UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Reviewers

ETHICS APPLICATION & APPROVAL SYSTEM

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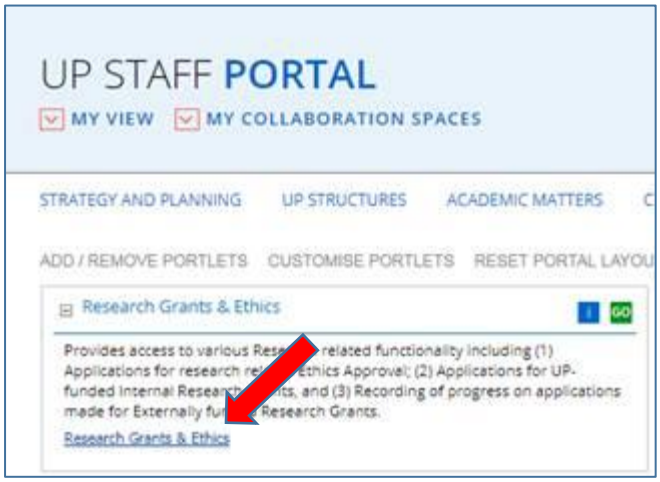
1. How to Login to the Ethics System

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.

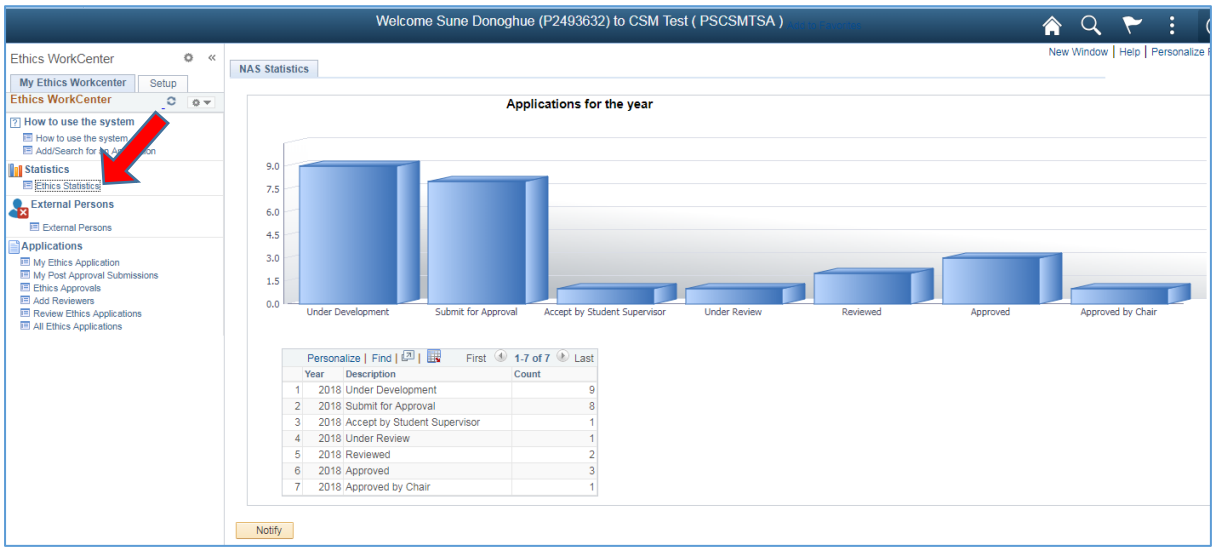
Click on the Research Grants & Ethics link, see below:



