UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Chair of Ethics Committee

ETHICS APPLICATION & APPROVAL SYSTEM

Table of Content

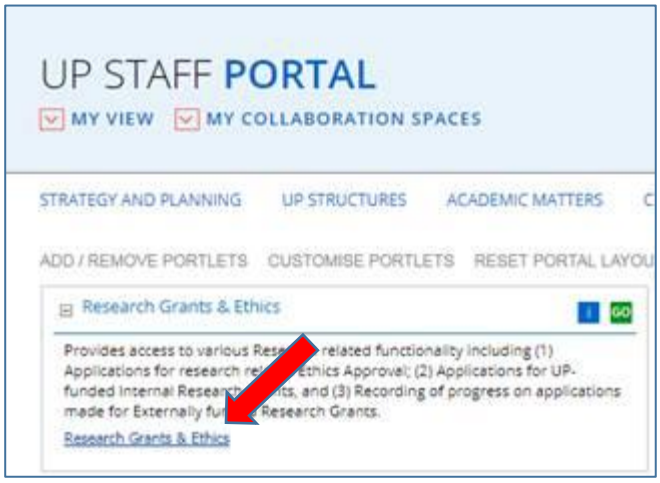
1. How to Login to the Ethics system 3
2. Statistic Page 4
3. How to use the system 4
4. How to add a new application 5
5. View an application 6
   a. View Reviews of Reviewers 7
   b. View Application Form 8
   c. View comments 8
   d. View the Documents for this application 9
6. Add a comment 10
7. To view the Approval / decline letter before approval 11
8. To add additional text to the letter before approval 12
9. Change text on the letter before approval 14
10. To approve / decline an application 16
11. Faculty approval and Additional Faculty Approval 17

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.

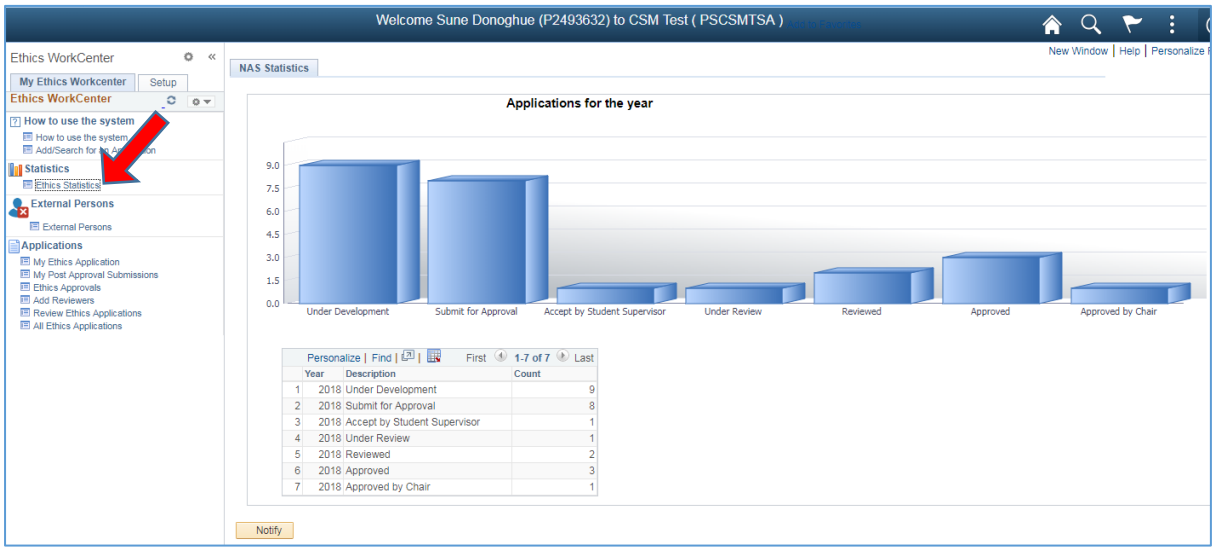
Click on the Research Grants & Ethics link, see below:



