Faculty of Health Sciences Research, University of Pretoria **Ethics** Committee’s **requirements** for consideration of protocols **2017 [Step 1, 2 & 3]**

**STEP [1]**

**Before submission**

First Applications and submissions:

All Post-Graduate or Undergraduate students of theFaculty of Health Sciences: It is extremely Important & Necessary before submission to the Ethics Committee, you should as a rule have obtained written approval from a:

①Departmental Committee or ②Scientific or  ③Academic Advisory Committee

[e.g.: MMed- Committee, PhD-Committee, MSc-Committee, MPH Committee approval, MCur-Scientific Committee]

For the **First Time Submission** on the RIMS, you **must** get a Username and Password a few days before submission deadline

RIMS is online again from June: [https://rims.up.ac.za](https://rims.up.ac.za/) [use Chrome or Internet Explorer]

To get a **Password** and **Username, send an** E-mail to Mrs. Carika Swart at [fhsethics@up.ac.za](mailto:fhsethics@up.ac.za)

Full names :

Surname :

Mr/Mrs/Miss/Dr/Prof:

Gender :

UP Card number :

Department :

Current E-mail address :

Cell number :

ID no:[IF YOU ARE EXTERNAL – NOT AFFILIATED TO THE University of Pretoria]

Name of external

Institution :

***To access the Tswellopele Building at door 2-64 [next to the Canteen] and door 4-57 you need to ask to get access from*** [**Elmarie.DeBeer@up.ac.za**](mailto:Elmarie.DeBeer@up.ac.za) ***with your UP Card. Reason: To hand in Research documentation for the next Ethics Committee Meeting.***

**Step[2]**

Go to the U.P. Faculty of Health Science .Web Address

[www.up.ac.za/healthethics](http://www.up.ac.za/healthethics)

[ Ctrl + Click on this web address ]

*To download all the relevant documents for the Ethics Committee* - follow the green arrows

**Step[3]**

To do the Electronic Application go onto the RIMS Web Address

[https://rims.up.ac.za](https://rims.up.ac.za/)

[ Ctrl + Click on this web address ]

[Use Chrome or Internet Explorer]

*To log in & fill in the Electronic Application & upload all the relevant documents on the Electronic Application for submission to Ethics Committee on the RIMS SYSTEM -* follow the red arrows

Finally, please **submit 1 hard copy** of all new application-documents [new Studies/Amendments/SAEs/PR/Administrative] uploaded electronically on the RIMS system to the Ms. Manda Smith at Faculty of Health Sciences Research Ethics Committee, Tswelopele Building, level 4 room 59 [opposite the BMW building] as soon as possible after electronic submission to enable her to put it on the next agenda.

**No E-Mail will be accepted.**

Investigators/Students/Supervisors/study coordinators are requested to **strictly adhere to the deadline dates of handing in** and uploading a submission on RIMS, as no “late-submitting” will be considered.

All “**response to recommendation**” must be submitted electronically on the RIMS site and 1 hard copy to be handed in at Mrs Deepeka Behari. **No E-Mail will be accepted.**

**Administrator:** Faculty of Health Sciences Research Ethics Committee

[www.up.ac.za/healthethics](http://www.up.ac.za/healthethics)

[https://rims.up.ac.za](https://rims.up.ac.za/)

**Administrator:** Faculty of Health Sciences Research Ethics Committee

Manda Smith

**Web Address:**  [www.up.ac.za/healthethics](http://www.up.ac.za/healthethics)   and [https://rims.up.ac.za](https://up.rims.ac.za/login.asp)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Title | Tel | Room | Building | Dept/Division | E-mail | Fax |
| Manda Smith | Mrs | 012-356 3085 | 4-59 | Tswelopele Bld | Faculty of Health Research. Ethics Committee | [manda.smith@up.ac.za](mailto:manda.smith@up.ac.za) | None |

**PHYSICAL:**  Tswelopele Building, opposite the BMW Building, on level 4, room 4-59. *Northern direction in Beatrix Str, turn left at Annie Botha Road into Dr Savage Road, [ C/O Dr Savage Road & Baphelo Street ] At the first traffic light, turn left (L) to go at the University parking [boom gate] and park in the allocated parking area.*

***To access the Tswellopele Building at door 2-64 [next to the Canteen] and door 4-57 you need to ask to get access from*** [Elmarie.DeBeer@up.ac.za](mailto:Elmarie.DeBeer@up.ac.za) ***with your UP Card. Reason: To hand in Research documentation for the next Ethics Committee Meeting.***

**Updated 02/10/2017**

Calendar 2018

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Submission deadline** | **Prelim Com. Meeting** | **Full Committee Meeting** |
| January | 5 Jan | 17 Jan | 31 Jan |
| February | 2 Feb | 14 Feb | 28 Feb |
| March | 1 Mar | 14 Mar | 28 Mar |
| April | 26 Mar | 11 Apr | 25 Apr |
| May | 2 May | 16 May | 30 May |
| June | 31 May | 13 Jun | 27 Jun |
| July | 29 Jun | 11 Jul | 25 Jul |
| August | 31 Jul | 15 Aug | 29 Aug |
| September | 31 Aug | 12 Sept | 26 Sept |
| October | 27 Sept | 10 Oct | 24 Oct |
| November | 25 Oct | 7 Nov | 21 Nov |

