RO Akanmidu 
--------	--------	--

No comments have been recorded yet

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](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

HS Supervisor, Supervisor University of Pretoria **Select**

Search for a particular entry **Filter by Position** **Filter by Institution**

hs University of Pretoria

Profiles with more than one department are listed with Primary Department 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)

[Refresh Route](#)

Route Path - **HS - Education** [Add New Person to Review Path](#)

Submit

Inserted Step	Inserted Step	Mr Supervisor HS Supervisor		
Step 2	Step 2	Mr Raphael RO Akanmidu		

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.

The screenshot displays a web application interface for 'Application for Edu Guide'. At the top, there is a navigation bar with icons for Done, Back, Save, Forward, Help, Access, and Show. The protocol ID is 'Temp2014-00011'. A sidebar on the left shows a tree view of protocol components: Submissions (1), Initial Application (1), Addendum (0), Adverse Event (0), Continuation (0), Final Report (0), Response to Deferral (0), Progress Report (0), Amendment (0), Documentation (0), and Communications (0). The main content area is titled 'Components for Initial Application' and contains a table of 'Current Submission' with columns for View, Status, Upload, and Remove. Below this is a 'Routing Progress' section with a table showing the status of various steps.

Protocol
Temp2014-00011

Change Project Information
Edit Mode

Protocol Temp2014-00011

Submissions (1)

- Initial Application (1)
 - Initial Application
 - Addendum (0)
 - Adverse Event (0)
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Components for Initial Application

Current Submission

Form/Document Name	View	Status	Upload	Remove
Consent Form - Guide Test Consent Forms		Completed		
Education Ethics Form Application Form Application Form		Completed		

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	Remo
HS - Education	Final Review	Inserted Step	Mr Supervisor HS Supervisor	18-Mar-2014 7:42:56 AM			
HS - Education	Final Review	Step 2 - Step 2	Mr Raphael RO Akanmidu				

No comments have been recorded yet

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](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

HS Supervisor, Supervisor University of Pretoria **Select**

Search for a particular entry **Filter by Position** **Filter by Institution**

hs University of Pretoria

Profiles with more than one department are listed with Primary Department first.

Routing Step Insert

Informational Only

Approval Required

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

Protocol **Temp2013-00003 - Mr Tester Human Subjects** "Application for Guide" (Submitted)

[Refresh Route](#) Route Path - **Med-Route** [Add New Person to Review Path](#) **Submit**

Inserted Step	Inserted Step	Mr Supervisor HS Supervisor		
Step 1	Step 1	Mrs Deepeka D Behari		
	Step 1	Mrs Manda M Smith		

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 Guide | Mr Tester Human Subjects - Gordon Institute of Business Science | Protocol Temp2013-00003

Protocol Temp2013-00003

- Submissions (2)
 - Initial Application (1)
 - Addendum (0)
 - Adverse Event (1)
 - Adverse Event**
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Components for Adverse Event

Form/Document Name	View	Status	Upload	Remove
Patient Consent Form Consent Forms		Completed		
FAHS MEDICAL ETHICS SAE		Completed		

Routing Progress

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert
Med-Route	Final Review	Inserted Step	Mr Supervisor HS Supervisor	18-Sep-2013 12:44:32 PM		
Med-Route	Final Review	Step 1 - Step 1	Mrs Deepeka D Behari			
Med-Route	Final Review		Mrs Manda M Smith			

No comments have been recorded 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](#) [Access](#) [Show](#)

Application for Guide

Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol
Temp2013-00003

Change Project Information

Protocol Temp2013-00003

-  Submissions (2)
-  Communications (0)

Submissions **Add New**

Type	Submitted on ▼	Status	Approved From	Approved To	Review Date	Open	Delete
Adverse Event	18-Sep-2013	Submitted					
Initial Application	18-Sep-2013	Submitted					

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'

InfoEd Logged in User: **Mr Tester Human Subjects** Thursday, August 29, 2013
[Find Funding](#) [CV Database](#)

Results 1 Protocol Found

Actions	Number	Title	Sponsor/PI/Department	Quick Status	Delete
	Temp2013-00002	Application for Guide Start:	Human Subjects Tester Gordon Institute of Business Science		

Powered By **infoEd**
InfoEd International, Inc.
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

My Human Subjects

- Show/List**
- Search For
- Create New
- Meeting Dates
- Help - Dev
- Help - Mgmt