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

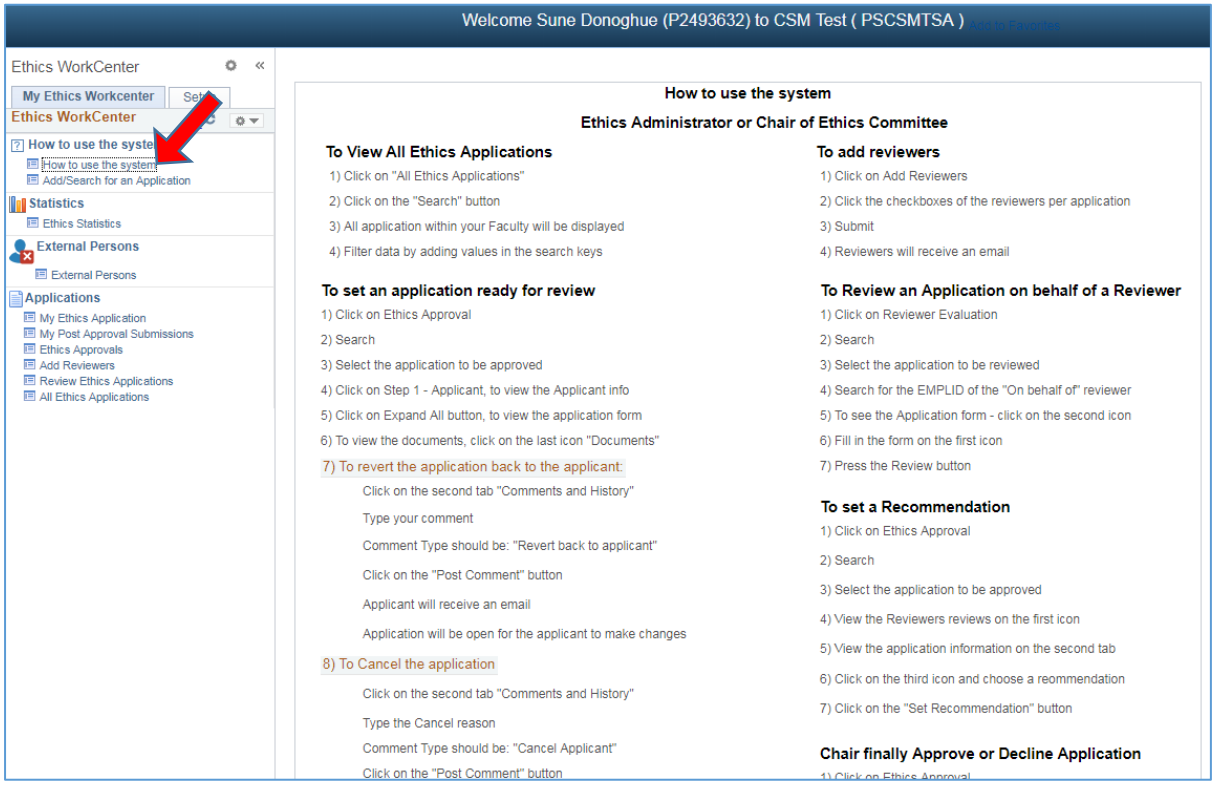
2. STATISTIC PAGE

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



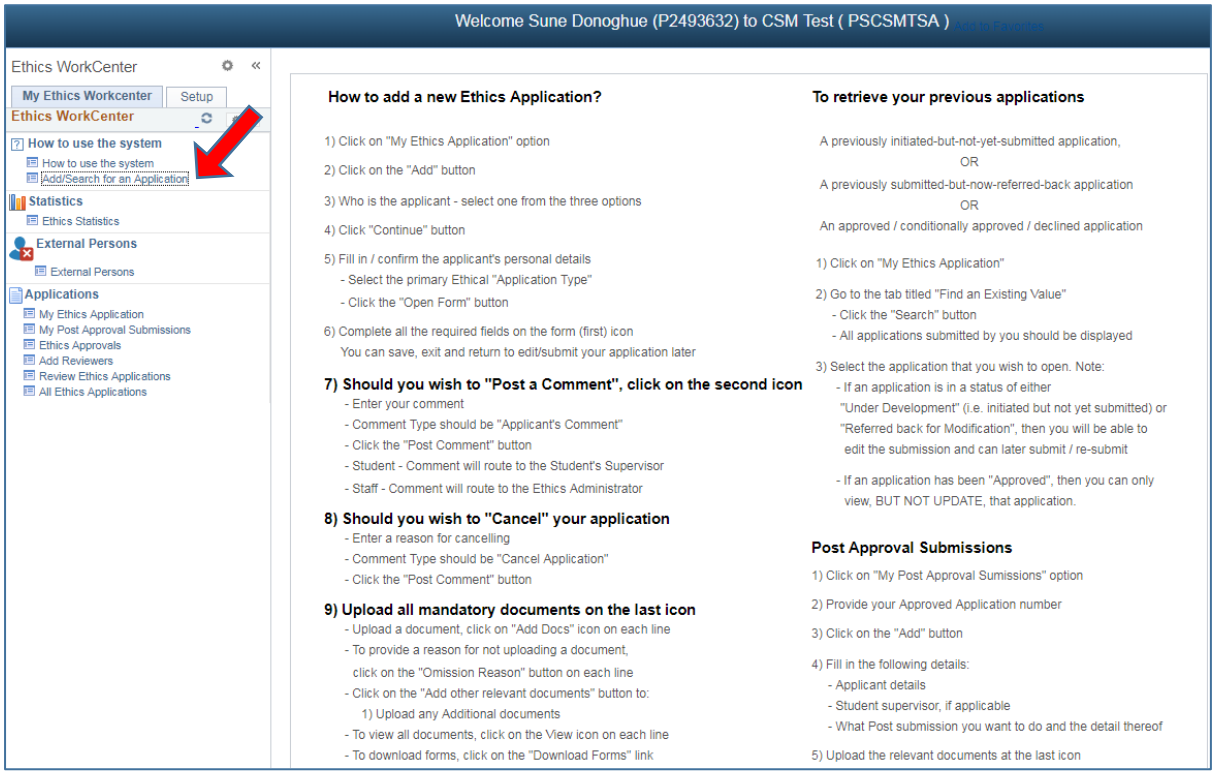
3. HOW TO USE THE SYSTEM

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

