



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Ethics Administrators

## **ETHICS APPLICATION & APPROVAL SYSTEM**

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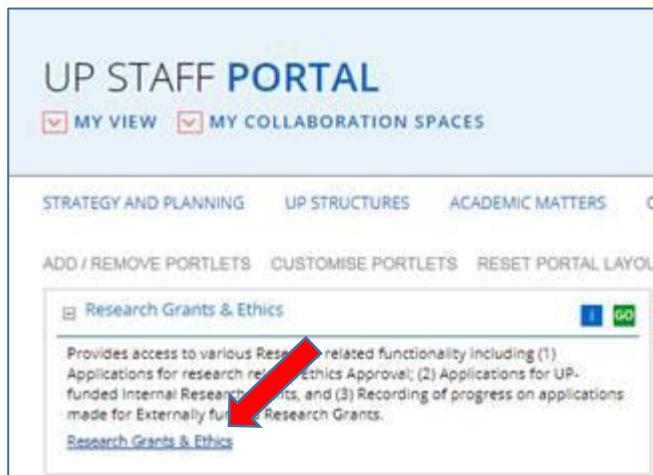
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## 1. How to Login to the Ethics System

Login to UP Portal ([www.up.ac.za](http://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:



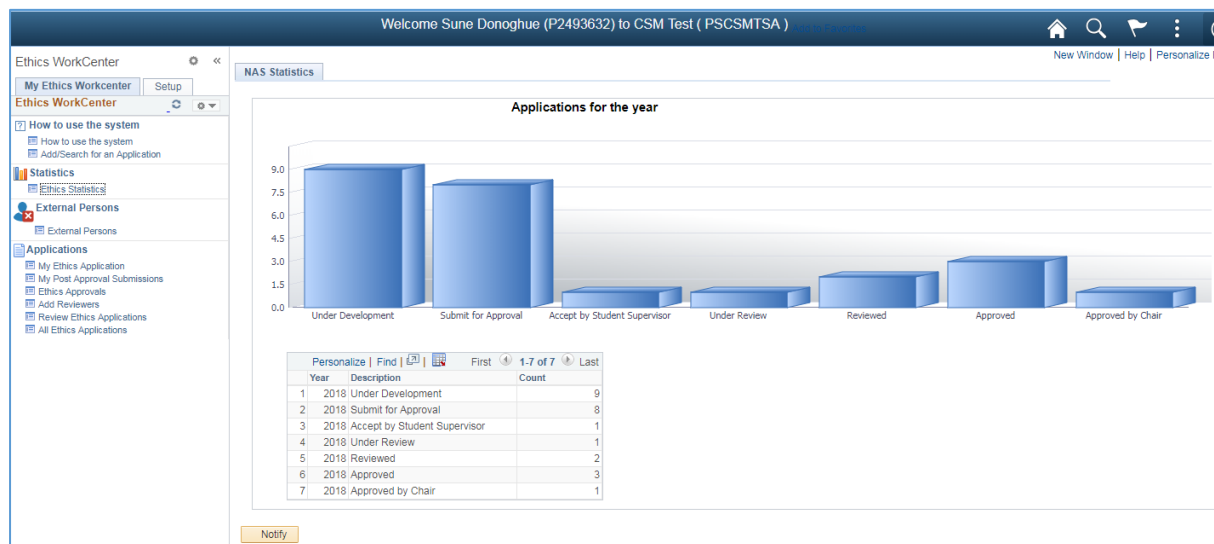
On the Homepage, click on the “Ethics Application & Approval” tile:



## 2. Statistics Page

First Screen to appear on the Ethics WorkCenter.

Display all applications received during the current year for your Faculty, per status.



## 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 'How to use the system' help page in the Ethics WorkCenter. The page is titled 'How to use the system' and 'Ethics Administrator or Chair of Ethics Committee'. It contains several sections with instructions on how to use the system.

**To View All Ethics Applications**

- 1) Click on "All Ethics Applications"
- 2) Click on the "Search" button
- 3) All application within your Faculty will be displayed
- 4) Filter data by adding values in the search keys

**To set an application ready for review**

- 1) Click on Ethics Approval
- 2) Search
- 3) Select the application to be approved
- 4) Click on Step 1 - Applicant, to view the Applicant info
- 5) Click on Expand All button, to view the application form
- 6) To view the documents, click on the last icon "Documents"
- 7) **To revert the application back to the applicant:**
  - Click on the second tab "Comments and History"
  - Type your comment
  - Comment Type should be: "Revert back to applicant"
  - Click on the "Post Comment" button
  - Applicant will receive an email
  - Application will be open for the applicant to make changes
- 8) **To Cancel the application**
  - Click on the second tab "Comments and History"
  - Type the Cancel reason
  - Comment Type should be: "Cancel Applicant"
  - Click on the "Post Comment" button

**To add reviewers**

- 1) Click on Add Reviewers
- 2) Click the checkboxes of the reviewers per application
- 3) Submit
- 4) Reviewers will receive an email

**To Review an Application on behalf of a Reviewer**

- 1) Click on Reviewer Evaluation
- 2) Search
- 3) Select the application to be reviewed
- 4) Search for the EMPLID of the "On behalf of" reviewer
- 5) To see the Application form - click on the second icon
- 6) Fill in the form on the first icon
- 7) Press the Review button

**To set a Recommendation**

- 1) Click on Ethics Approval
- 2) Search
- 3) Select the application to be approved
- 4) View the Reviewers reviews on the first icon
- 5) View the application information on the second tab
- 6) Click on the third icon and choose a recommendation
- 7) Click on the "Set Recommendation" button

**Chair finally Approve or Decline Application**

- 1) Click on Ethics Approval

## 4. How to add a new application

A help page for adding a new application

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics WorkCenter

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. Staff Setup

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics Setup

Setup

- Faculty Staff Setup
- Committee Dates
- Declaration Setup

External Persons

- External Persons

Reports

- Agenda
- View Outcome Letter

**Faculty Staff Setup**

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

Find an Existing Value Add a New Value

Search Criteria

Fact ID begins with 00002

Application Type = Human participants

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

- Click on the 2<sup>nd</sup> Tab – Setup
- Click on **Faculty Staff Setup**
- Your Faculty ID and Type will automatically be populated
- Click on the **Search** button

### a. Add / Change staff details

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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My Ethics Workcenter Setup

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**Faculty Staff Setup**

Fact ID 00002 Natural and Agricultural Sc

Application Type Genetically Modified Organisms

Role	Employee	Formal Name	Employee Type	Email Address	Receive Emails
1 Chair of Committee	99999999	Prof EC Webb	UP		<input checked="" type="checkbox"/>