Select the Folder on the application you wish to Open to Edit or View

Application for Guide Protocol
Temp2013-00002

Mr Tester Human Subjects - Gordon Institute of Business Science

[Change Project Information](#)

Protocol Temp2013-00002

- Submissions (1)**
- Linkages (0)
- Attachments (2)
- Communications (0)
- Contacts

Submissions

[Add New](#)

Type	Submitted on	Status	Approved From	Approved To	Review Date	Open	Delete
Initial Application	29-Aug-2013	GIBS-Submitted					

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

[Done](#)
[Back](#)
[Save](#)
[Forward](#)
[Help](#)
[Access](#)
[Show](#)

Application for Guide with Amendments
 Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol
 2013-0001-GIBS-HS

[Change Project Information](#)

- Protocol 2013-0001-GIBS-HS
- Submissions (2)
- Communications (2)

Communications

Sent	Document Name	Document Category	Form Letter	Built ▼	Recipients	View	Remove
08-Sep-2013	GIBS - Unsuccessful		GIBS - Unsuccessful	08-Sep-2013	From Ms Adele A Bekker To Mr Tester Human Subjects		
	GIBS - Conditional Approval		GIBS - Conditional Approval	08-Sep-2013	From Ms Adele A Bekker To Mr Tester Human Subjects		

Adding an Amendment if the Initial Application was not on InfoEd

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

Login

Home	Login
>> Login	
Get Profile	
SPIN	
GENIUS	
Technology Portal	

Username

Password

Type in the login details and select 'Login'

Login

Home	Login
>> Login	
Get Profile	
SPIN	
GENIUS	
Technology Portal	

Username

Password

Select 'My Human Subjects'

InfoEd Logged in User: **Mr Tester Human Subjects** Thursday, August 29, 2013

[Find Funding](#) [CV Database](#)

0 Record Found.

My Open Action Items **Mr Tester Human Subjects**

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

Powered By

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

1-Day 1 hr.

Exit Help

My Projects

My Human Subjects

My Research Outputs

My Profile

On the drop down list Select 'Create New'

InfoEd Logged in User: **Mr Tester Human Subjects** Thursday, August 29, 2013

[Find Funding](#) [CV Database](#)

0 Record Found.

My Open Action Items **Mr Tester Human Subjects**

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

Powered By

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

1-Day 1 hr.

Exit Help

My Projects

My Human Subjects

- Show/List
- Search For
- Create New
- Meeting Dates
- Help - Dev
- Help - Mgmt

My Research Outputs

My Profile

My Action Items

Open

Completed

My Workflow Maps

My Messages

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



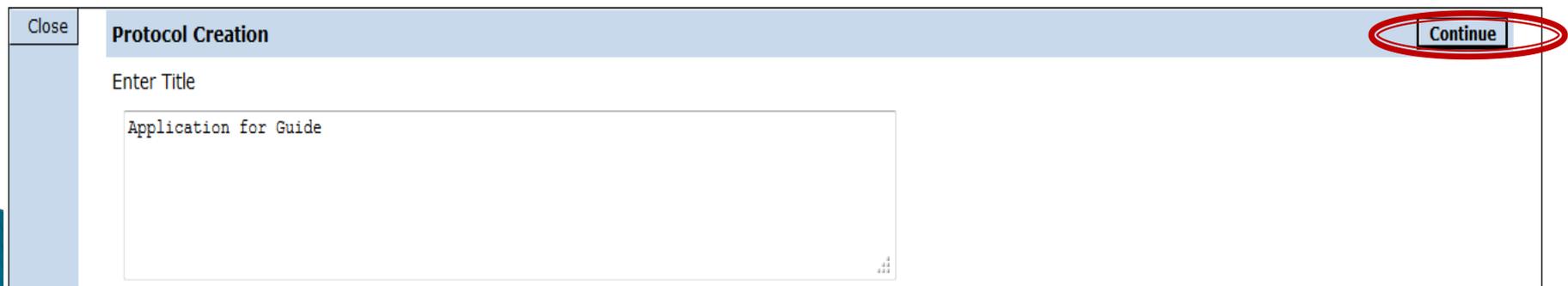
A screenshot of a software dialog box titled 'Create'. The dialog has a 'Close' button in the top-left corner. The main area contains a radio button that is selected, next to the text 'New Human Protocol in Human Subjects Development'. In the top-right corner, there is a 'Continue' button. Red ovals are drawn around the selected radio button and the 'Continue' button.