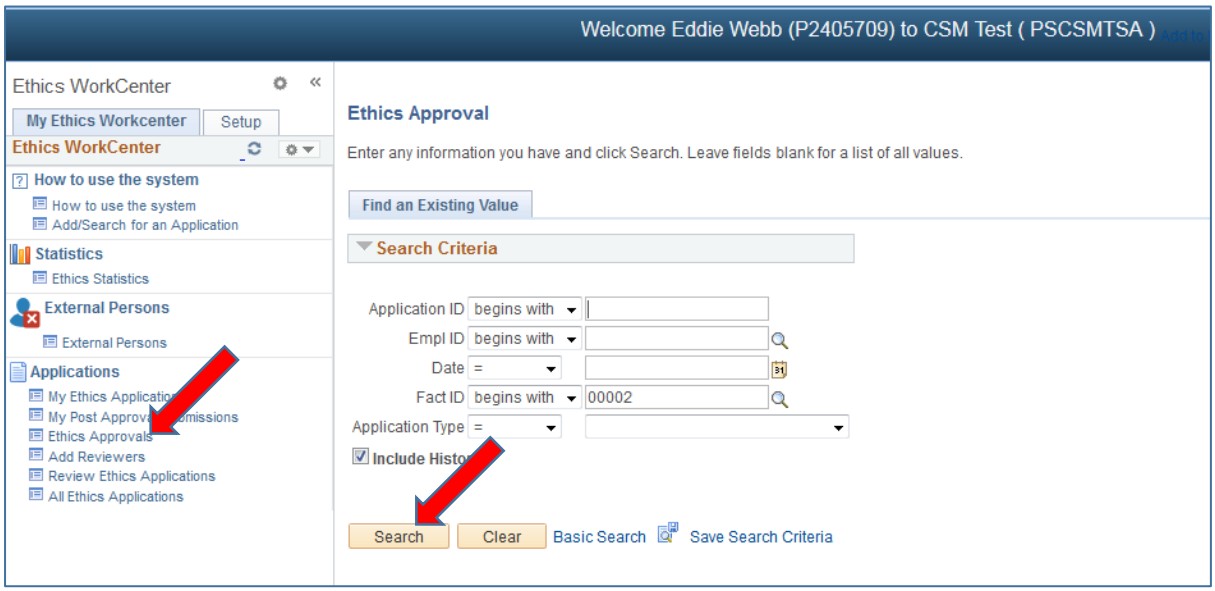


4. HOW TO ADD A NEW APPLICATION

A help page for adding a new application



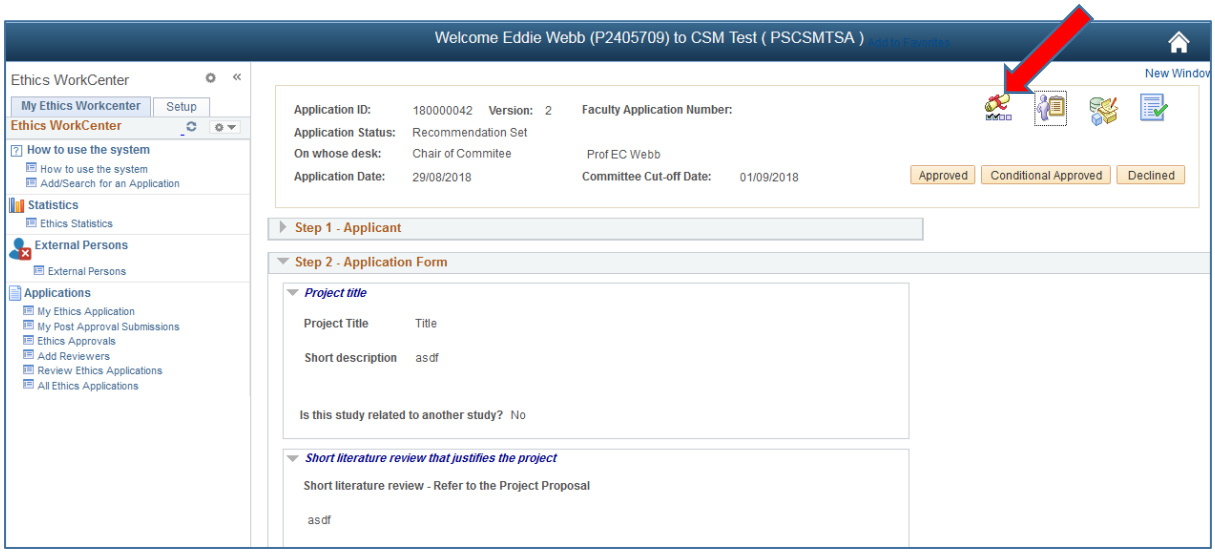
5. VIEW AN APPLICATION



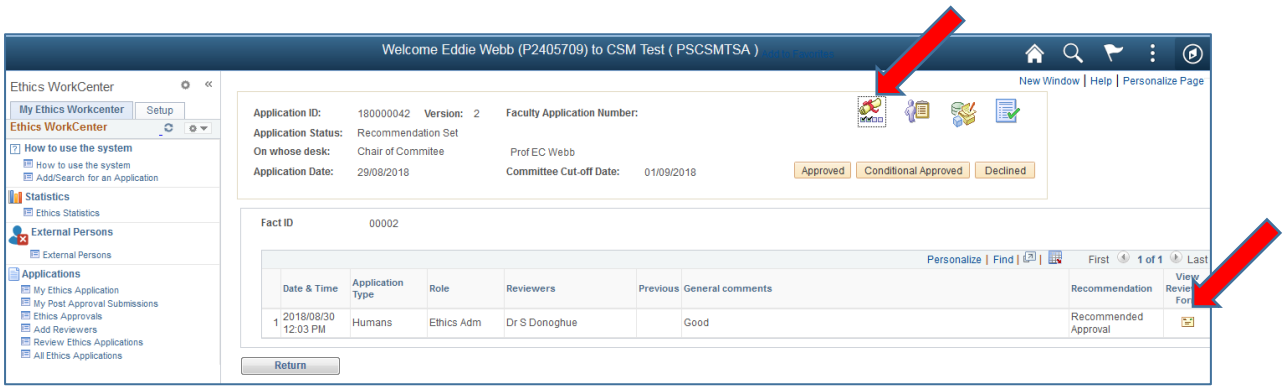
- Click on **Ethics Approvals**
- Click on the **Search** button
- If only one application, it will open the application
- If more than one application, a list of all applications need approval will display.
- Select one by one and approve

a. View Reviews of Reviewers

Click on the 1st icon to view the reviews.

