



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Reviewers

ETHICS APPLICATION & APPROVAL SYSTEM

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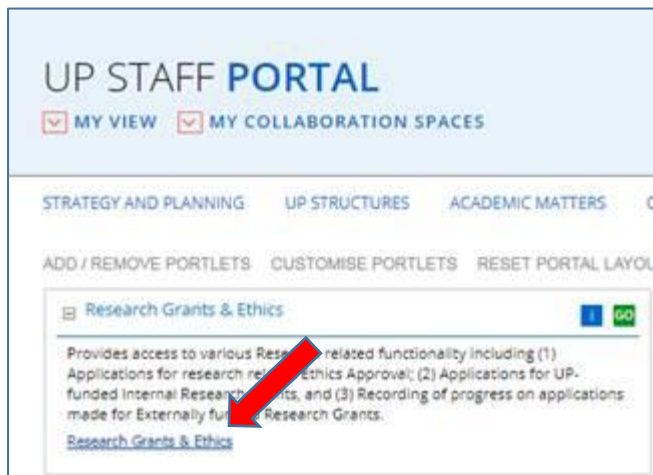
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1. How to Login to the Ethics System

Login to UP Portal (www.up.ac.za / MyTUKS Login)

On the UP Staff Portal, UP Student Portal and UP Guest Portal, find the “Research Grants & Ethics” section.

Click on the Research Grants & Ethics link, see below:

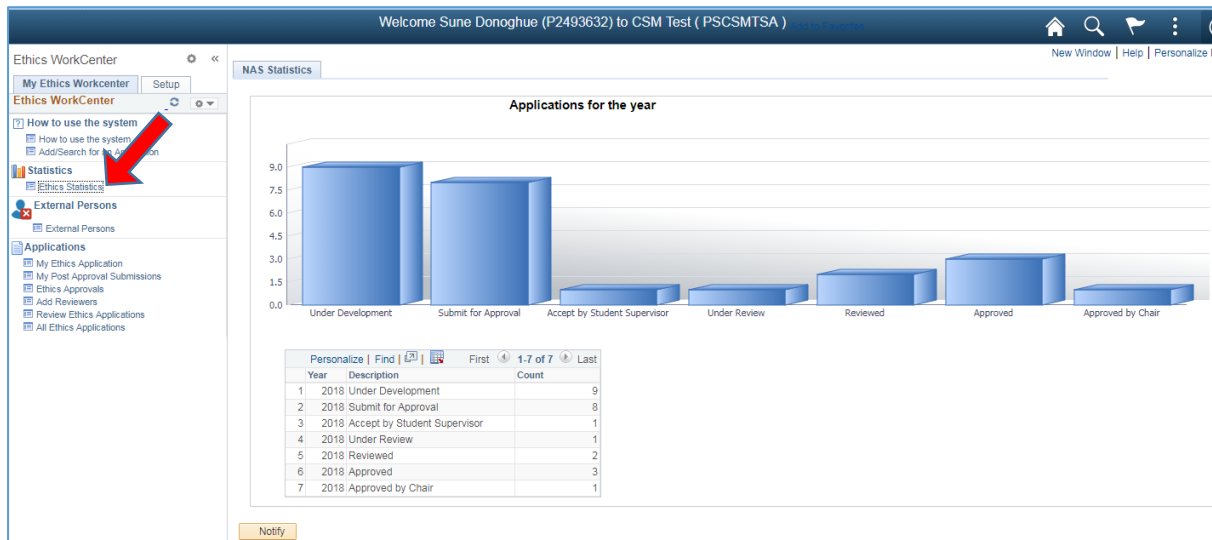


On the Homepage, click on the “Ethics Application & Approval” tile:



2. Statistic Page

The WorkCenter will open with the statistics of all applications for the current year for your faculty.



3. How to use the system

According to your role, a help page will open to navigate you through your functions

The screenshot shows the 'Ethics WorkCenter' interface with the 'How to use the system' help page open. A red arrow points to the 'How to use the system' link in the left sidebar. The help page is titled 'How to use the system' and contains a section for 'Reviewers'. The instructions are as follows:

Reviewers

To review an application

- 1) Click on Review Ethics Applications
- 2) Search
- 3) Select the application to review
- 4) Click on the second tab to view the application

To view the Applicant info - Click on Step 1 - Applicant

View the application form

- 5) To view the comments, click on the third tab "Comments"
- 6) To view the documents, click on the last icon "Documents"
- 7) Fill in the reviewer form, go back to the first tab
- 8) Click the Review button

4. How to add a new application

A help page for adding a new application, if you want to submit an Ethics application form for your own research.