Add the Title of the Protocol in the Text Box



A screenshot of a software dialog box titled 'Protocol Creation'. The dialog has a 'Close' button in the top-left corner and a 'Continue' button in the top-right corner. Below the title bar, the text 'Enter Title' is displayed above a large, empty text input field.

Once the Title is added Select 'Continue'



A screenshot of the 'Protocol Creation' dialog box. The text 'Application for Guide' has been entered into the text input field. The 'Continue' button in the top-right corner is now highlighted with a red oval.

Select 'Amendment' and 'Add New'



test title
Mr Tester Human Subjects - Education

Protocol
Temp2015-00316

Change Project Information

Edit Mode

- protocol Temp2015-00316
 - Submissions (1)
 - Initial Application (1)
 - Adverse Event (0)
 - Final Report (0)
 - Administrative Action (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)**
 - Documentation (0)
 - Communications (0)

Submissions Add New

Type	Investigator Submitted On Date	Status	Approved From	Approved To	Review Date	Open	Delete
------	--------------------------------	--------	---------------	-------------	-------------	------	--------

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

test title

Mr Tester Human Subjects - Education

Protocol
Temp2015-00316

Protocol Temp2015-00316 Edit Mode

- Submissions (2)
 - Initial Application (1)
 - Adverse Event (0)
 - Final Report (0)
 - Administrative Action (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (1)
 - Amendment**
 - Documentation (0)
 - Communications (0)

Components for Amendment

No Forms have been associated with this submission.

[Add Institution Forms/Supporting Documents](#)

Existing Protocol Document Attachments	Document Type	View	Include
--	---------------	------	---------

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 Components Add

Form Name	Type	Add
Faculty of Health Sciences AmendmentsAppro	Conditional Use	<input type="checkbox"/>
Faculty of Humanities Amendments	Conditional Use	<input type="checkbox"/>
Faculty of Education Amendment Application	Conditional Use	<input checked="" type="checkbox"/>
GIBS - AMENDMENT Ethics Application	Conditional Use	<input type="checkbox"/>

Select  below 'Edit' to open the Application form.

- Protocol Temp2015-00316
 - Submissions (2)
 - Initial Application (1)
 - Adverse Event (0)
 - Final Report (0)
 - Administrative Action (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (1)
 - Amendment**
 - Documentation (0)
 - Communications (0)

Edit Mode

Components for Amendment

Submit 

Current Submission

Form/Document Name	Edit	Status	Upload	Remove
Faculty of Education Amendment Application <i>Application Form Application Form</i>		Incomplete		

[Add Institution Forms/Supporting Documents](#)

Existing Protocol Document Attachments	Document Type	View	Include
--	---------------	------	---------

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

* BY SELECTING THE CHECK BOX I AGREE TO THE ABOVE DECLARATION

- MEZU
- SAVE
- CHECK IN/OUT
- TABLE OF CONTENTS
- QUEST HIST
- FORM HIST
- PRINT

AMENDMENT TO AN EXISTING ETHICS APPLICATION

DETAILS:

INCLUDING CHANGES TO: INSTRUMENTATION, CO-RESEARCHERS , PARTICIPANTS

Planned theme and research question of this application in the existing project

Please state which amendments will be made to the existing project

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.

Updated By: Mr Tester Human Subjects @ 18-Sep-2013 12:37:20 PM

MEDICAL ETHICS SAE APPLICATION FORM Complete

SAE Application Form

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Project Information

* Ethics Reference Number

* Protocol Title

Select the 'Submit' button

Application for Guide | Protocol Temp2013-00003

Mr Tester Human Subjects - Gordon Institute of Business Science

Protocol Temp2013-00003

- Submissions (2)
 - Initial Application (1)
 - Addendum (0)
 - Adverse Event (1)
 - Adverse Event**
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Components for Adverse Event

Submit 

Current Submission

Form/Document Name	Edit	Status	Upload	Remove
Patient Consent Form <i>Consent Forms</i>		Completed		
FAHS MEDICAL ETHICS SAE		Completed		

[Add Institution Forms/Supporting Documents](#)

Existing Protocol Document Attachments	Document Type	View	Include
FAHS Medical Ethics Application Form			N/A
Patient Consent Form	Consent Forms		N/A