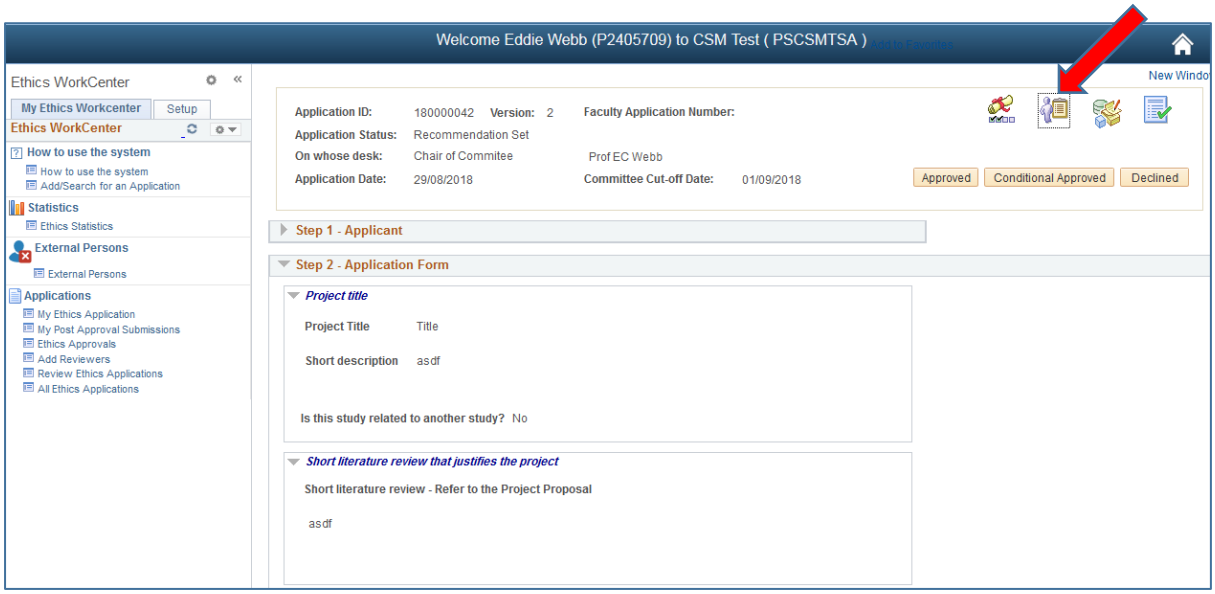


Click on the **View Reviewer Form** – to view the Form



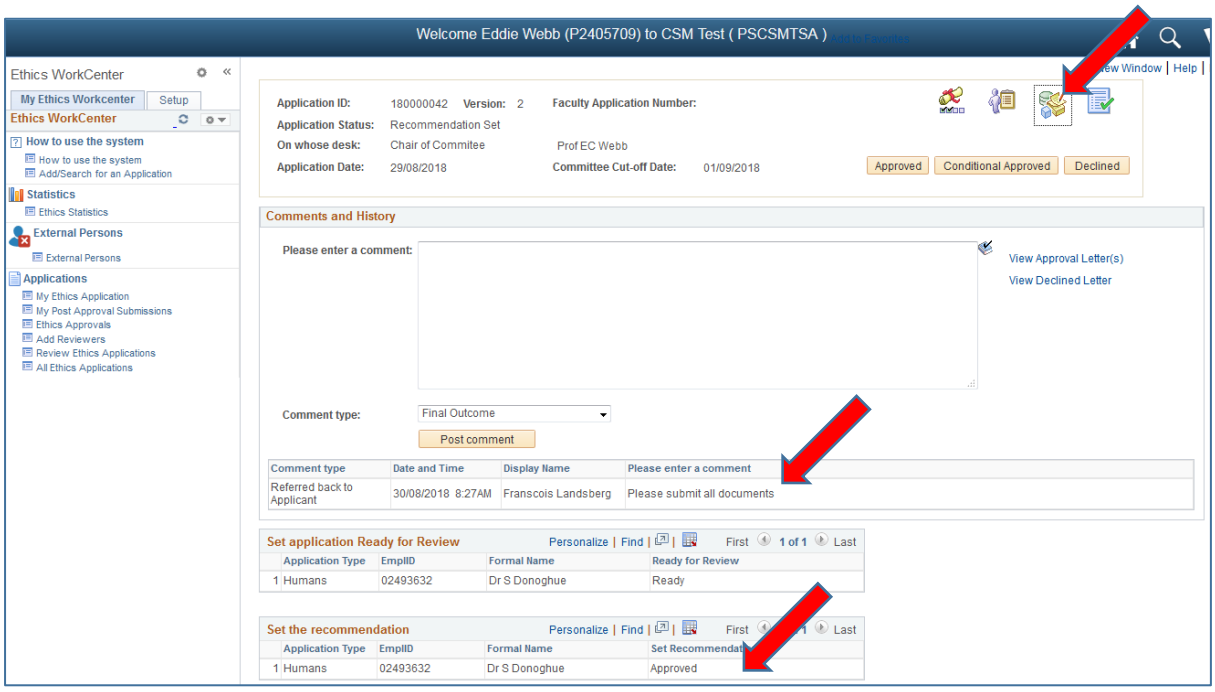
b. View Application Form

Click on the 2nd icon to view the Form



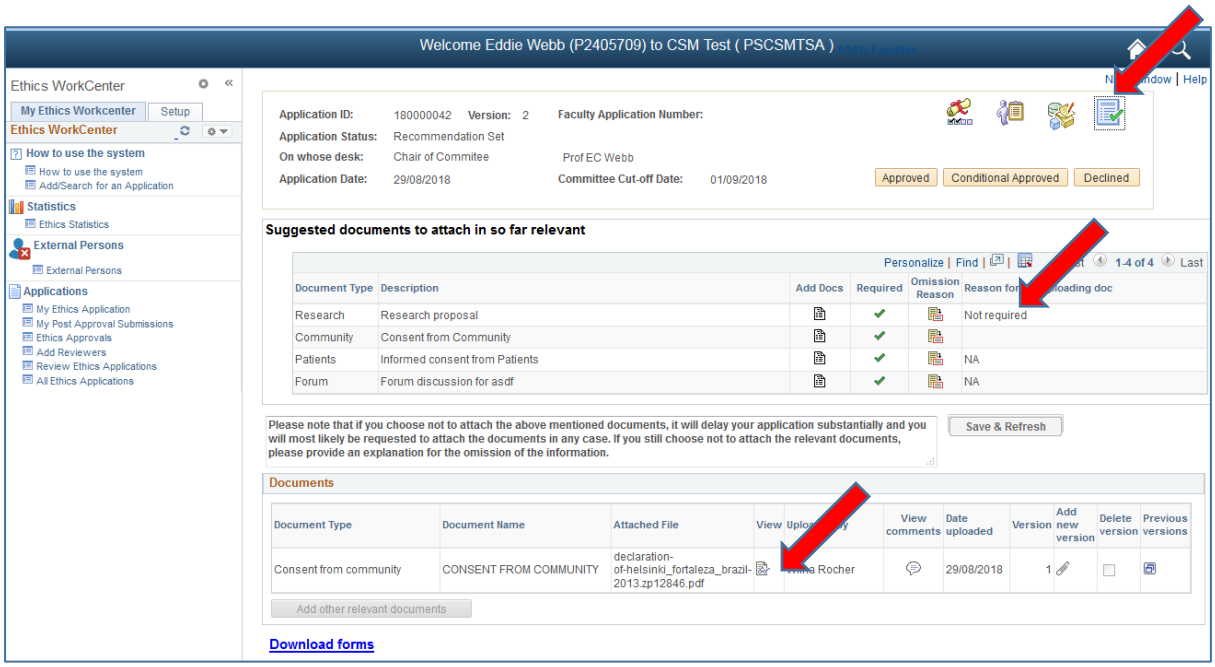
c. View comments

Click on the 3rd icon to view the Comments and History. Also view the recommendation of the Ethics Administrator.