Save Return to Search Previous in List Next in List Notify

Add Update/Display

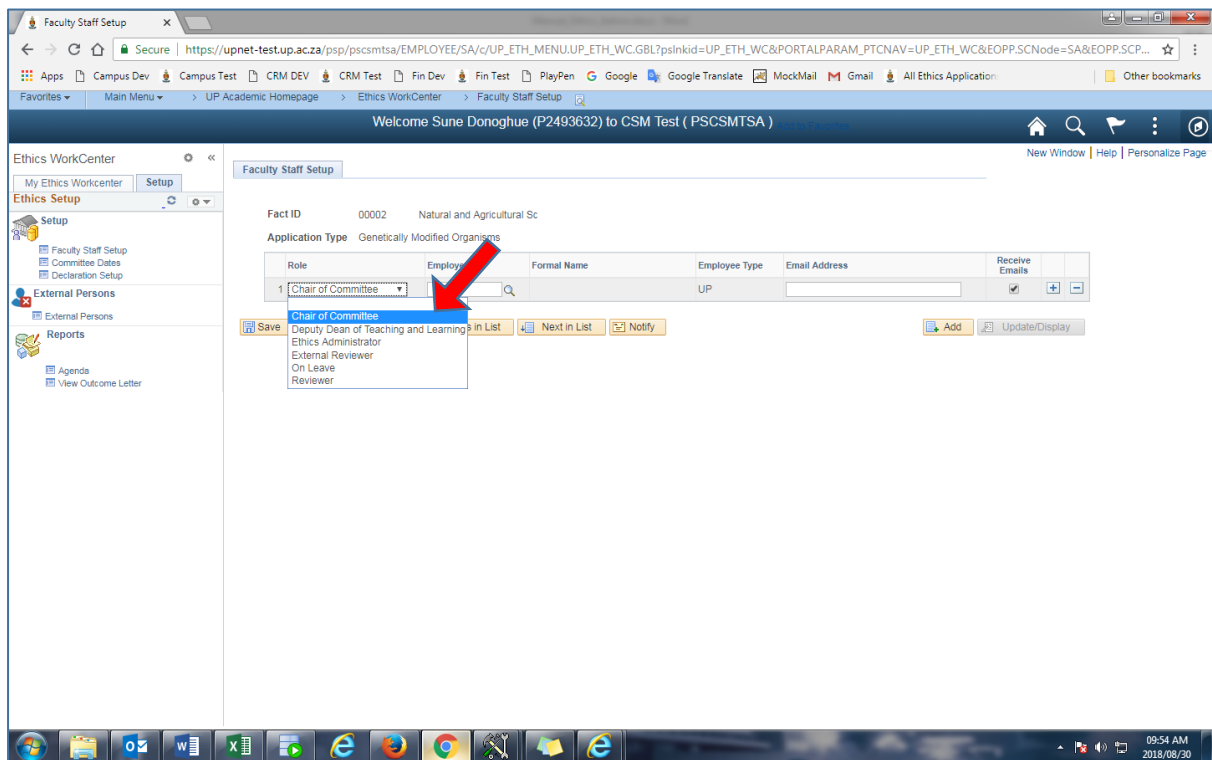
### i. Add or remove staff member

- To add a new staff member, click on the “+” at the end of any line
- To remove a staff member, click on the “-” at the end of the specific line

### ii. Receive or remove e-mails

- Only the Chair and Ethics Administrator has the option to change their mail status
- The Deputy Dean and Reviewers will always receive e-mails, irrelevant if this is set or not
- To receive e-mails, click on the **Receive Emails** checkbox.

### iii. Change the Chair, Ethics Administrator or Reviewers



- If, for any reason, you want to change the Chair, Ethics Administrator or Reviewers only for a period:
  - On the line of that person, change the role to **On Leave**
  - Please make sure that you replace the person with someone else with the same role
    - For instance, if Prof Webb is on leave, please change his status to **On Leave**
    - Add a new line and add **Prof XXX** with role **Chair of Committee**
  - The system will ignore the person with the **On Leave** status and select the other person

## 6. Setup committee cut-off dates

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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Ethics Committee Cut-off Dates

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

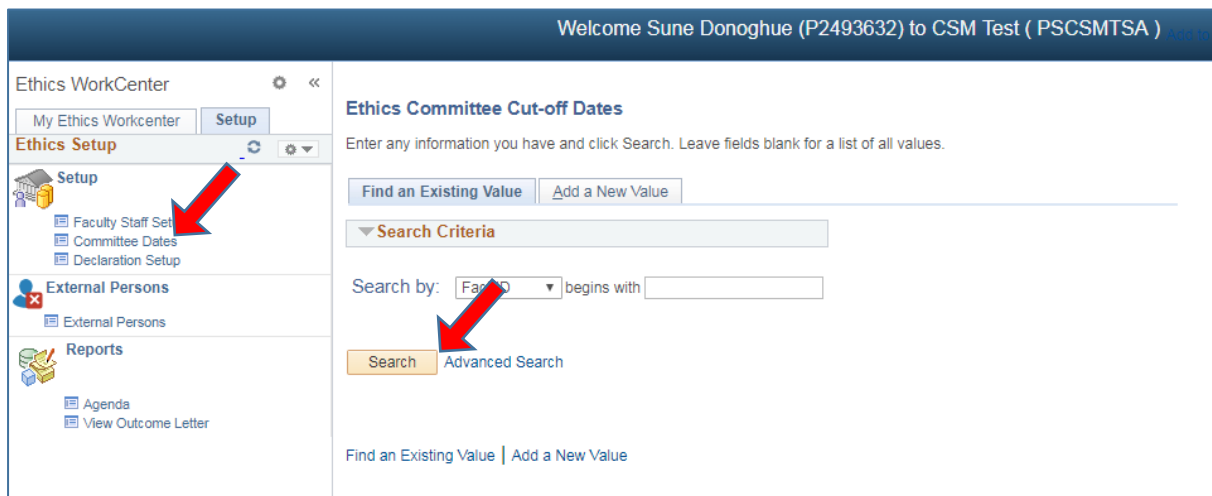
Find an Existing Value Add a New Value

Search Criteria

Search by: Faculty begins with

Search Advanced Search

Find an Existing Value Add a New Value



- To setup the Committee Cut-off dates, click on “Committee Dates”
- Click on the Search button

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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Ethics Committee Cut-off Dates