Select 'Accept' the Certification and Select 'Continue'

Certification

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

Accepted
 Declined

Continue

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 one else need to review this application Adhoc, Select 'Submit'

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

[Refresh Route](#) **Route Path - HS - Education** [Add New Person to Review Path](#) **Submit**

Step 2	Step 2	Mr Raphael RO Akanmidu	
--------	--------	------------------------	--

No comments have been recorded yet

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](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

HS Supervisor, Supervisor University of Pretoria **Select**

Search for a particular entry **Filter by Position** **Filter by Institution**

hs University of Pretoria

Profiles with more than one department are listed with Primary Department 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)

[Refresh Route](#)

Route Path - **HS - Education** [Add New Person to Review Path](#)

Submit

Inserted Step	Inserted Step	Mr Supervisor HS Supervisor		
Step 2	Step 2	Mr Raphael RO Akanmidu		

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.

The screenshot shows a web application interface for 'Application for Edu Guide'. At the top, there is a navigation bar with icons for Done, Back, Save, Forward, Help, Access, and Show. The main header displays 'Application for Edu Guide' and 'Mr Tester Human Subjects - Gordon Institute of Business Science'. On the right, there are buttons for 'Protocol Temp2014-00011' and 'Change Project Information', along with an 'Edit Mode' button.

The left sidebar shows a tree view of 'Protocol Temp2014-00011' with categories like Submissions (1), Initial Application (1), Addendum (0), Adverse Event (0), Continuation (0), Final Report (0), Response to Deferral (0), Progress Report (0), Amendment (0), Documentation (0), and Communications (0).

The main content area is titled 'Components for Initial Application' and contains a table of 'Current Submission' items:

Form/Document Name	View	Status	Upload	Remove
Consent Form - Guide Test <i>Consent Forms</i>		Completed		
Education Ethics Form <i>Application Form Application Form</i>		Completed		

Below this is a 'Routing Progress' section with a table showing the workflow:

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remo
HS - Education	Final Review	Inserted Step	Mr Supervisor HS Supervisor	18-Mar-2014 7:42:56 AM			
HS - Education	Final Review	Step 2 - Step 2	Mr Raphael RO Akanmidu				

At the bottom of the routing progress section, it states 'No comments have been recorded yet'.

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 Route](#) Route Path - **Med-Route** [Add New Person to Review Path](#)

Step 1	Step 1	Mrs Deepeka D Behari	
	Step 1	Mrs Manda M Smith	

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

Protocol **Temp2013-00003 - Mr Tester Human Subjects** "Application for Guide" (Submitted)

[Refresh Route](#) Route Path - **Med-Route** [Add New Person to Review Path](#) **Submit**

Inserted Step	Inserted Step	Mr Supervisor HS Supervisor		
Step 1	Step 1	Mrs Deepeka D Behari		
	Step 1	Mrs Manda M Smith		

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 Guide | Mr Tester Human Subjects - Gordon Institute of Business Science | Protocol Temp2013-00003

Protocol Temp2013-00003

- Submissions (2)
 - Initial Application (1)
 - Addendum (0)
 - Adverse Event (1)
 - Adverse Event**
 - Continuation (0)
 - Final Report (0)
 - Response to Deferral (0)
 - Progress Report (0)
 - Amendment (0)
 - Documentation (0)
 - Communications (0)

Components for Adverse Event

Form/Document Name	View	Status	Upload	Remove
Patient Consent Form <i>Consent Forms</i>		Completed		
FAHS MEDICAL ETHICS SAE		Completed		

Routing Progress
Temp2013-00003 - Mr Tester Human Subjects "Application for Guide"

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert
Med-Route	Final Review	Inserted Step	Mr Supervisor HS Supervisor	18-Sep-2013 12:44:32 PM		
Med-Route	Final Review	Step 1 - Step 1	Mrs Deepeka D Behari			
Med-Route	Final Review		Mrs Manda M Smith			

No comments have been recorded yet

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.

Records Found: 0. Order by Assigned Ascending Sort

My Open Action Items UP Admin

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My Calendar January 2015

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

Jan 2015 1-Day 1 hr.

My Action Items

General

Salutation

First

Initial

Last

Image

- General
- Electronic Signature
- Advisees (0)
- Appointments
- Backups
- Biosketch
- Certifications
- Classification Codes

Security

Username EDSAUP_Admin

Set

4