Welcome Sune Donoghue (P2493632) to CSM Test (PSCSMTSA)[Add to Favorites](#)

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

Applications

My Ethics Application

My Post Approval Submissions

Ethics Approvals

Add Reviewers

Review Ethics Applications

All Ethics Applications

How to add a new Ethics Application?

1) Click on "My Ethics Application" option

2) Click on the "Add" button

3) Who is the applicant - select one from the three options

4) Click "Continue" button

5) Fill in / confirm the applicant's personal details

- Select the primary Ethical "Application Type"
- Click the "Open Form" button

6) Complete all the required fields on the form (first) icon
You can save, exit and return to edit/submit your application later

7) Should you wish to "Post a Comment", click on the second icon

- Enter your comment
- Comment Type should be "Applicant's Comment"
- Click the "Post Comment" button
- Student - Comment will route to the Student's Supervisor
- Staff - Comment will route to the Ethics Administrator

8) Should you wish to "Cancel" your application

- Enter a reason for cancelling
- Comment Type should be "Cancel Application"
- Click the "Post Comment" button

9) Upload all mandatory documents on the last icon

- Upload a document, click on "Add Docs" icon on each line
- To provide a reason for not uploading a document, click on the "Omission Reason" button on each line
- Click on the "Add other relevant documents" button to:
 - 1) Upload any Additional documents
- To view all documents, click on the View icon on each line
- To download forms, click on the "Download Forms" link

To retrieve your previous applications

A previously initiated-but-not-yet-submitted application,
OR

A previously submitted-but-now-referred-back application
OR

An approved / conditionally approved / declined application

1) Click on "My Ethics Application"

2) Go to the tab titled "Find an Existing Value"

- Click the "Search" button
- All applications submitted by you should be displayed

3) Select the application that you wish to open. Note:

- If an application is in a status of either "Under Development" (i.e. initiated but not yet submitted) or "Referred back for Modification", then you will be able to edit the submission and can later submit / re-submit
- If an application has been "Approved", then you can only view, BUT NOT UPDATE, that application.

Post Approval Submissions

1) Click on "My Post Approval Submissions" option

2) Provide your Approved Application number

3) Click on the "Add" button

4) Fill in the following details:

- Applicant details
- Student supervisor, if applicable
- What Post submission you want to do and the detail thereof

5) Upload the relevant documents at the last icon

5

5. Review an application

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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
- My Post Approval Submissions
- My Documents

Ethics Committee

- Ethics Approvals
- Add Reviewers
- Review Ethics Applications
- All Ethics Applications