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

Find an Existing Value Add a New Value

Search Criteria

Search by: Faculty begins with

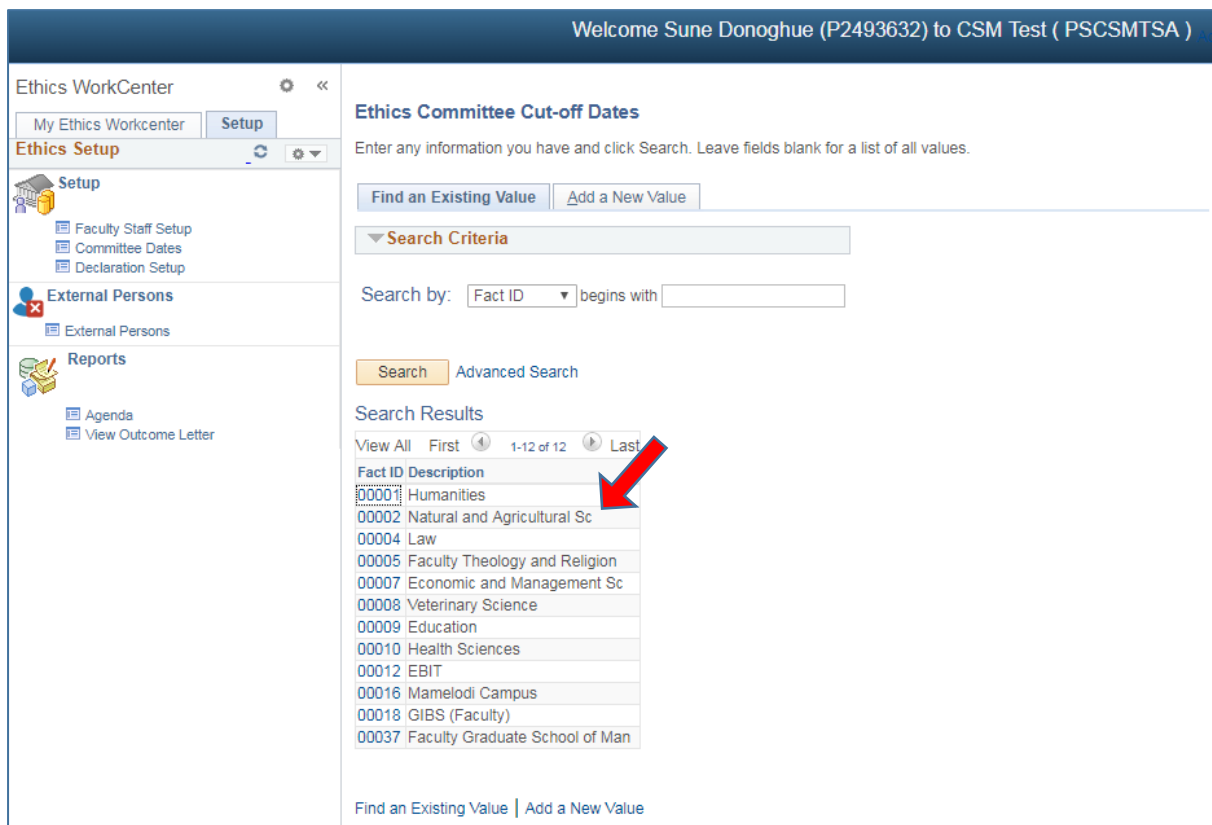
Search Advanced Search

Search Results

View All First 1-12 of 12 Last

Fact ID	Description
00001	Humanities
00002	Natural and Agricultural Sc
00004	Law
00005	Faculty Theology and Religion
00007	Economic and Management Sc
00008	Veterinary Science
00009	Education
00010	Health Sciences
00012	EBIT
00016	Mamelodi Campus
00018	GIBS (Faculty)
00037	Faculty Graduate School of Man

Find an Existing Value Add a New Value



- Choose your Faculty



Add Cut-off Dates and Meeting Dates, if desired.

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA ) [Sign Out](#)

Ethics WorkCenter

My Ethics Workcenter Setup

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Committee Dates

Committee Cut-off Dates

Fact ID 00002 Natural and Agricultural Sc

Personalize	Find	1-8 of 8	First	Last
Cut-off Dates				
1	05/01/2018		+	-
2	06/01/2018		+	-
3	07/01/2018		+	-
4	08/01/2018		+	-
5	09/01/2018		+	-
6	10/01/2018		+	-
7	11/01/2018		+	-
8	12/01/2018		+	-

Personalize	Find	1-8 of 8	First	Last
Meeting Dates				
1	05/01/2018		+	-
2	06/01/2018		+	-
3	07/01/2018		+	-
4	08/01/2018		+	-
5	09/01/2018		+	-
6	10/01/2018		+	-
7	11/01/2018		+	-
8	12/01/2018		+	-

Save Return to Search Previous in List Next in List Notify Add Update/Display

**Change** the date by only select a new date on that specific line

**Add** new dates by clicking on the “+”, and select a new date

**Remove** dates by clicking on the “-“

Click on the **Save** button

## 7. Declaration setup

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

Ethics WorkCenter

My Ethics Workcenter Setup

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Declaration

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

Find an Existing Value Add a New Value

Search Criteria

Fact ID begins with 00002

Application Type Human participants

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

- Click on Declaration Setup
- Click on the **Search** button

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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Declarations

Fact ID 00002 Natural and Agricultural Sc

Application Type Human participants

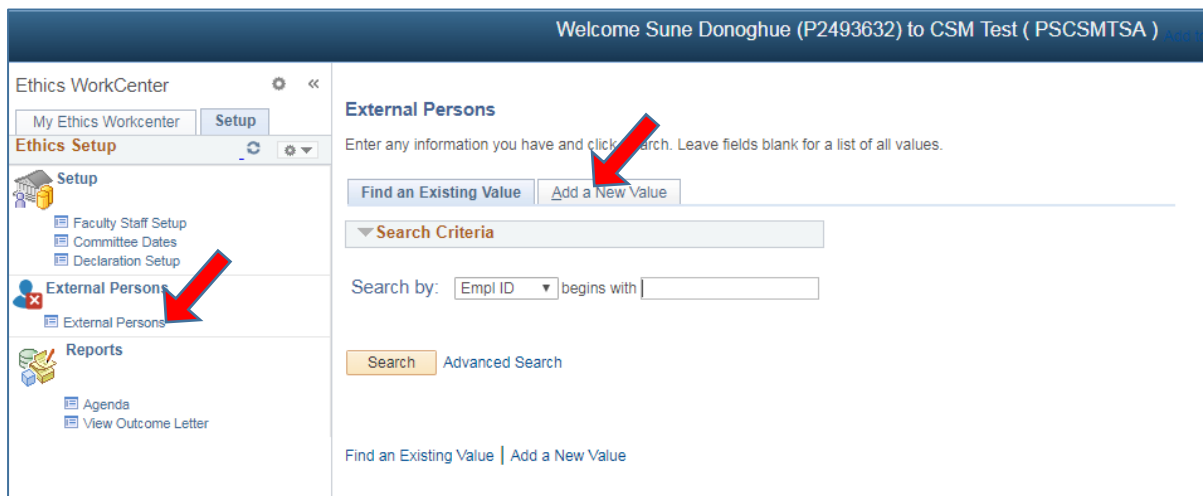
Personalize Find First 1-9 of 9 Last

Declaration	
1 The research will be done in accordance with all relevant policies of the University of Pretoria.	+ -
2 All researchers involved in the study will apply ethical practices in every aspect possible in using human participants for research	+ -
3 The identity of the human participants will be kept confidential.	+ -
4 The research has not begun without ethical approval.	+ -
5 The following statements were included in the informed consent forms:	+ -
6 Participation is voluntary and there will be no penalty or loss of benefit if they decide not to take part.	+ -
7 Participants have the right to withdraw from the research at any time without having to explain why.	+ -
8 Participants have the opportunity to ask questions about the proposed study before signing consent.	+ -
9 Participants have the rights of access to their data	+ -

Save Return to Search Notify Add

- **Change** the declaration by editing the text on the line where it appear
- **Add** a new declaration by clicking on any "+" sign
- **Remove** a declaration by clicking on the "-" sign
- Click on the **Save** button

## 8. ADD AN EXTERNAL PERSON (EXTERNAL REVIEWER)



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

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My Ethics Workcenter Setup

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**External Persons**

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

[Find an Existing Value](#) [Add a New Value](#)

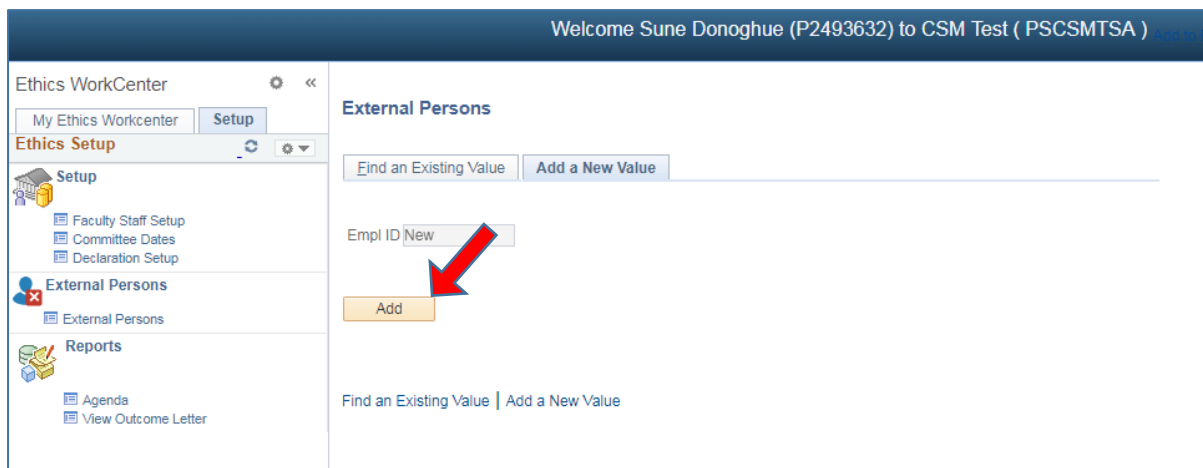
Search Criteria

Search by: Empl ID begins with

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click on **External Person**  
Click the **Add a New Value** tab



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

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**External Persons**

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

[Find an Existing Value](#) [Add a New Value](#)

Empl ID New

[Add](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click on **Add**

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

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External Persons

External Persons

Empl ID New

\*Title

\*Initials

\*First Name

\*Last Name

\*Telephone

\*Email Address

Date of Birth

\*Country

ID Type

National ID

Passport Number

Position External

Research for

Highest Qualification  Major

From which University or Organization

\*UP Faculty ID

Department

Save Notify Add Update/Display

Fill in the fields

Only fields mark with a \* is mandatory.