*Investigators / Study Coordinators / Students / Supervisors*

*are requested to strictly adhere to the deadline dates*

*of handing in and uploading a submission on RIMS,*

*as* ***no*** *“late-submitting” will be considered.*

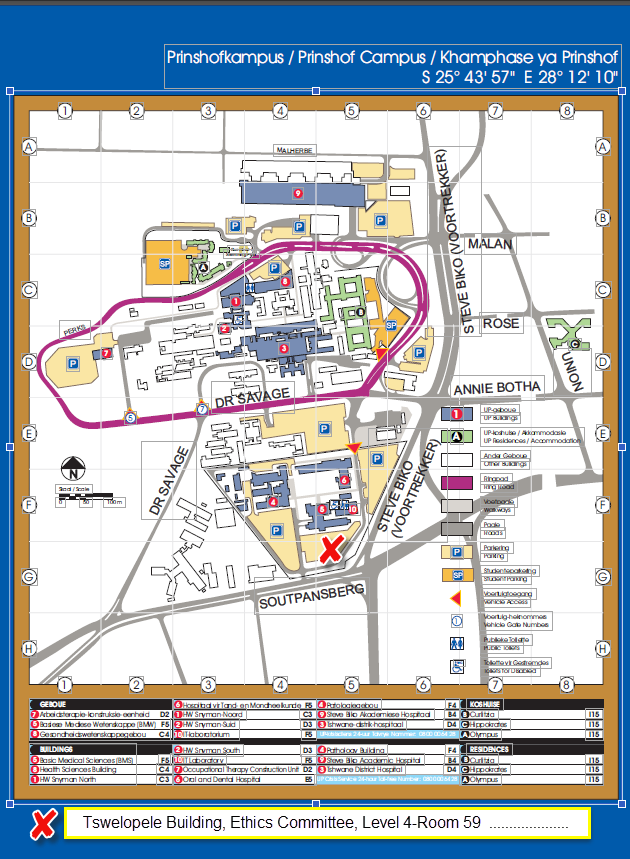
*updated 01/11/2017 RS*

*You are requested to strictly adhere to the deadline dates*





**RIMS – HELP DESK**



All Post-Graduate or Undergraduate students of theFaculty of Health Sciences:

It is Extremely Important & Necessary befóre submission to the Ethics Committee,

you shòúd as a rule have obtained written approval from a

①Departmental Committee or ②Scientific or ③Academic Advisory Committee

[MMed- Committee, PhD-Committee, MSc-Committee, MPH Committee approval, MCur-Scientific Committee]

***To access the Tswellopele Building at door 2-64 [next to the Canteen] and door 4-57 you need to ask to get access from*** [Elmarie.DeBeer@up.ac.za](mailto:Elmarie.DeBeer@up.ac.za) ***with your UP Card. Reason: To hand in Research documentation for the next Ethics Committee Meeting.***

All Post-Graduate or Undergraduate students of theFaculty of Health Sciences:

It is extremely Important & Necessary befóre submission to the Ethics Committee,

You shòúd as a rule have obtained

written approval from a

①Departmental Committee or

②Scientific or

③Academic Advisory Committee

[e.g: MMed- Committee, PhD-Committee, MSc-Committee, MPH Committee approval]

**Step[2]**

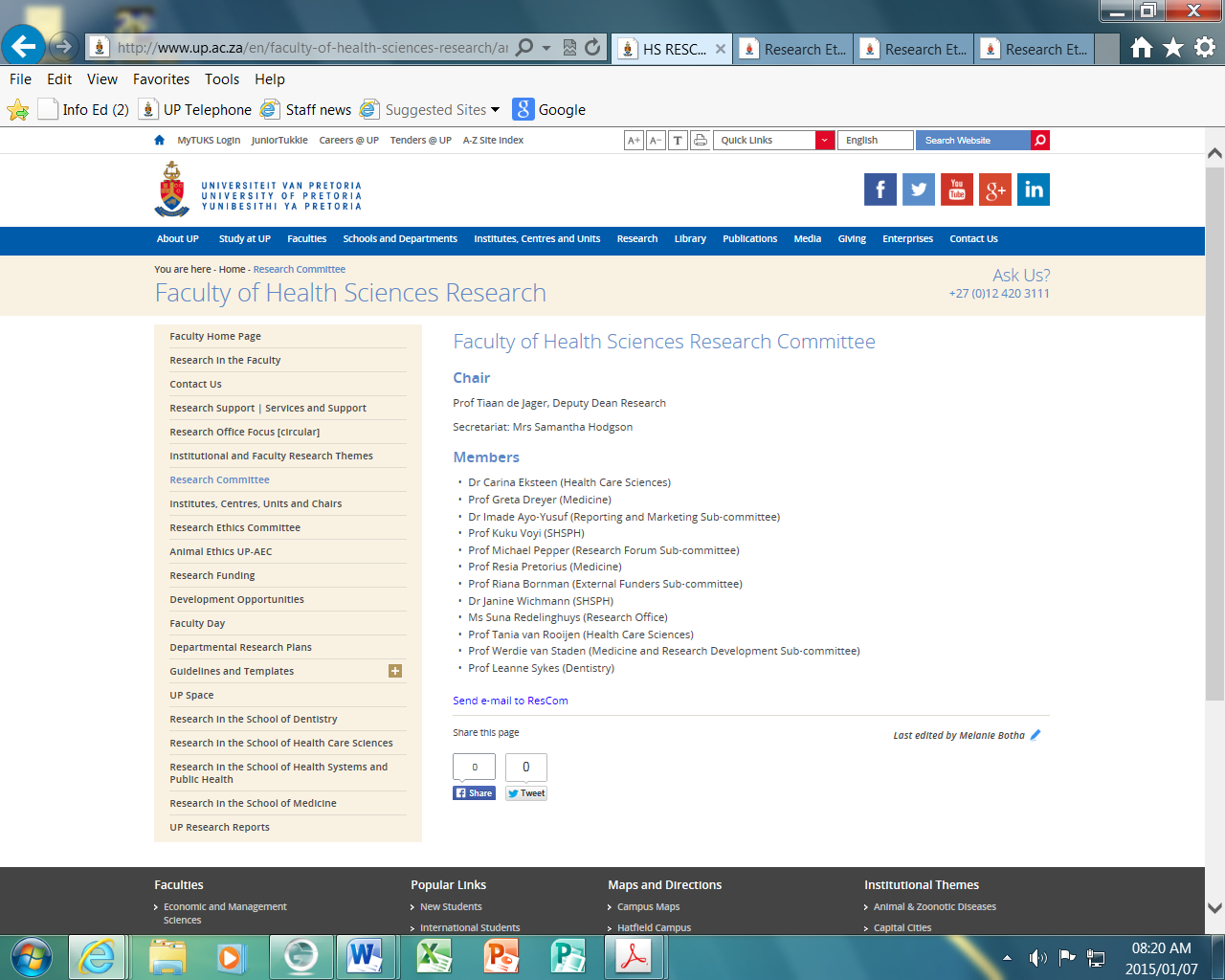
**U.P. FHS.Web Address**

1

[www.up.ac.za/healthethics](http://www.up.ac.za/healthethics)