Reviewer - Review and Approve

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

Find an Existing Value

Search Criteria

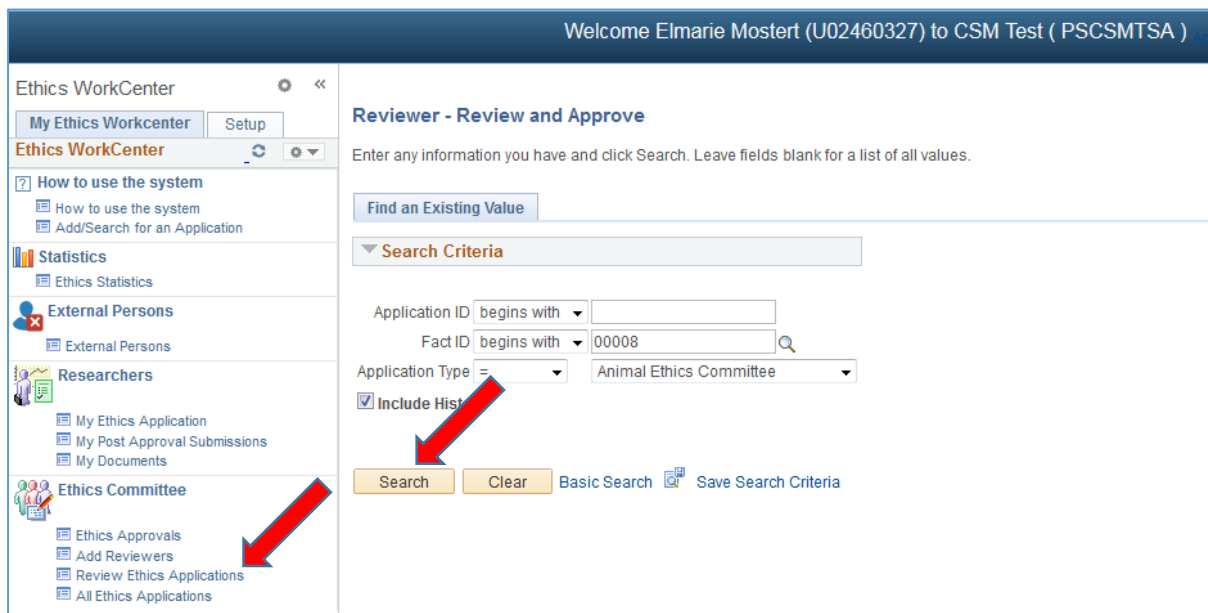
Application ID begins with

Fact ID begins with 00008

Application Type = Animal Ethics Committee

☒ Include History

Search Clear Basic Search Save Search Criteria



- Click on **Review Ethics Application**
- Click on the “Search” button
- If only one application, it will open the application
- If more than one application, a list of all applications need review will display.
- Select one by one and review

a. View Application Form

Click on the 1st icon to view the Form

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Application ID: V003-18 Version: 1

Application Status: Under Review

On whose desk: Reviewer Fosgate GT Prof

Application Date: 16/10/2018 Committee Cut-off Date: 01/11/2018

Submit Review

Step 1 - Applicant

Step 2 - Application Form

Project title

Project Title VET

Short description asdf

Is this study related to another study? No

Short literature review that justifies the project

b. Comments and History (Reviewer's feedback)

Click on the 2nd icon – this is where you will type your feedback.

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Ethics WorkCenter

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Add Reviewers

Review Ethics Applications

All Ethics Applications

Application ID: V003-18 Version: 1

Application Status: Under Review

On whose desk: Reviewer Fosgate GT Prof

Application Date: 16/10/2018 Committee Cut-off Date: 01/11/2018

Submit Review

Comments and History

Please enter a comment:

Comment type: Reviewer Feedback

Post comment

Comment type	Date and Time	Display Name	Please enter a comment

Return

Comment: Type your Reviewer's feedback in the block provided

Comment Type: Please make sure that this is set to "Reviewer Feedback"

Post Comment button: First click on the "Post Comment" button to save the feedback.

Submit Review: Click on the "Submit Review" button

c. View Uploaded Documents for this application

Click on the 3rd icon to view the documents

Welcome Elmarie Mostert (U02460327) to CSM Test (PSCSMTSA)

Application ID: V500-18 Version: 2 Faculty Application Number:
Application Status: Recommendation Set
On whose desk: Chair of Committee Naidoo V Prof
Application Date: 08/10/2018 Committee Cut-off Date: 01/11/2018

Suggested documents to attach in so far relevant

Document Type	Description	Add Docs	Required	Omission Reason	Reason for not uploading doc
Research	Research proposal		✓		asdf
Permission	Permission letter from ABC		✓		asdf
Permission	Permission letter from DEF		✓		asdg
Permission	Permission letter from GHI		✓		asdg
Permission	Permission letter from Gert		✓		asdg

Please note that if you choose not to attach the above mentioned documents, it will delay your application substantially and you will most likely be requested to attach the documents in any case. If you still choose not to attach the relevant documents, please provide an explanation for the omission of the information.

Documents

Document Type	Document Name	Attached File	View	Formal Name	View comments	Date uploaded	Version	Add new version	Delete version	Previous versions
Additional documents	Approval from AEC	Hospital_Letter.docx		Mrs ME Mostert		08/10/2018	1			

[Download forms](#)

Click on the View icon the view the specific document.

Please make sure that the Pop-up Blocker will allow pop-ups from this site, otherwise you will not be able to view the documents.

Help Function

Please ensure that pop-up windows are not blocked

Mozilla Firefox:

- Open Menu
- Options
- Content
- Uncheck - Block pop-up windows

Google Chrome:

- Settings
- Advanced
- Privacy and security
- Content settings
- Popups - Allow

Internet Explorer:

- Tools
- Pop-up Blocker
- Turn off Pop-up Blocker

6. Functions NOT available

The following functions are not available to you, although the functions appear on the menu:

- Ethics Approvals
- Add Reviewers
- All Ethics Applications
- Setup