Click on the **Save** button

When adding an External Reviewers, on Faculty Staff Setup, choose External Reviewer and click on the magnifying glass, this External Person will be on the lookup, you may select him/her from the list.

When creating a new application for an external person, the lookup will display this person.

If the **PI** is also an **external person**, under **Research Team** on the application form, choose **External Principle Investigator**, then the lookup will also show persons adding here.

## 9. Print an Agenda

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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Agenda

\*Fact ID

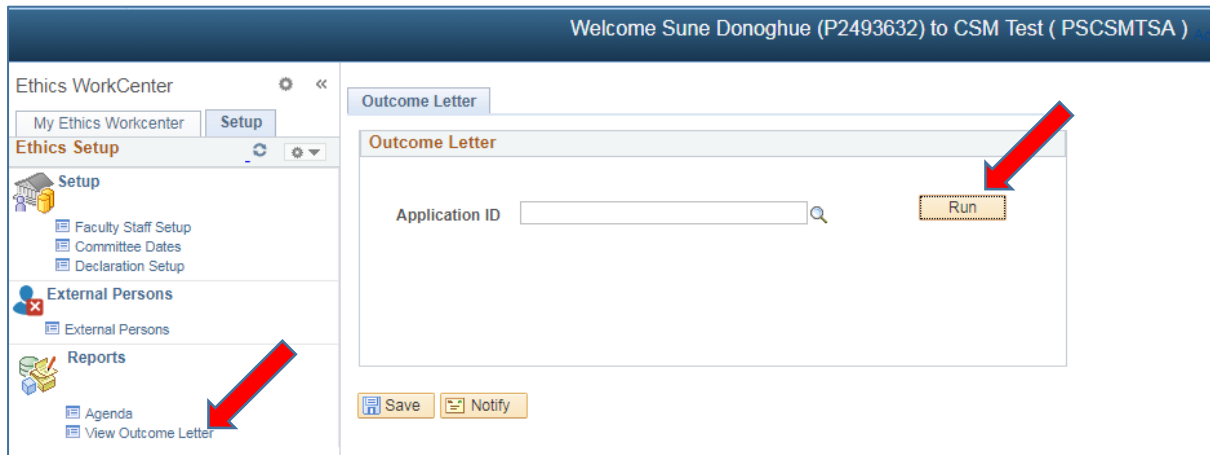
Application Type  Leave blank for all Under-Review / Reviewed Applications

Date  Leave blank for all cut-off dates

Only applications with a status of **Under Review and Reviewed**, will appear on this list.

- Click on **Agenda**
- Choose your **Faculty**
- Choose the **Application Type** if you only need the Agenda for a specific type, or leave it blank for all applications within your faculty
- Choose your **cut-off date**, or you can leave it blank for all cut-off dates
- **Save** – will keep your settings
- Click on the **Run** button, this will execute the report and open a .pdf document

## 10. View the outcome letter of an application



If the Application has already been approved or declined

- Choose the Application ID
- Click on the **Run** button
- The letter will be displayed

**Please make sure that the Pop-up blocker is set to allow.**

## 11. Approve an application

On the **My Ethics Workcenter** tab.

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

**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 Applications
- My Post Approval Applications
- Ethics Approvals
- Add Reviewers
- Review Ethics Applications
- All Ethics Applications

**Ethics Approval**

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

Empl ID begins with

Date =

Fact ID begins with

Application Type =

☒ Include History

**Search** **Clear** Basic Search Save Search Criteria

**Search Results**

View All First 1-3 of 3 Last

User ID	Application ID	Empl ID	Date	Descr	Fact ID	Application Type
P2493632	180000030	0024121	07/25/2018	Reviewed	00002	Humans
P2493632	180000032	0024121	07/27/2018	Reviewed	00002	Humans
P2493632	180000042	01272977	08/29/2018	Accept by Head of Department	00002	Humans

- Click on Ethics Approval
- Click on the “Search” button
- If there is only one application, the application will open.
- If more than one application, it will display all applications need approval. Select one by one and approve.

## a. View Application Form

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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Application ID: 180000042 Version: 2 Faculty Application Number: 180000042

Application Status: Accept by Head of Department

On whose desk: Ethics Administrator Dr S Donoghue

Application Date: 08/29/2018 Committee Cut-off Date: 09/01/2018

Ready for Review

Step 1 - Applicant

Step 2 - Application Form

Project title

Project Title Title

Short description asdf

Is this study related to another study? No

Short literature review that justifies the project

Short literature review - Refer to the Project Proposal

asdf

- The 1<sup>st</sup> icon displays the application form.
- Click on Step 1 – Applicant, to see the Applicant’s details.

## i. View Approval List / Audit Trail

Navigation - Audit Trail

Navigate to the bottom of the Form, find the **Navigation – Audit Trail** area

- Click on **Navigation – Audit Trail**

Navigation - Audit Trail

Personalize Find

First 1-7 of 7 Last

Action	Application Status	Role	Name	Date	On who's desk
1 Add	Under Development	Applicant	Wilna Rocher	2018/05/07 12:14 PM	Mrs W Rocher
2 Change	Submit for Approval	Applicant	Wilna Rocher	2018/05/07 12:16 PM	Dr S Donoghue
3 Change	Ready for Review	Ethics Administrator	Sune Donoghue	2018/05/07 01:31 PM	Dr S Donoghue
4 Change	Under Review	Ethics Administrator	Sune Donoghue	2018/05/07 01:40 PM	Prof MJ Somers
5 Change	Reviewed	Ethics Administrator	Sune Donoghue	2018/05/07 01:54 PM	Dr S Donoghue
6 Change	Recommendation Set	Ethics Administrator	Sune Donoghue	2018/05/07 02:31 PM	Prof EC Webb
7 Change	Approved	Chair of Committee	Eddie Webb	2018/05/07 03:46 PM	Mrs W Rocher

- All role players of this application appear on the list
- This area appears on all the functions, except on the Applicant’s function. The applicant is not allowed to see this at all.



## ii. Print or Download an Application

### 1. Print an Application

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

Application ID: 180000042 Version: 2 Faculty Application Number:  
Application Status: Accept by Head of Department  
On whose desk: Ethics Administrator Dr S Donoghue  
Application Date: 05/29/2018 Committee Cut-off Date: 09/01/2018

Ready for Review

Step 1 - Applicant

Step 2 - Application Form

Project title

Project Title Title

Short description esdf

Is this study related to another study? No

Short literature review that justifies the project

Short literature review - Refer to the Project Proposal

esdf

Print / Download  
Collapse All  
Expand All

Print or download an Application:

- Click on the **Print/Download** button
- Please make sure that the Pop-ups is not disabled.
- 

All Ethics Applications x UP\_ETH\_DOWNL.pdf x

https://upnet-test.up.ac.za/psc/pscmtsaa/view/pQzUdYIA8vB\_vxBC8LprvHDNnwjougWFSLV.FuIb0uOwhGdgycK0c9p1xSYrRRSgXNiquYa7ddPBc5Q2W0v

Page: 1 of 2 Automatic Zoom

ETHIC APPLICATION: 180000019

Application Information

Application Status	Under Development	Faculty Application number
On who's desk	Applicant	Miss M Tshiovha
Application Date	2018-06-22	Committee Cut-off Date 2018-07-01

The form will open as a .pdf document.