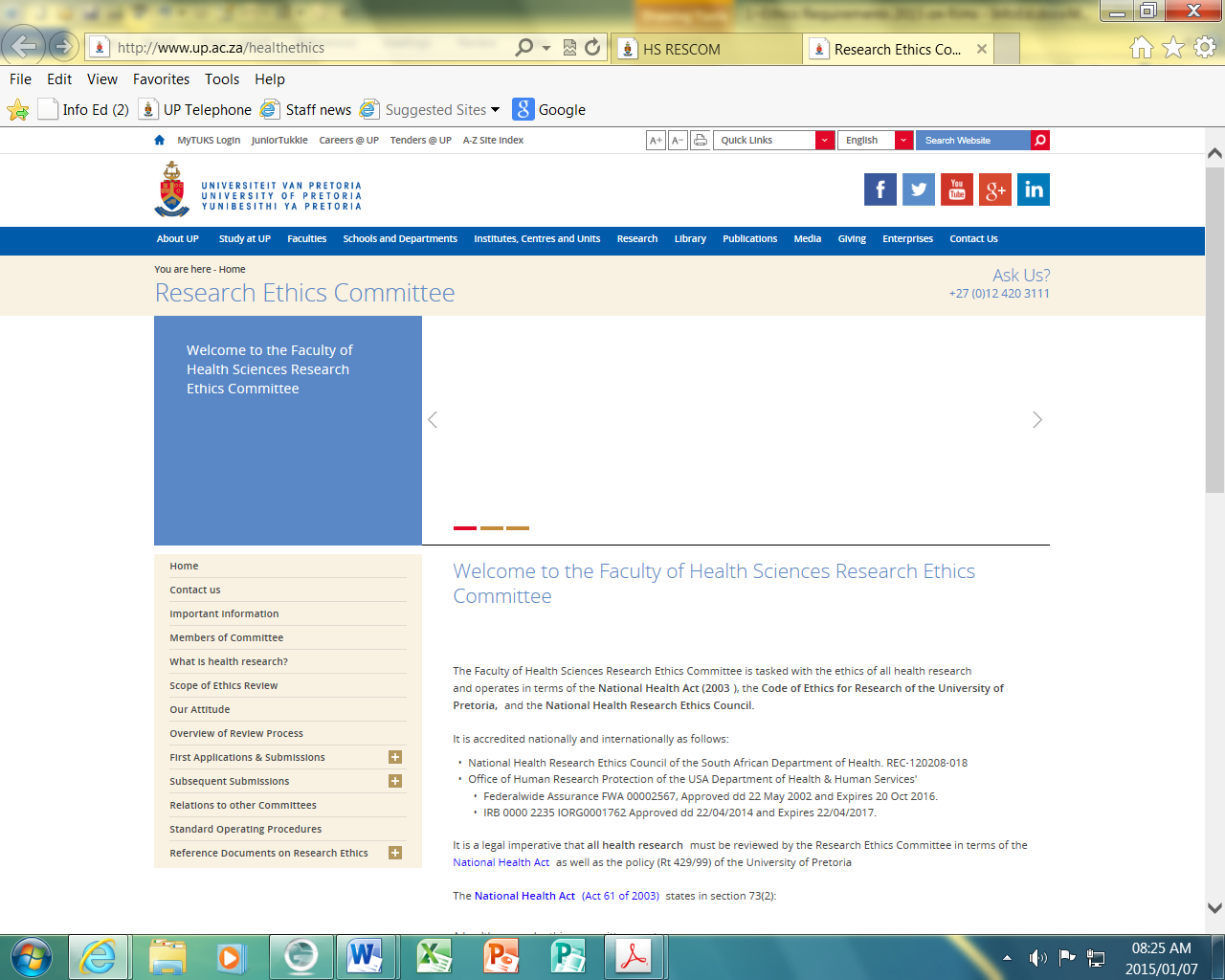
To download all the relevant documents for the Ethics committee