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

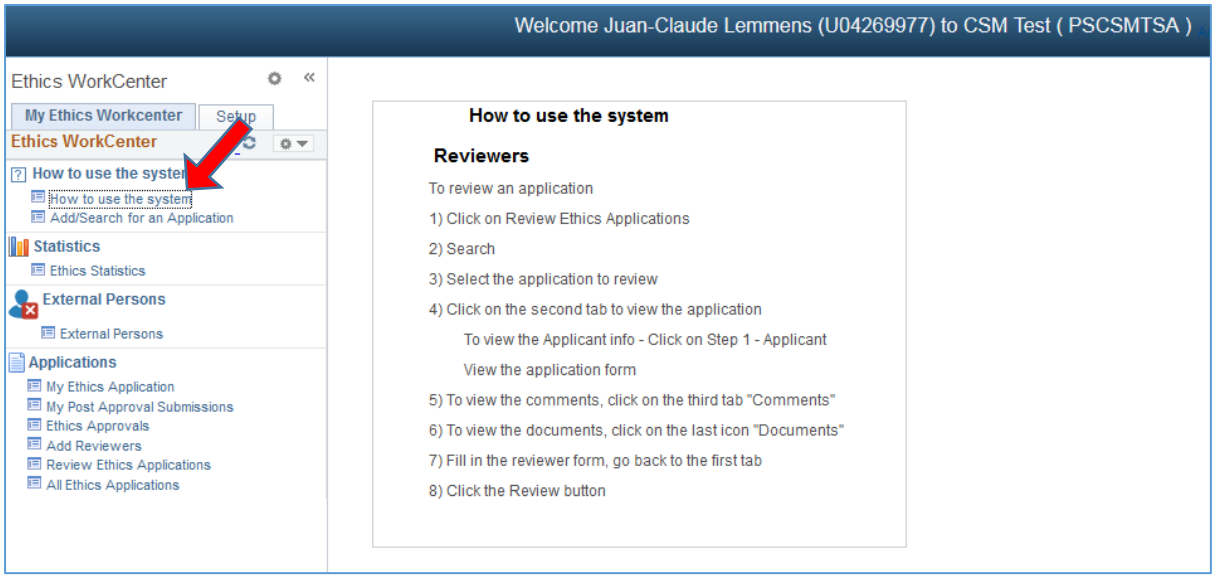
2. Statistic Page

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



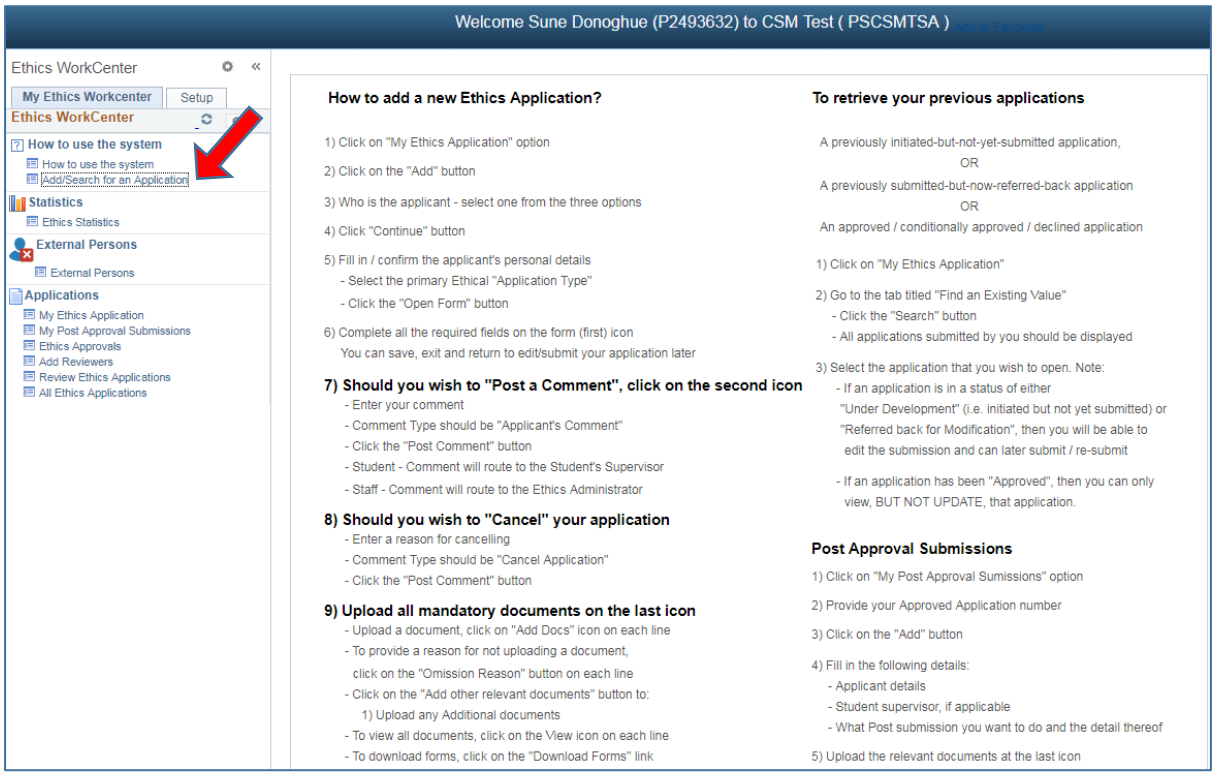
3. How to use the system

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

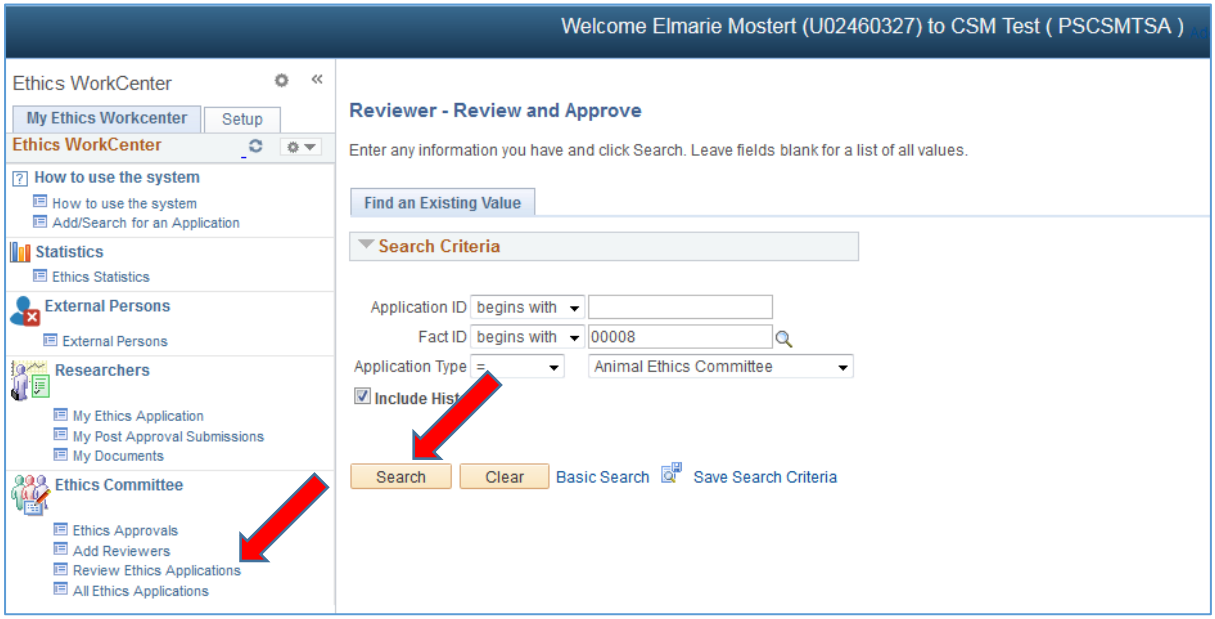