You may print or download the form by clicking on the desired button.

## b. Comments and History Page

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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

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- Review Ethics Applications
- All Ethics Applications

Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Accept by Head of Department

On whose desk: Ethics Administrator Dr S Donoghue

Application Date: 08/29/2018 Committee Cut-off Date: 09/01/2018

Ready for Review

### Comments and History

Please enter a comment:

Comment type:

Post comment

Comment type	Date and Time	Display Name	Please enter a comment
Referred back to Applicant	08/30/2018 8:27AM	Franscois Landsberg	Please submit all documents

Set application Ready for Review Personalize Find 1 of 1 Last

Application Type	EmplID	Formal Name	Ready for Review
1 Humans	02493632	Dr S Donoghue	<input type="text"/>

Return

- 1) The 2<sup>nd</sup> icon is the comments page.  
**This is the only page where you will work on**
- 2) Faculty Application Number – Insert your own Faculty number if you wish to do so

## i. Post a comment

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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Ethics WorkCenter

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Ethics Statistics

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Add Reviewers  
Review Ethics Applications  
All Ethics Applications

Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Accept by Head of Department

On whose desk: Ethics Administrator Dr S Donoghue

Application Date: 08/29/2018 Committee Cut-off Date: 09/01/2018

Ready for Review

Comments and History

Please enter a comment: Received on 29/08/2018

Comment type: Ethics Administrator's Comment

Post comment

Comment type	Date and Time	Display Name	Please enter a comment
Referred back to Applicant	08/30/2018 8:27AM	Franscois Landsberg	Please submit all documents

**Comment Type** has 3 purposes:

- a) Post a comment for the reviewers or Chair to see. Applicant will **never** see this comment.
  - Type a comment
  - Choose **"Ethics Administrator's Comment"** type
  - Click on the **"Post Comment"** button

OR

- b) Refer the application back to the Applicant  
See below

OR

- c) Cancel the application  
See below

## ii. Refer application back to the applicant

The screenshot shows the 'Ethics Approvals' web application. The left sidebar contains navigation links for 'My Ethics WorkCenter', 'Statistics', 'External Persons', and 'Applications'. The main content area displays application details for 'Application ID: 180000042' and 'Application Status: Accept by Head of Department'. The 'Comments and History' section includes a text area for comments, a dropdown menu for 'Comment type' (with 'Refer back to Applicant' selected), and a 'Post comment' button. Below this is a table showing the history of comments.

Comment type	Date	Comment
Referred back to Applicant	08/30/2018 8:27AM	Franscois Landsberg

At the bottom, there is a 'Set application Ready for Review' section with a table showing application details.

Application Type	EmpID	Formal Name	Ready for Review
1 Humans	02493632	Dr S Donoghue	

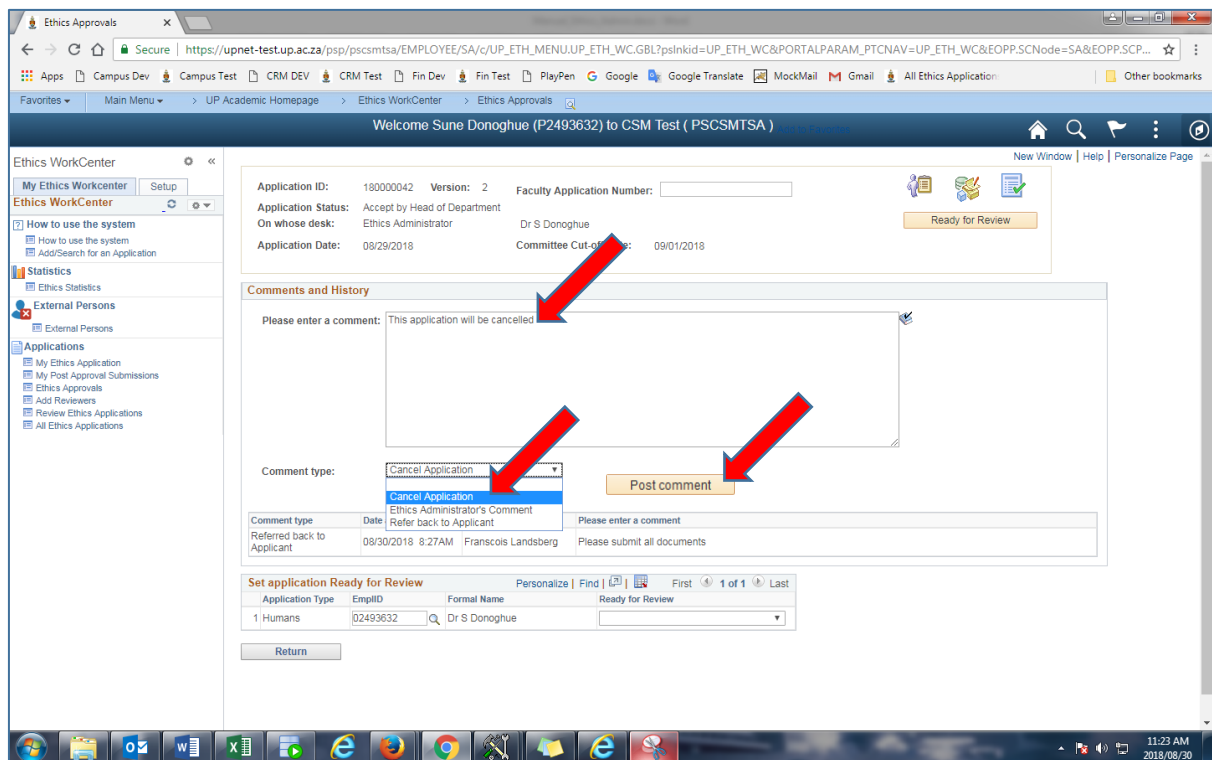
Refer the application back to the Applicant

- Type a comment – Applicant will **always** see this comment
- Choose “**Refer back to Applicant**” type
- Click on the “**Post Comment**” button
- The following message will be displayed

The message box has a title bar 'Message' and contains the text: 'Are you sure you want to refer this application back to the applicant?'. Below the text are two buttons: 'Yes' and 'No'.

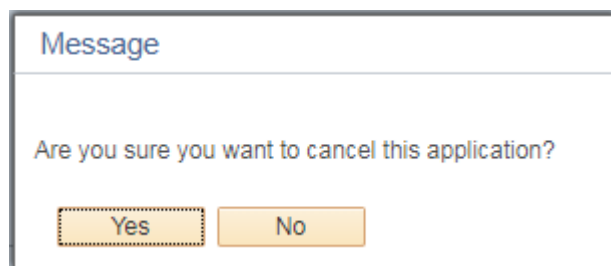
- Click on the “Yes” button. The application form will be referred back to the applicant.