**Click on** – Research Ethics Committee



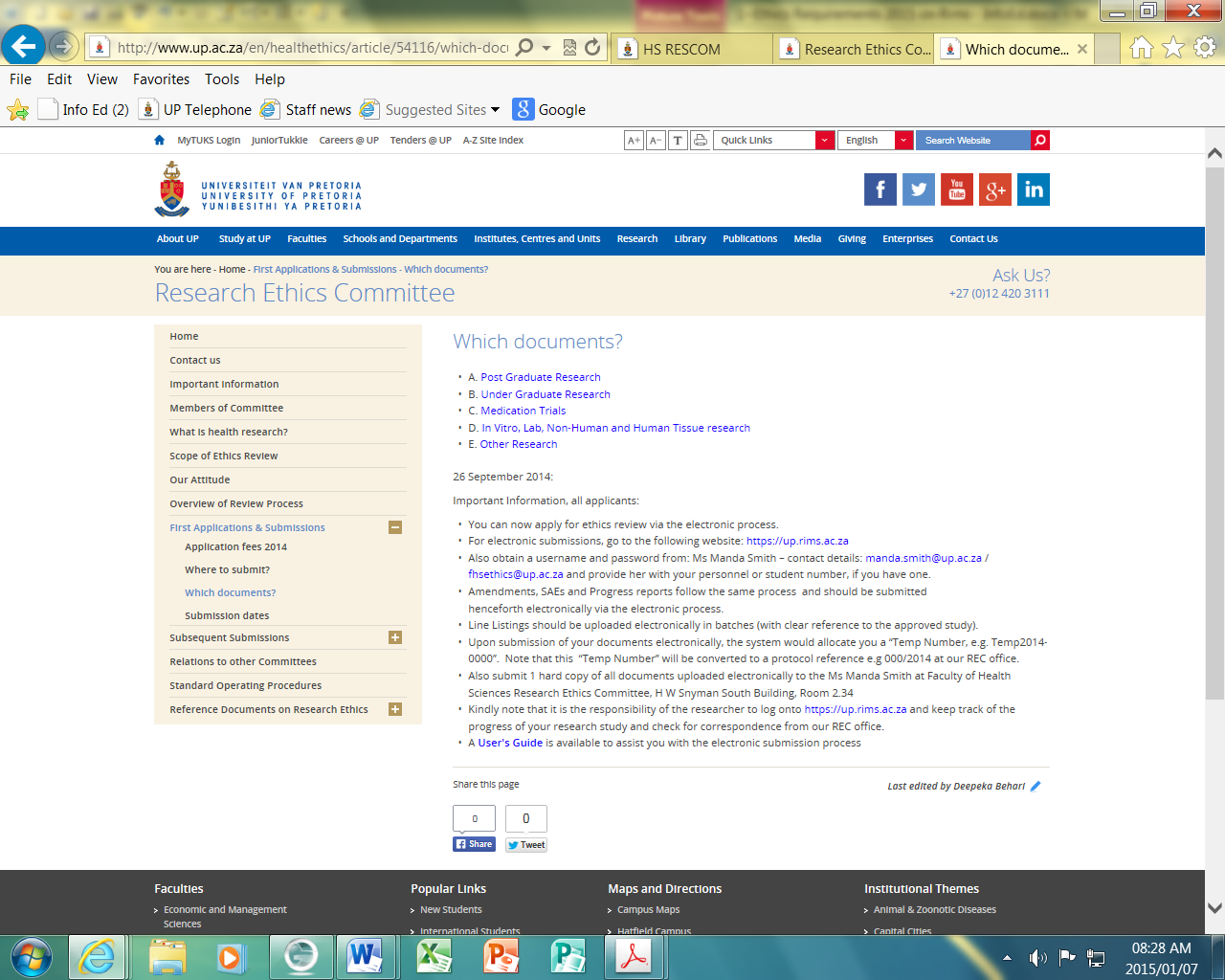
2

**Click on** – First Application & Submission



3

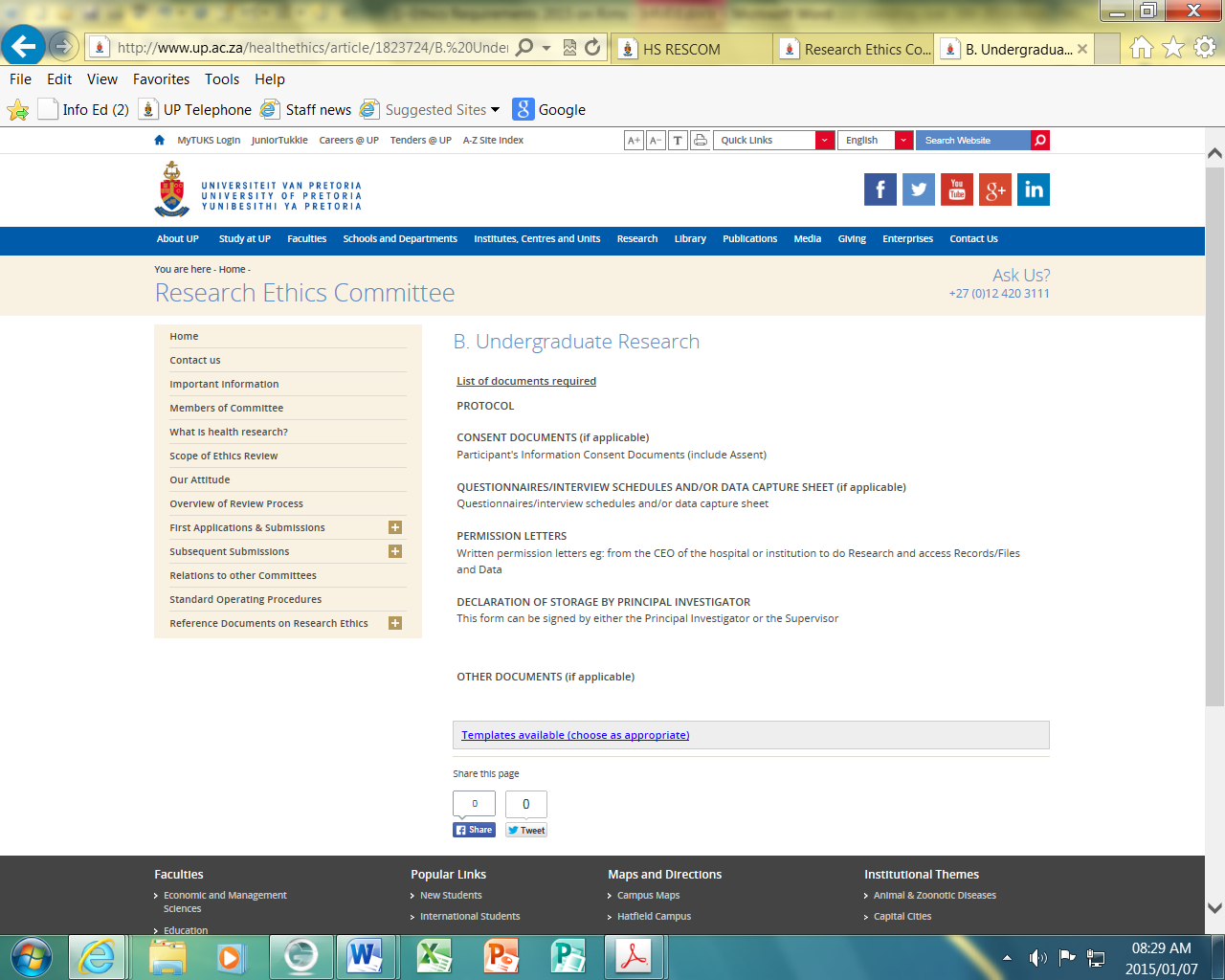
**Click on** – Which document



4

5 **Choose here**

**Click on** – Templates available



6

**Click on** – Templates to choose from



7. **This documents must be downloaded to your computer**

- Chairperson : Prof CW van Staden.

- Deputy Chairperson: Prof T Rossouw / Prof A Nienaber / Dr R Sommers.

- Office Administrators: Mrs D Behari / Mrs M Smith.

Telephone: 012 356 3085

E-Mail: [Deepeka.Behari@up.ac.za](mailto:Deepeka.Behari@up.ac.za) & [manda.smith@.up.ac.za](mailto:manda.smith@.up.ac.za)

Building: Tswelopele Building

Level: 4nd Floor

Room: 4-59

Please

**Submit [1] hard copy** [with flags/tags]

Of all documents uploaded electronically to Ms. Manda Smith at the Faculty of Health Sciences Research Ethics Committee office, Tswelopele building, Room 4-59