4. How to add a new application

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



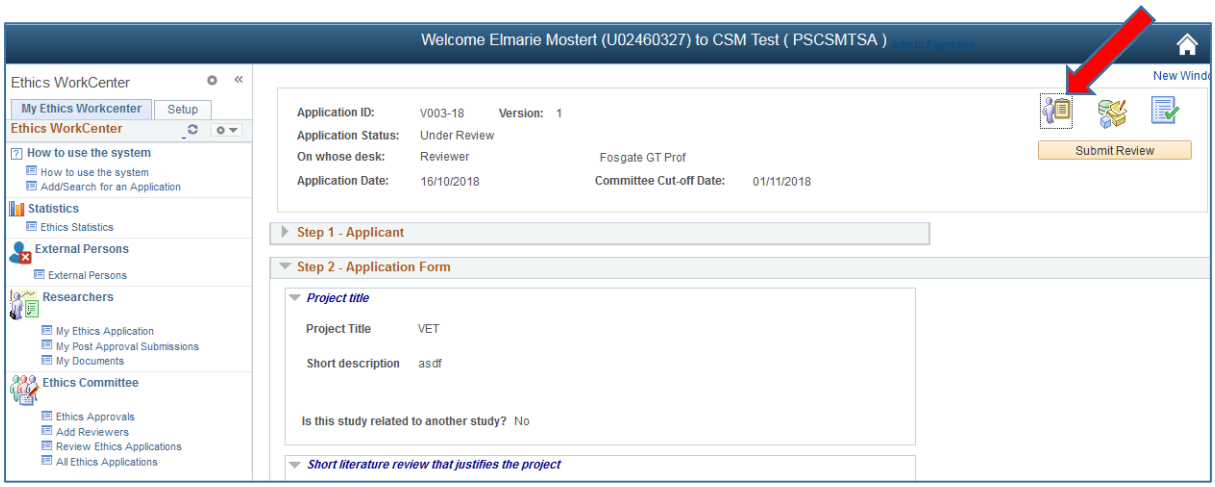
5. Review an application



- 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

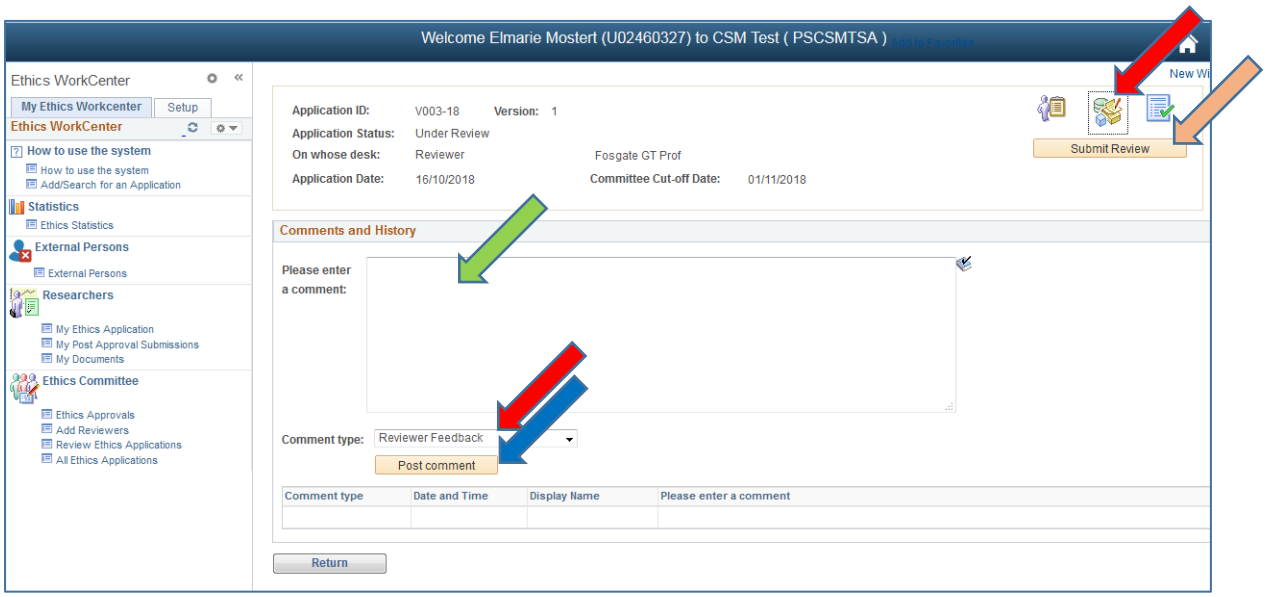
a. View Application Form

Click on the 1st icon to view the Form



b. Comments and History (Reviewer's feedback)