### iii. To Cancel an Application



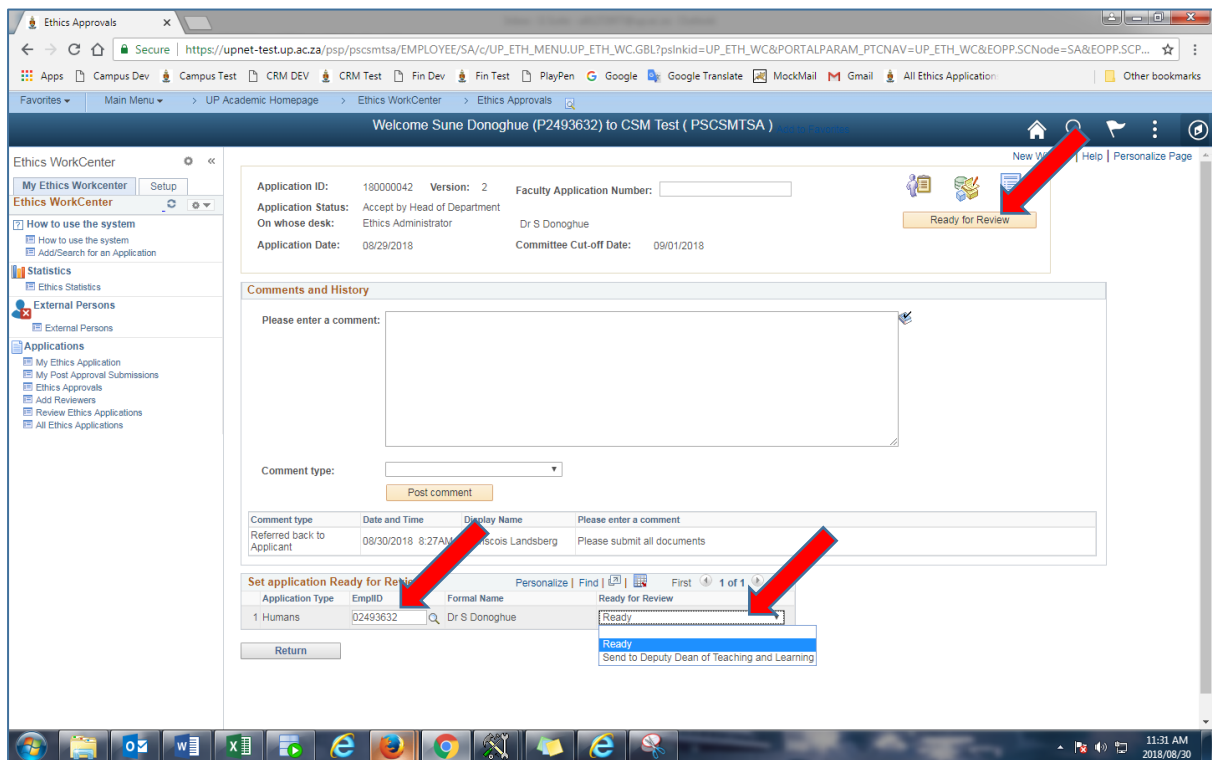
#### Cancel the Application

- Type a cancel reason – Applicant will **always** see this comment
- Choose “**Cancel Application**” type
- Click on the “**Post Comment**” button
- The following message will display



- Click on the “Yes” button. The application will be cancelled and referred back to the applicant.

#### iv. To set the application Ready for review



If the application is ready to give it through to the reviewers:

- 1) Choose **“Ready”** next to your name
- 2) Click on the **“Ready for Review”** button
- 3) Please proceed to the **“Add Reviewers”** function

Faculties with more than one Ethics Administrator:

- 1) Only one of the Ethics Administrators need to set the application ready for review
- 2) Change the EMPLID to your personnel number and Enter
- 3) When your name appear on the line, select Ready next to your name

## v. Send to Deputy Dean of Teaching and Learning

The screenshot shows the 'Ethics Approvals' web application. The top navigation bar includes links to 'My Ethics Workcenter', 'Setup', 'Statistics', 'External Persons', and 'Applications'. The main content area displays application details for 'Application ID: 180000042', 'Version: 2', and 'Faculty Application Number:'. The 'Application Status' is 'Accept by Head of Department', and the 'On whose desk' is 'Ethics Administrator'. The 'Application Date' is '08/29/2018' and the 'Committee Cut-off Date' is '09/01/2018'. A red arrow points to the 'Send to Deputy Dean' button. Below this, the 'Comments and History' section shows a comment from 'Francois Landsberg' dated '08/30/2018 8:27AM'. At the bottom, the 'Set application Ready for Review' section shows a table with one application, '1 Humans', and a dropdown menu with options 'Ready' and 'Send to Deputy Dean of Teaching and Learning'. A red arrow points to the 'Send to Deputy Dean of Teaching and Learning' option.

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Accept by Head of Department  
On whose desk: Ethics Administrator Dr S Donoghue  
Application Date: 08/29/2018 Committee Cut-off Date: 09/01/2018

[Send to Deputy Dean](#)

**Comments and History**

Please enter a comment:

Comment type:  [Post comment](#)

Comment type	Date and Time	Display Name	Please enter a comment
Referred back to Applicant	08/30/2018 8:27AM	Francois Landsberg	Please submit all documents

**Set application Ready for Review**

Application Type	EmpID	Formal Name	Ready for Review
1 Humans	02493632	Dr S Donoghue	<input type="text" value="Send to Deputy Dean of Teaching and Learning"/>

[Return](#)

[Ready](#)  
[Send to Deputy Dean of Teaching and Learning](#)

If the application form doesn't need to go through the NAS approvals, but only needs to be approve by the Deputy Dean of Teaching and Learning:

- 1) Choose **"Send to Deputy Dean of T/L"**
- 2) Click on the **"Send to Deputy Dean"** button
- 3) This application will be routed to the Deputy Dean of Teaching and Learning

## c. Required documents

The screenshot shows the 'Ethics Approvals' system interface. The top navigation bar includes 'My Ethics Workcenter', 'Setup', 'Statistics', 'External Persons', and 'Applications'. The main content area displays the application details for Sune Donoghue (P2493632) to CSM Test (PSCSMTSA). The application status is 'Accept by Head of Department' and the application date is 08/29/2018. The committee cut-off date is 09/01/2018. A 'Ready for Review' button is visible.

The 'Suggested documents to attach in so far relevant' section contains a table with the following data:

Document Type	Description	Add Docs	Required	Omission Reason	Reason for not uploading doc
Research	Research proposal		✓	Not required	
Community	Consent from Community		✓	NA	
Patients	Informed consent from Patients		✓	NA	
Forum	Forum discussion for asdf		✓	NA	

Below the table, a note states: '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.' A 'Save & Refresh' button is located to the right of the note.

The 'Documents' section contains a table with the following data:

Document Type	Document Name	Attached File	View	Uploaded by	View comment	Version	Add new version	Delete version	Previous versions
Consent from community	CONSENT FROM COMMUNITY	declaration-of-helsinki_fortaleza_brazil-2013.zp12846.pdf		Wilna Rocher		08/29/2018	1		

Below the table, there is a link to 'Download forms' and a 'Return' button.

- The 3<sup>rd</sup> icon display all the required documents for this application
- View omission reasons, for not uploading documents
- To view the documents click on the View icon.



## 12. Add reviewers

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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

### Add Reviewers

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

Find an Existing Value

Search Criteria

Fact ID begins with 00002

Application Type Human participants

Search Clear Basic Search Save Search Criteria

### Search Results

View All First 1-3 of 3 Last

Fact ID	Application Type	Date	Description
00002	Humans	07/01/2018	Natural and Agricultural Sc
00002	Humans	08/01/2018	Natural and Agricultural Sc
00002	Humans	09/01/2018	Natural and Agricultural Sc

- Click on Add Reviewers
- All open Applications will always appear on the latest cut-off date
- Click on the Search button

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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

### Review

Fact ID 00002 Natural and Agricultural Sc

Application Type Human participants

Committee cut-off date 09/01/2018

Application ID	Date	Formal Name	Project Title	Dr EM Honey	Dr JMM Marx-Pienaar	Prof MJ Somers	Mr KP Mahesh	Dr DOPS Jordaan
180000042	08/29/2018	Mr KP Mahesh	Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Submit

### Quantity reviewed per year

Reviewer	Count
Dr EM Honey	4
Mr KP Mahesh	1
Prof MJ Somers	2
Dr JMM Marx-Pienaar	2

Year	Description	Count
1	2018 Dr EM Honey	4
2	2018 Mr KP Mahesh	1
3	2018 Prof MJ Somers	2

- Select the reviewer(s) next to the Application, by clicking in the checkboxes.
- Click on the **Submit** button.
- The graph shows how many applications each reviewer reviewed for the year.