As soon as possible after electronic submission on RIMS.

Only then Manda can allocate your study to the next Agenda.

***To access the Tswellopele Building at door 2-64 [next to the Canteen] and door 4-57 you need to ask to get access from*** [Elmarie.DeBeer@up.ac.za](mailto:Elmarie.DeBeer@up.ac.za) ***with your UP Card. Reason: To hand in Research documentation for the next Ethics Committee Meeting.***

All Post-Graduate or Undergraduate students of theFaculty of Health Sciences:

It is Extremely Important & Necessary befóre submission to the Ethics Committee,

you shòúd as a rule have obtained

written approval from a

①Departmental Committee or

②Scientific or

③Academic Advisory Committee

[MMed- Committee, PhD-Committee, MSc-Committee, MPH Committee approval, MCur-Scientific Committee]

**Step [3]**

**Please follow the numbers 1 to 14**

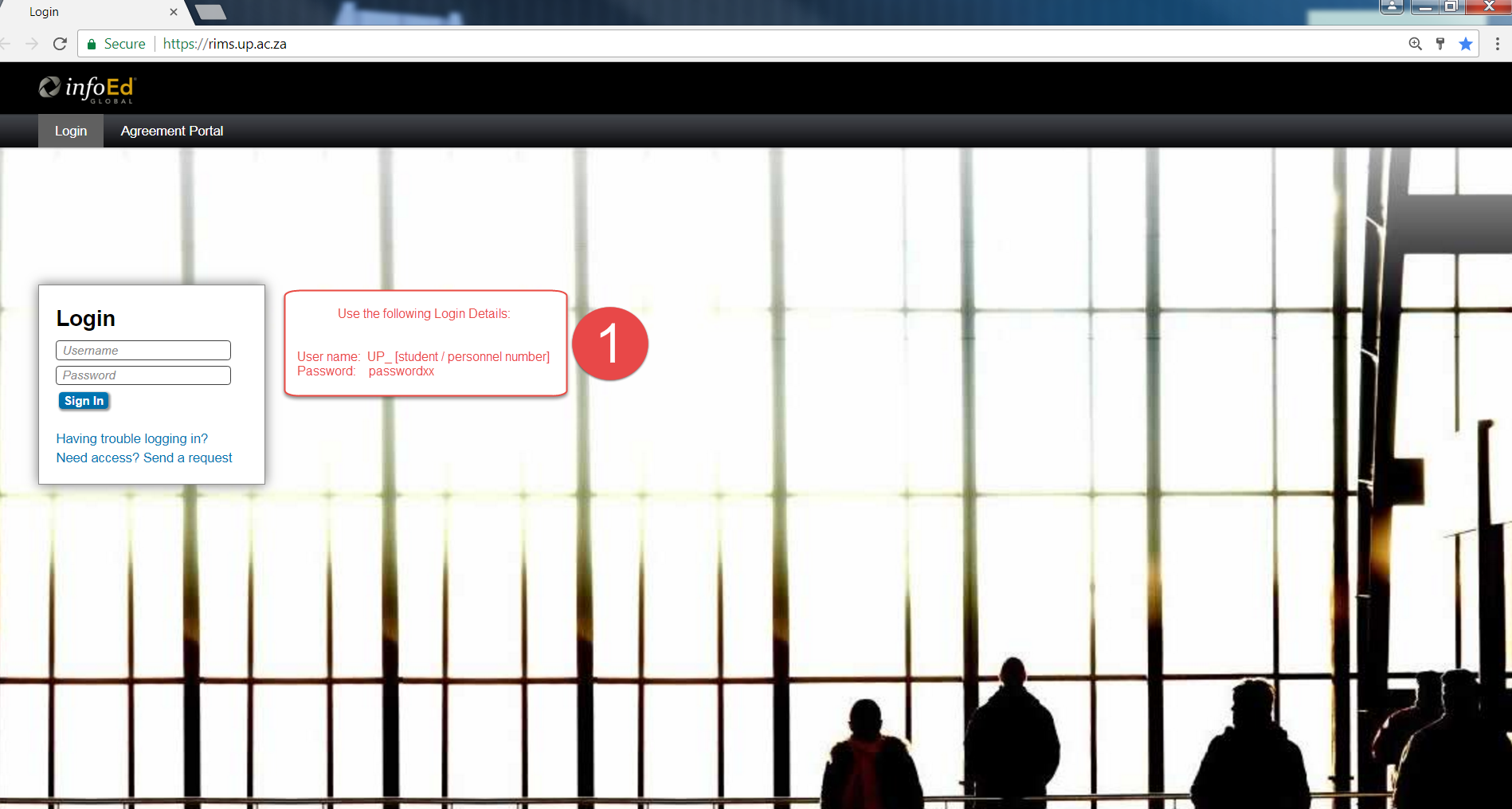
To do the Electronic Application go onto the RIMS Web Address