d. View the Documents for this application

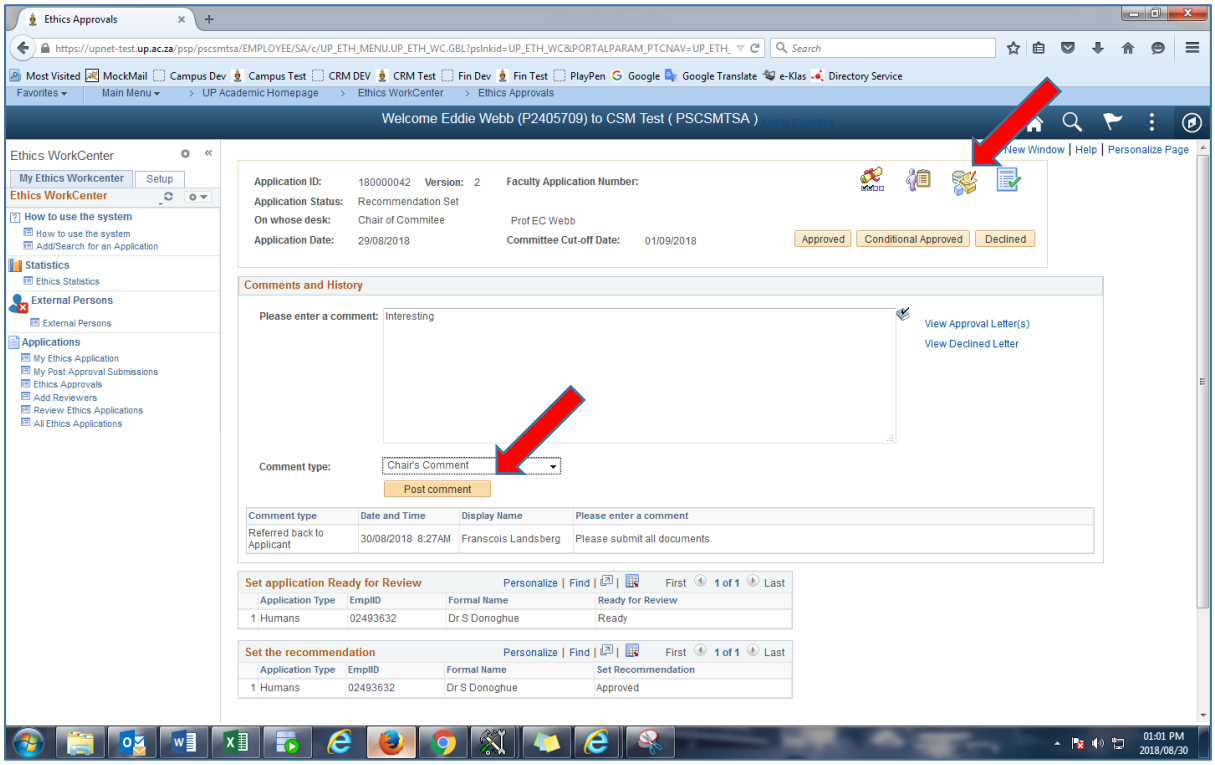
Click on the 4th icon to view the required and uploaded documents



- View the Omission Reasons for not uploading the documents
- Click on the View icon on each line to view the specific document