### 13. Review application on behalf of a reviewer

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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

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 00002

Application Type = Human participants

Include History

Search Clear Basic Search Save Search Criteria

- Click on Review Ethics Application
- Click on the **Search** button

Review Ethics Application

Secure | https://upnet-test.up.ac.za/psp/pscsmsta/EMPLOYEE/SA/c/UP\_ETH\_MENU.ETH\_WC.GBL?pslnkid=UP\_ETH\_WC&PORTALPARAM\_PTCNAV=UP\_ETH\_WC&EOPP.SCNODE=SA&EOPP.SCP...

Favorites Main Menu UP Academic Homepage Ethics WorkCenter Review Ethics Applications

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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

Application ID: 180000042 Version: 2

Application Status: Under Review

On whose desk: Reviewer

Application Date: 09/29/2018

Dr JMM Marx-Pienaar

Committee Cut-off Date: 09/01/2018

Submit Review

User ID 02493632 Dr S Donoghue

Date and Time

Ethics Administrator review on behalf of

Staff or students involved

Health Sciences approval

Greater than minimal risk

Biohazard risks to participant

Environmental impact

Genetically modified organisms

Consent form included

General comments

Recommendation

Look Up Ethics Administrator

Cancel

Search Results

View 100 First 1 of 1 Last

Application On behalf of Formal Name

Humans 02611619 Dr JMM Marx-Pienaar

- By clicking on the magnifying glass, choose the reviewer
- Fill in all the fields on the form, general comments and Recommendation
- Click on the "Submit Review" button

## 14. Set recommendation after reviewed

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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 Applications
- My Post Approvals Submissions
- Ethics Approvals
- Add Reviewers
- Review Ethics Applications
- All Ethics Applications

Ethics Approval

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

Empl ID begins with

Date =

Fact ID begins with

Application Type = Human participants

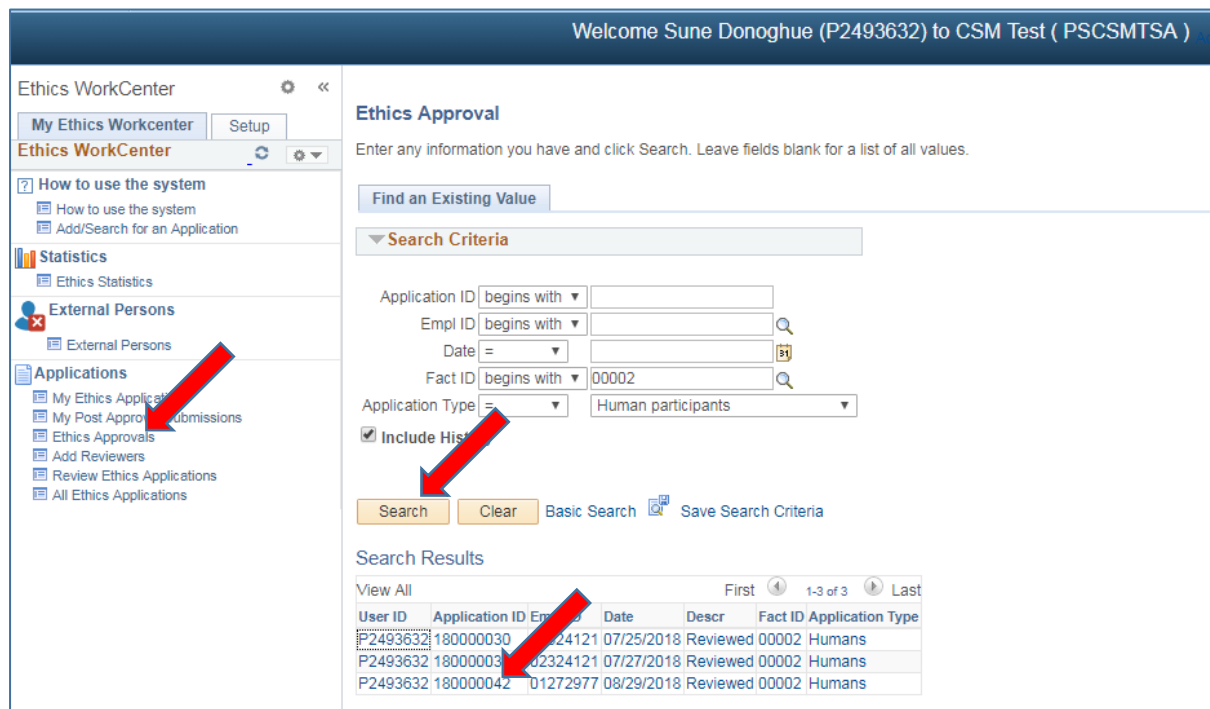
☒ Include History

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

User ID	Application ID	Empl ID	Date	Descr	Fact ID	Application Type
P2493632	180000030	02324121	07/25/2018	Reviewed	00002	Humans
P2493632	180000030	02324121	07/27/2018	Reviewed	00002	Humans
P2493632	180000042	01272977	08/29/2018	Reviewed	00002	Humans



- Click on Ethics Approvals
- Click on the **Search** button
- Select the application

## a. View Reviews of Reviewers

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Reviewed

On whose desk: Ethics Administrator Dr S Donoghue

Application Date: 08/29/2018 Committee Cut-off Date: 09/01/2018

Set Recommendation

Step 1 - Applicant

Step 2 - Application Form

Project title

Project Title Title

Short description asdf

- A new Icon appear in the front, click on that icon to view the reviews of the reviewers
- This is available on the “All Ethics Applications” or “Ethics Approvals” functions
- The Applicant will never see this icon.