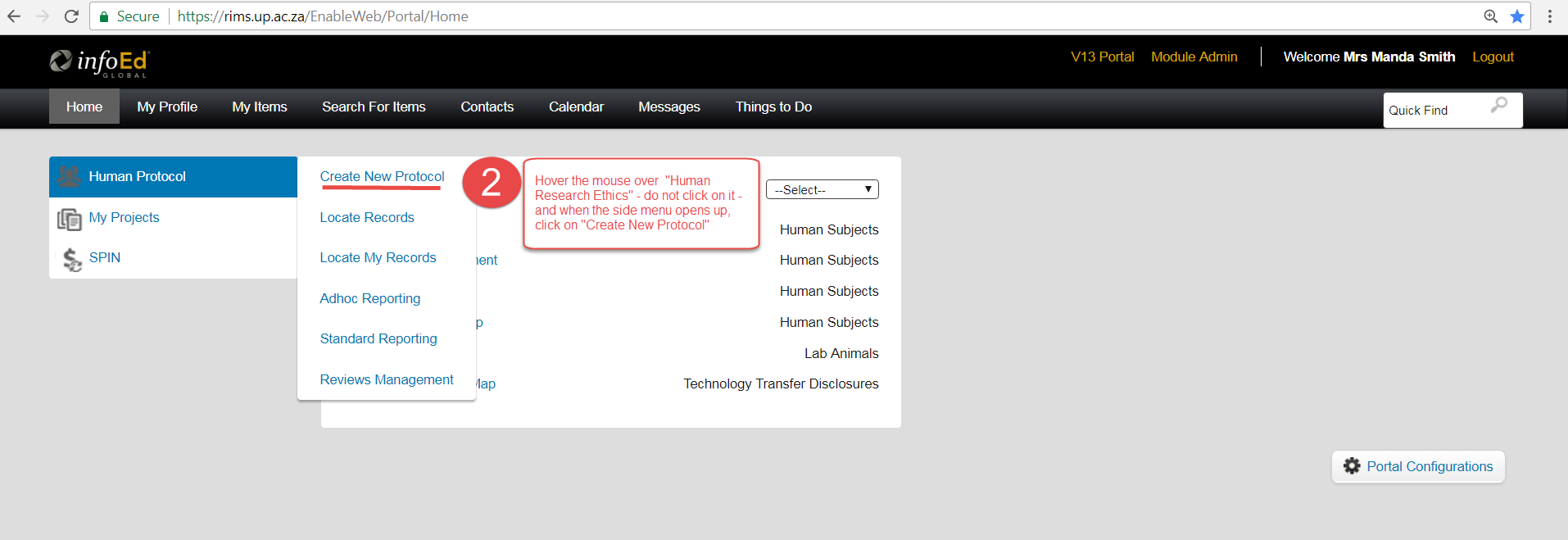
[https://rims.up.ac.za](https://rims.up.ac.za/)

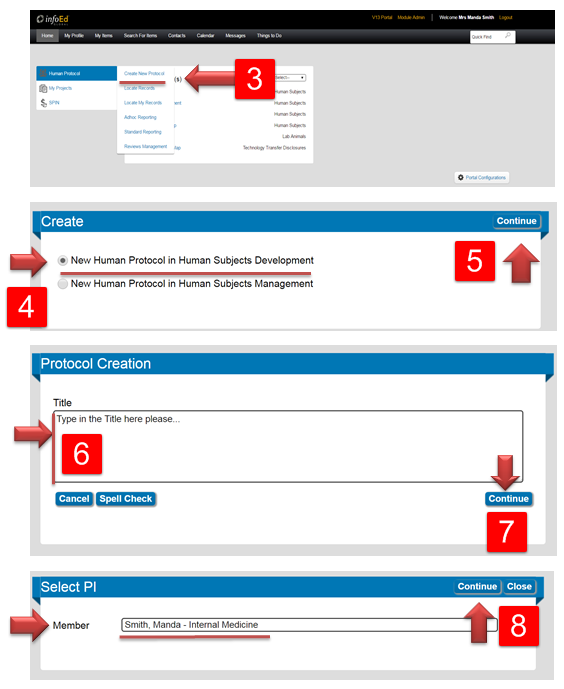
[ Ctrl + Click on this web address ]

[Use Chrome or Internet Explorer]

*To log in & fill in the Electronic Application & upload all the relevant documents on the Electronic Application for submission to Ethics Committee on the RIMS SYSTEM -* follow the red arrows







The PI [Principal investigator] must be selected here. The PI is the person/student who’s project it is and who is mainly responsible for this protocol

**Very Important:** the name of the person’s profile that is being used to create the application will automatically appear here, If you are filling in the application on behalf of a student who is the PI, then you must delete ALL of the text in the edit box so that your name no longer appears. You must then type in the PI’s Surname followed by a comma and a space and then the FIRST Name and select that person for the list. Then click on “Continue”