6. *ADD A COMMENT*

Still on Ethics Approval function - 3rd icon

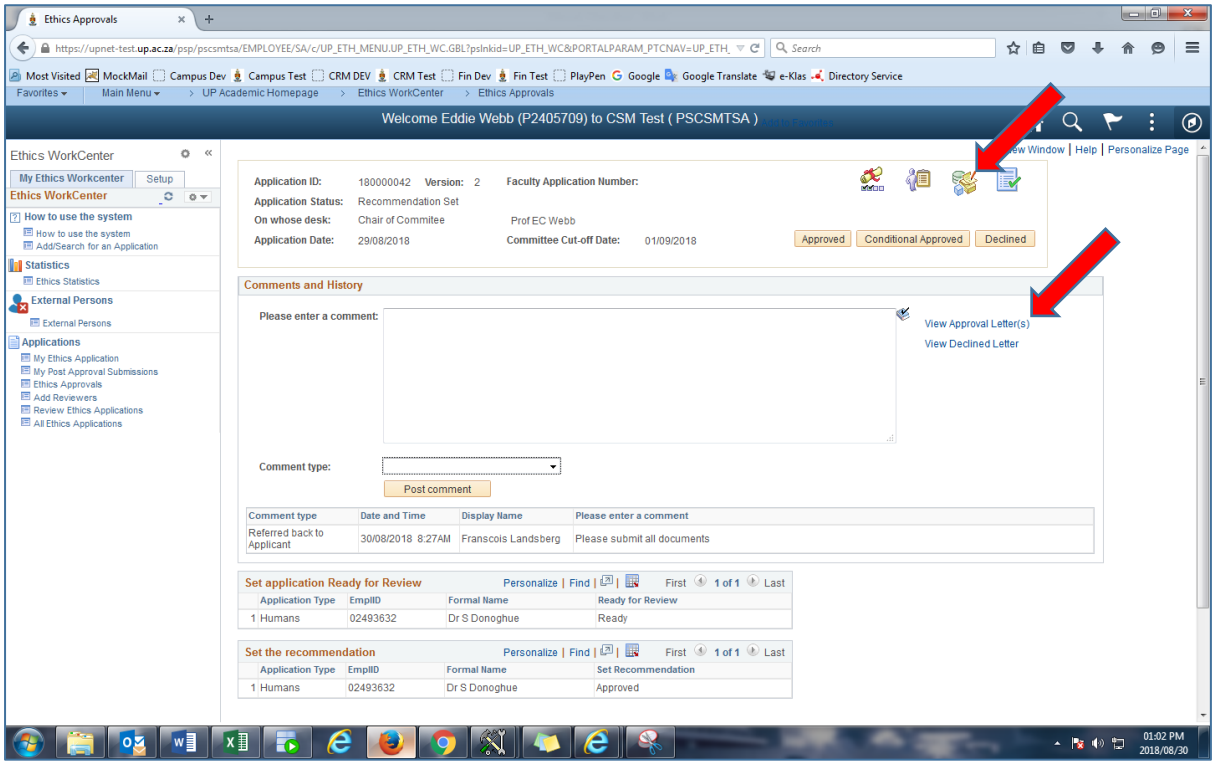


- Type a comment
- Choose Comment Type "**Chair Comment**"
- Click on the **Post comment** button
- The Applicant will **never** see this comment

7. TO VIEW THE APPROVAL / DECLINE LETTER BEFORE APPROVAL

On Ethics Approval function - 3rd icon "Comments and History"

- Click on the **View Approval Letter / View Declined Letter**



The Letter will display in a separate tab, this is only for viewing purposes and will not be send.

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Natural and Agricultural Sciences
Ethics Committee

E-mail: ethics.nas@up.ac.za

07 May 2018

ETHICS SUBMISSION: LETTER OF APPROVAL

Mrs W Rocher
Department of Animal and Wildlife Sciences
Faculty of Natural and Agricultural Sc
University of Pretoria

Reference number: 180000017
Project title: Humans

Dear Mrs W Rocher,

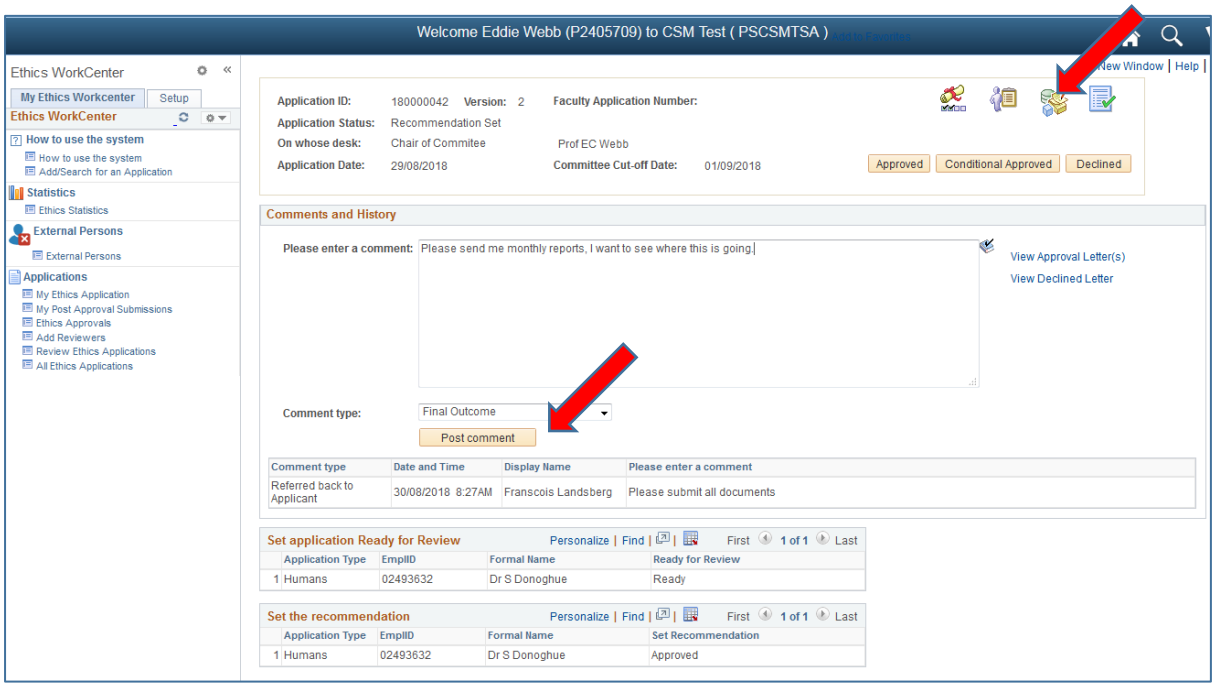
We are pleased to inform you that your submission conforms to the requirements of the Faculty of Natural and Agricultural Sciences Ethics committee.