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Reviewed

On whose desk: Ethics Administrator Dr S Donoghue

Application Date: 08/29/2018 Committee Cut-off Date: 09/01/2018

Set Recommendation

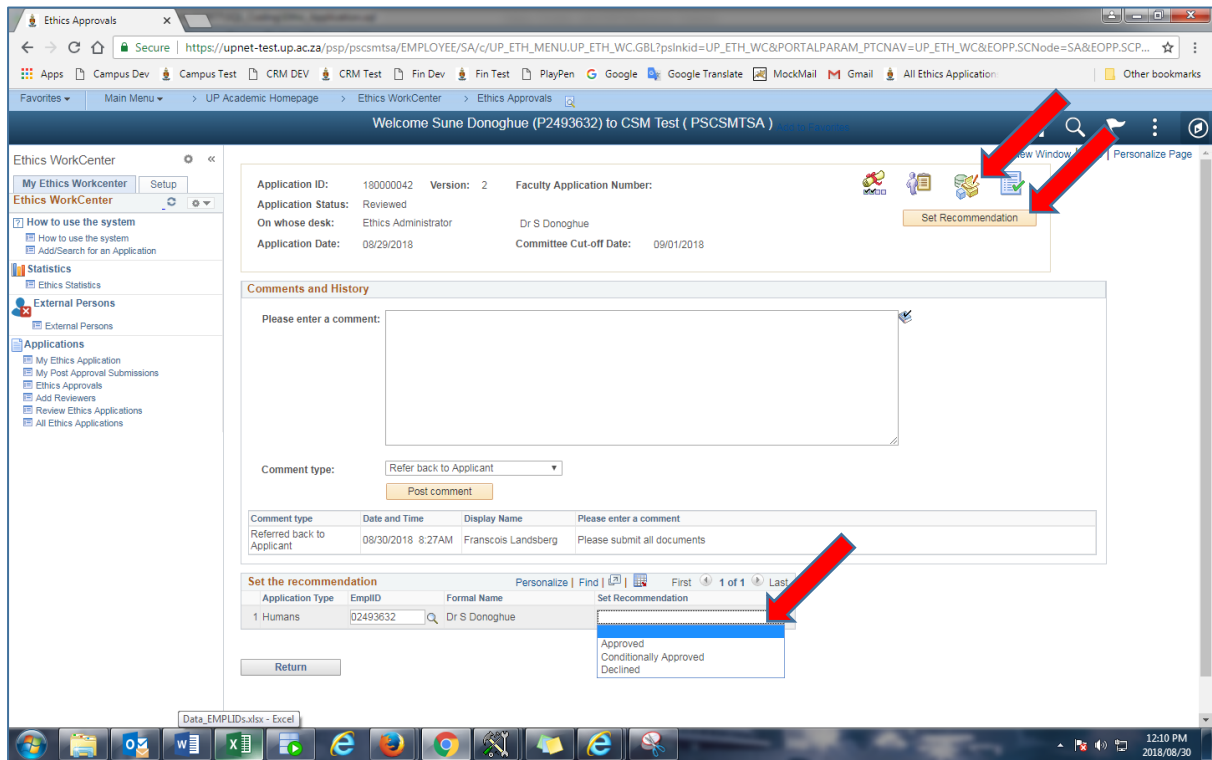
Fact ID 00002

Date & Time	Application Type	Role	Reviewers	Previous	General comments	Recommendation	View Reviewer Form
2018/08/30 12:03 PM	Humans	Ethics Adm	Dr S Donoghue		Good	Recommended Approval	

Return

- Click on the “**View Reviewer Form**” icon – to view the reviewers list
- Click on the 3<sup>rd</sup> icon – Comments – to set the Recommendation

## b. Set the Recommendation



- If the Reviewers need amendments, please **“Refer the application back to the Applicant”**, (also see 11.2.2), by:
  - o Adding a comment
  - o Comment Type **“Refer back to Applicant”**
  - o Click on the **Post Comment** button
- To set the recommendation:
  - o Choose **Approve**, **Conditionally Approved** or **Declined** next to your name
  - o If your name doesn't appear there, change the EMPLID to your personnel number and set the recommendation next to your name.
  - o Click on the **Set Recommendation** button
- The application is send to the Chair of Ethics Committee for that Faculty.

## 15. View the details of all Ethics Applications for your Faculty

Welcome Sune Donoghue (P2493632) to CSM Test ( PSCSMTSA )

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 Reviews
- Review Ethics Applications
- All Ethics Applications

All Ethics Applications

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

Empl ID begins with

Application Type =

Application Status =

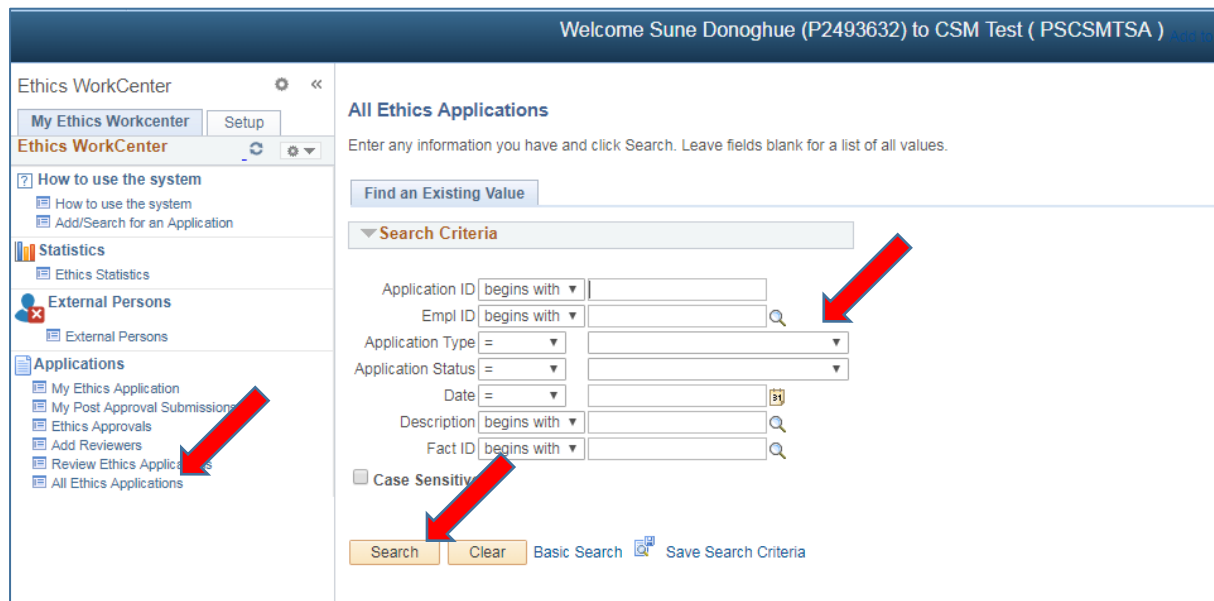
Date =

Description begins with

Fact ID begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria



Click on **All Ethics Applications**

Click on the **Search** button to view a list of all applications, or search on one or more of the filter fields and click on the **Search** button

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

### All Ethics Applications

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

Empl ID begins with

Application Type =

Application Status =

Date =

Description begins with

Fact ID begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Application ID	Formal Name	Application Type	Empl ID	Date	Descr	Description	Fact ID
180000042	Mrs W Rocher	Humans	01272977	08/29/2018	Recommendation Set	Chair of Committee	00002
180000041	Prof AS Claassens	Humans	02324121	08/02/2018	Submit for Approval	Student Supervisor	00002
180000036	Prof AS Claassens	Animals	02324121	07/31/2018	Approved	Applicant	00008
180000035	Prof AS Claassens	Animals	02324121	07/30/2018	Approved	Applicant	00008
180000034	Prof AS Claassens	Animals	02324121	07/30/2018	Approved	Applicant	00008
180000033	Prof AS Claassens	Animals	02324121	07/27/2018	Approved	Applicant	00008
180000032	Prof AS Claassens	Animals	02324121	07/27/2018	Reviewed	Ethics Administrator	00002
180000031	Prof AS Claassens	Animals	02324121	07/25/2018	Approved	Applicant	00008
180000030	Prof AS Claassens	Animals	02324121	07/25/2018	Reviewed	Ethics Administrator	00002
180000029	Prof AS Claassens	Animals	02324121	07/24/2018	Submit for Approval	Student Supervisor	00002
180000025	Dr S Donoghue	Humans	02493632	07/06/2018	Under Development	Applicant	00002
180000024	Mrs W Rocher	Animals	01272977	06/29/2018	Submit for Approval	Ethics Administrator	00002
180000022	Mrs W Rocher	Humans	01272977	06/28/2018	Submit for Approval	Ethics Administrator	00002

Only the last 300 applications will display.  
Use the search fields to filter the data

- Click on a specific application to view the information, all the forms are display only

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

### Ethics Application

Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

Application Date: 08/29/2018 Committee Cut-off Date: 09/01/2018

Submit for Approval

Step 1 - Applicant

Step 2 - Application Form

Project title

Short literature review that justifies the project

Aims and objectives of the project

Materials and methods

Duration of the project

Research environment - Where will the study be conducted?

Research team

Agreements between researchers

Specialised services used

Funders of the project

Involvement of people as participants

Data recorded, archived and stored

Secondary data

Intellectual property (IP)

Print / Download

Collapse All

Expand All