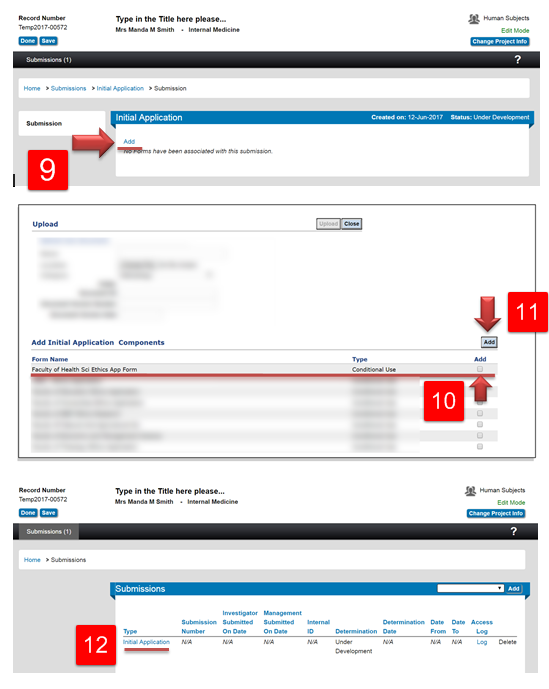
Click on “Continue”

Copy and Paste your Title in here

Click on “Continue”

Click on “Continue”

Click on “Create New Protocol”



Write down the Temp2017- Number

Click on “Initial Application”

Click on the blue link to open the Ethics Clearance Application E-Form

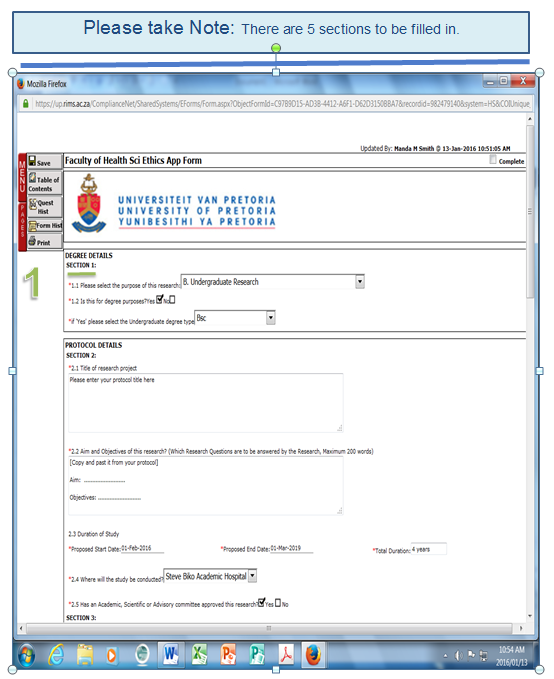
Click on “Add”

Click on the blue link to select the Ethics Clearance Application E-Form

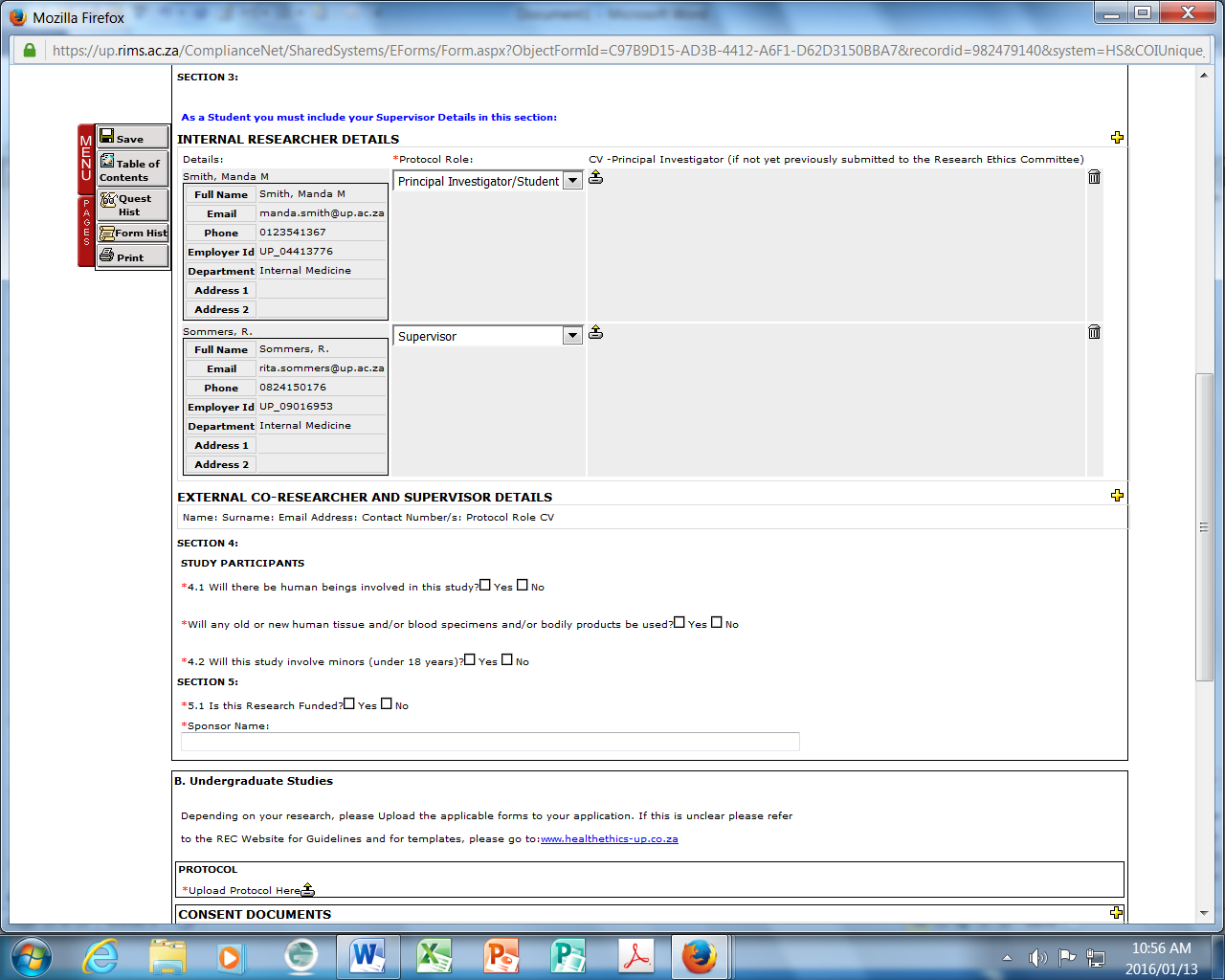
✓ Tick “Add”

