



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

---

Conditionally Approvals

**ETHICS APPLICATION & APPROVAL SYSTEM**

## Table of Content

1.	How to Login to the Ethics System .....	Error! Bookmark not defined.
2.	Statistics Page .....	Error! Bookmark not defined.
3.	How to use the system.....	Error! Bookmark not defined.
4.	How to add a new application .....	Error! Bookmark not defined.
5.	Staff Setup.....	Error! Bookmark not defined.
a.	Add / Change staff details.....	Error! Bookmark not defined.
i.	Add or remove staff member .....	Error! Bookmark not defined.
ii.	Receive or remove e-mails.....	Error! Bookmark not defined.
iii.	Change the Chair, Ethics Administrator or Reviewers .....	Error! Bookmark not defined.
6.	Setup committee cut-off dates .....	Error! Bookmark not defined.
7.	Declaration setup.....	Error! Bookmark not defined.
8.	Add an external person (External reviewer) .....	Error! Bookmark not defined.
9.	Print an Agenda.....	Error! Bookmark not defined.
10.	View the outcome letter of an application.....	Error! Bookmark not defined.
11.	Approve an application .....	Error! Bookmark not defined.
a.	View Application Form.....	Error! Bookmark not defined.
i.	View Approval List / Audit Trail .....	Error! Bookmark not defined.
ii.	Print or Download an Application.....	Error! Bookmark not defined.
b.	Comments and History Page.....	Error! Bookmark not defined.
i.	Post a comment .....	Error! Bookmark not defined.
ii.	Refer application back to the applicant.....	Error! Bookmark not defined.
iii.	To Cancel an Application.....	Error! Bookmark not defined.
iv.	To set the application Ready for review .....	Error! Bookmark not defined.
v.	Send to Deputy Dean of Teaching and Learning.....	Error! Bookmark not defined.
c.	Required documents.....	Error! Bookmark not defined.
12.	Add reviewers .....	Error! Bookmark not defined.
13.	Review application on behalf of a reviewer .....	Error! Bookmark not defined.
14.	Set recommendation after reviewed.....	Error! Bookmark not defined.
a.	View Reviews of Reviewers.....	Error! Bookmark not defined.
b.	Set the Recommendation .....	Error! Bookmark not defined.
15.	View the details of all Ethics Applications for your Faculty .....	Error! Bookmark not defined.

## 1. Submit documents for Conditionally Approved Applications

The screenshot shows the 'Ethics WorkCenter' interface. On the left is a sidebar with navigation links: 'How to use the system', 'Statistics', 'External Persons', 'Researchers' (with sub-links: 'My Ethics Application/Proposal', 'My Post Approval Submissions', 'Conditional Approval Documents'), and 'Ethics Committee'. The main area is titled 'Conditional Approved Documents' and contains a search section. A red arrow points to the 'Search' button in the search section. Another red arrow points to the 'Conditional Approval Documents' link in the sidebar.

**Ethics WorkCenter**

My Ethics Workcenter Setup

**Ethics WorkCenter**

How to use the system

- How to use the system
- Add/Search for an Application

**Statistics**

- Ethics Statistics

**External Persons**

- External Persons

**Researchers**

- My Ethics Application/Proposal
- My Post Approval Submissions
- Conditional Approval Documents

**Ethics Committee**

- Ethics Approvals
- Add Reviewers
- Review Ethics Applications
- In Process Ethics Applications
- Approved Ethics Applications
- All Ethics Applications

**Conditional Approved Documents**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Protocol Number begins with

Search Advanced Search

Researchers click on function Conditionally Approval Documents and Search.

All the students Conditionally Approved Applications will be listed, or if there is only one, it will open that specific application.

## 2. Upload documents

The screenshot shows the 'Documents' section of the 'Ethics WorkCenter' interface. It displays application details: Protocol Number (REC220-19), Application Status (Approved), Fact ID (00008), and Application Type (Animal Ethics Committee). A red arrow points to the 'Add other relevant documents' button. Another red arrow points to the 'Submit for Approval' button.