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



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

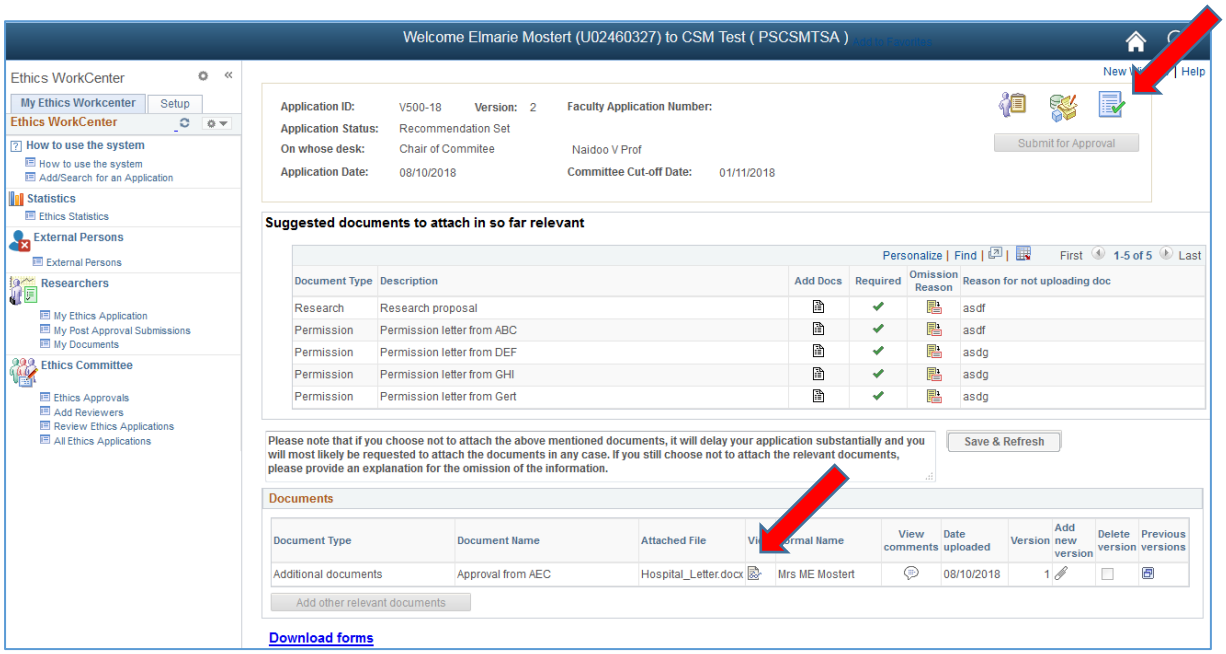
Comment Type: Please make sure that this is set to "Reviewer Feedback"

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



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