Click on “Add”

**Read through the E-Form carefully, answer all of the questions and click on the “Save” icon after completing each section**



Click on the drop down arrow and select from the list that drops down



If No – type in “None”

✓

**4**

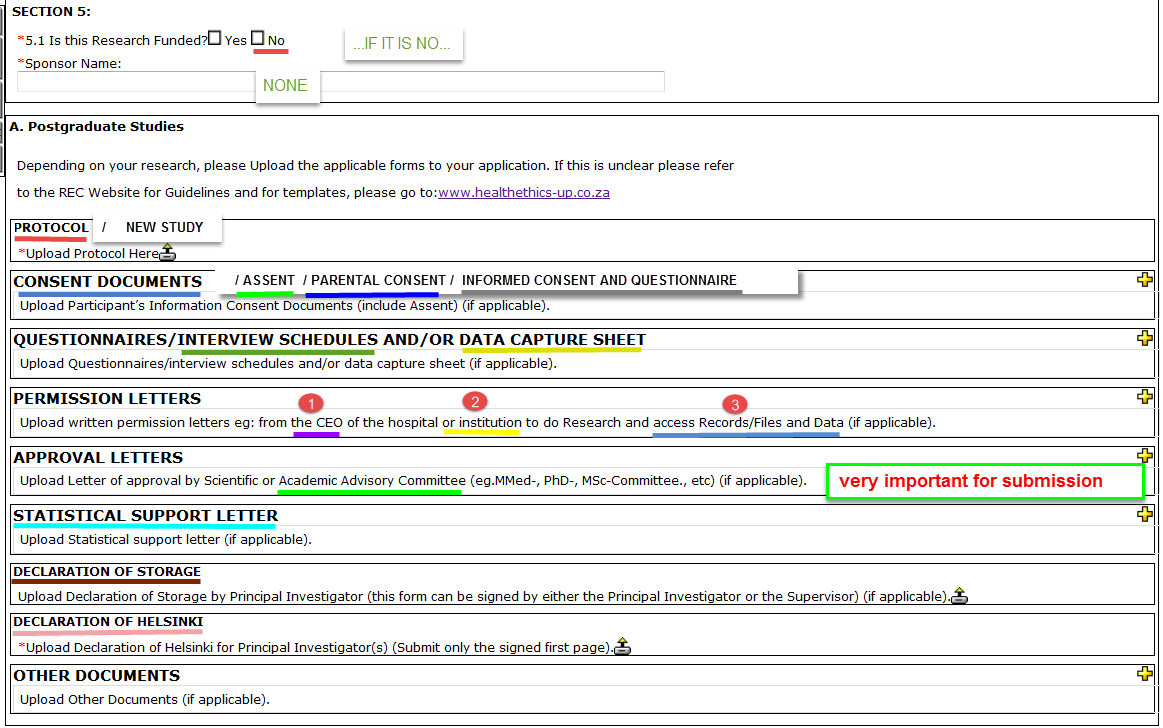
**3**

**CEO**

**IC+Q**

**Protocol**

**5**

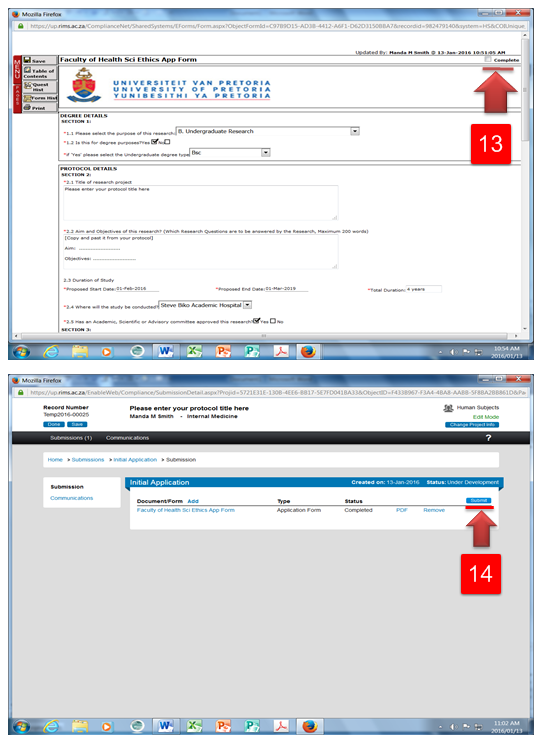


**All documents must be uploaded here.**

ICONS Explained: The yellow plus icon’s function is to open up a new line in the

E-Form in which documents can be uploaded

**5**



Click on “Submit”

* You will now notice that your whole application is completed, all that is left to do is to SUBMIT your application.
* Click “SUBMIT” to do so. The steps that you have to take after clicking on SUBMIT is EXTREMELY IMPORTANT as it will determine when your application ends up going on the AGENDA for review
* Hand in one Hard Copy to the Ethics Office A.S.A.P. Tswelepele Building, Room 4-59

After completion of Section 1 to 5 you need to go back to Question 1 and tick the “Complete” button **↓**

3. Click

All Post-Graduate or Undergraduate students of theFaculty of Health Sciences:

It is Extremely Important & Necessary befóre submission to the Ethics Committee,

you shòúd as a rule have obtained

Written approval from a

①Departmental Committee or

②Scientific or

③Academic Advisory Committee

MMed- Committee, PhD-Committee, MSc-Committee, MPH Committee approval, MCur-Scientific Committee