Protocol Number REC220-19

Application Status Approved

Fact ID 00008 Veterinary Science

Application Type Animal Ethics Committee

**Documents**

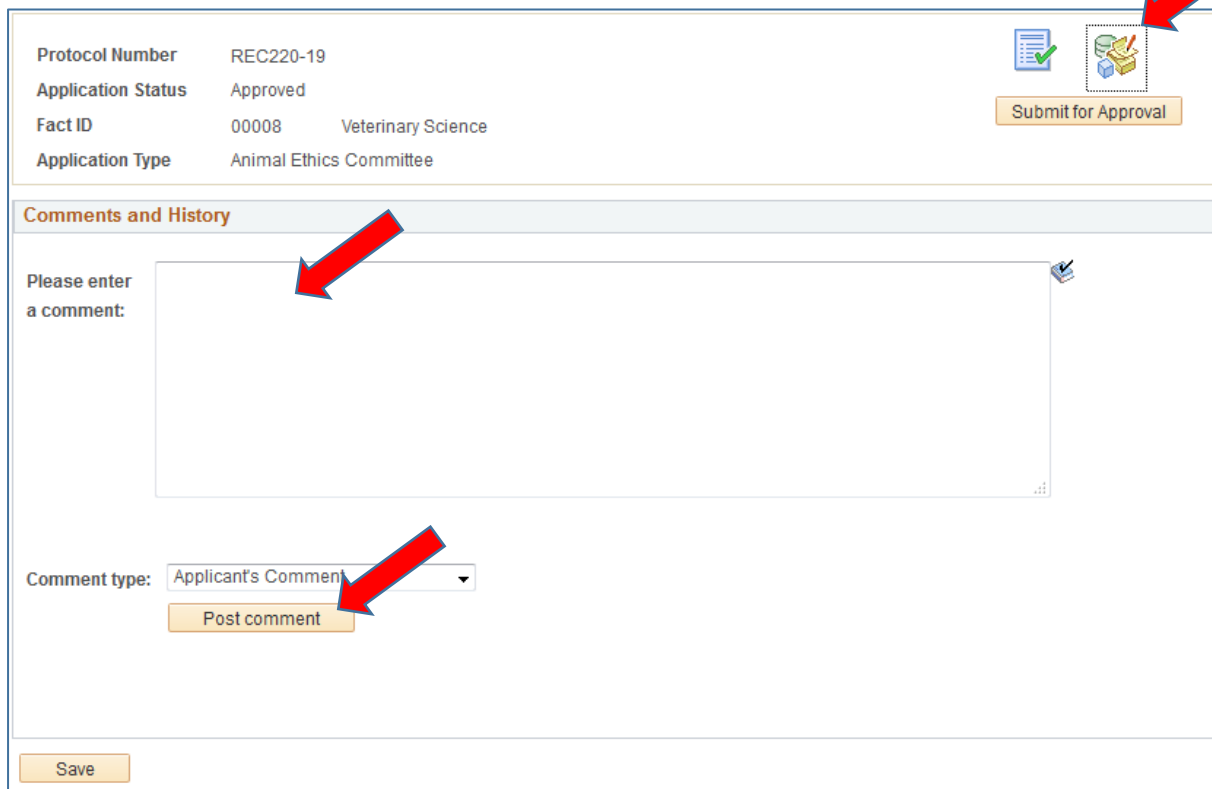
Add other relevant documents Delete selected versions

Save

Submit for Approval

On the first icon, the documents can be uploaded, by clicking on the “Add other relevant documents” button.

### 3. Add a comment



The screenshot shows a web form for adding a comment. At the top, there is a header section with the following information:

Protocol Number	REC220-19	
Application Status	Approved	
Fact ID	00008	Veterinary Science
Application Type	Animal Ethics Committee	

To the right of this header is a 'Submit for Approval' button, indicated by a red arrow. Below the header is a section titled 'Comments and History'. Inside this section, there is a large text area for entering a comment, indicated by a red arrow. Below the text area is a dropdown menu for 'Comment type' with 'Applicant's Comment' selected, and a 'Post comment' button, also indicated by a red arrow. At the bottom of the form is a 'Save' button.

Researchers can add a comment by clicking on the 2<sup>nd</sup> icon and Post the comment

Click on “Submit for Approval” to send the request direct to the Ethics Administrators.

#### 4. Ethics Administrator view documents

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics WorkCenter

How to use the system

- How to use the system
- Add/Search for an Application

Statistics

- Ethics Statistics

External Persons

- External Persons

Researchers

- My Ethics Application/Proposal
- My Post Approval Submissions
- Conditional Approval Documents

Ethics Committee

- Ethics Approvals
- Add Reviewers
- Review Ethics Applications
- In Process Ethics Applications
- Approved Ethics Applications
- All Ethics Applications

Conditional Approved Documents

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Protocol Number begins with

Search Advanced Search

Under All Ethics, please make sure which documents are required for Full Approval.

Ethics Administrators click on the same function “Conditional Approval Documents” and search.

You will receive a list of applications needed Full Approval, select one.

Protocol Number 597/2018

Application Status Cond Approve Submit

Fact ID 00010 Health Sciences

Application Type Health related

Approve

Documents

Document Type	Document Name	Attached File	View	Name	View comments	Date uploaded	Version	Add new version	Delete version	Previous versions
Conditional Approve documents	asdf	EMS_Ethics_Application.rtf		Mrs W Rocher		2019/10/31	1			

Add other relevant documents Delete selected versions

Save

On the 1<sup>st</sup> icon, view the document.

## 5. View comments and letter, Approve

Protocol Number: 597/2018  
Application Status: Cond Approve Submit  
Fact ID: 00010 Health Sciences  
Application Type: Health related

[Approve](#)

### Comments and History

Please enter a comment:

Comment type: Refer back to Applicant

[Post comment](#)

[View Approval Letter](#)

Comment type	DateTime	Please enter a comment
1 Applicant	19/10/31 1:22PM	asdf

[Save](#)

Personalize | Find | First 1 of 1 Last

Click on the 2<sup>nd</sup> icon to:

- 1) View the comments
- 2) View the Full Approval Letter, by clicking on the link “View Approval Letter”
- 3) Refer the submission back to the Reviewer, if documents are still outstanding, by typing a comment and click on the “Post Comment” button.
- 4) If you are happy with the documents and the letter, click on the Approve button.

When approved, the Full Approval letter will be send to the Researcher by e-mail, and the Full Approval letter will be added on his/her Application under the Documents icon.