Note that you are required to submit annual progress reports (no later than two months after the anniversary of this approval) until the project is completed. Completion will be when the

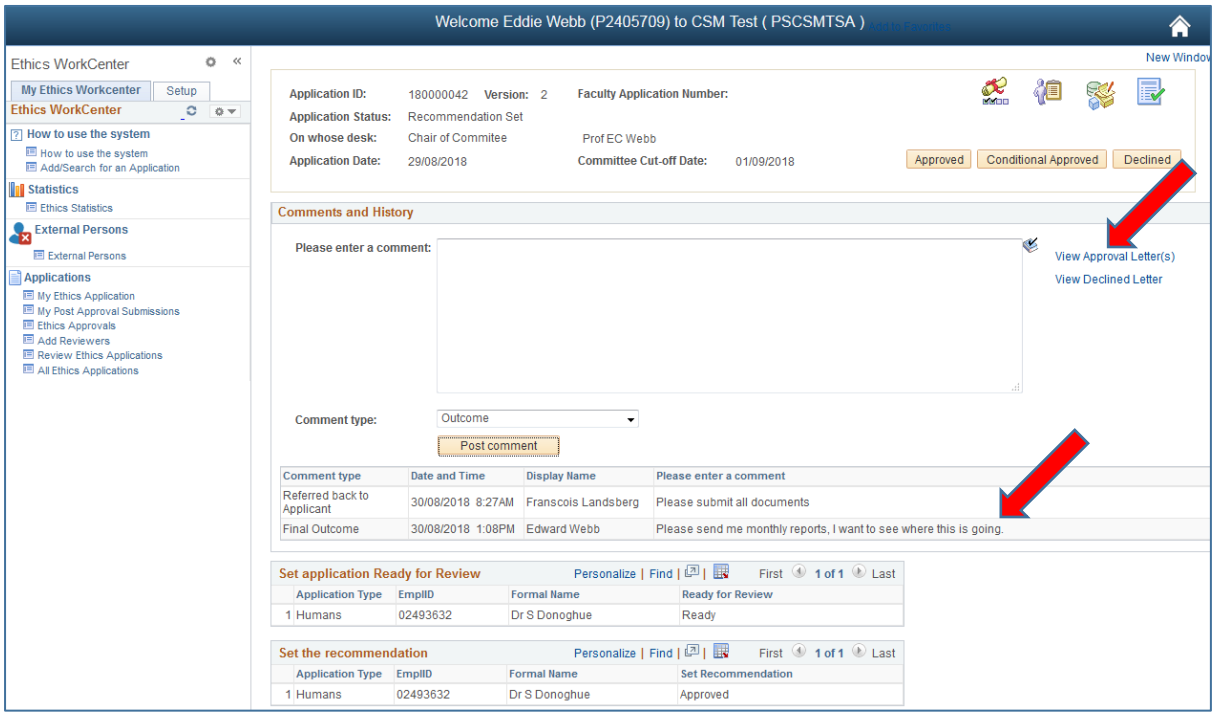
8. TO ADD ADDITIONAL TEXT TO THE LETTER BEFORE APPROVAL

On Ethics Approval function - 3rd icon "Comments and History"

- Type a comment
- Choose "**Final Outcome**" type
- Click on the **Post comment** button



The Final Outcome displays in the column will be added in the letter, click on the **View Approval Letter** link.



The Final Outcome appears on the letter

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Natural and Agricultural Sciences
Ethics Committee

E-mail: ethics.nas@up.ac.za

07 May 2018

ETHICS SUBMISSION: LETTER OF APPROVAL

Mrs W Rocher
Department of Animal and Wildlife Sciences
Faculty of Natural and Agricultural Sc
University of Pretoria

Reference number: 180000017
Project title: Humans

Dear Mrs W Rocher,

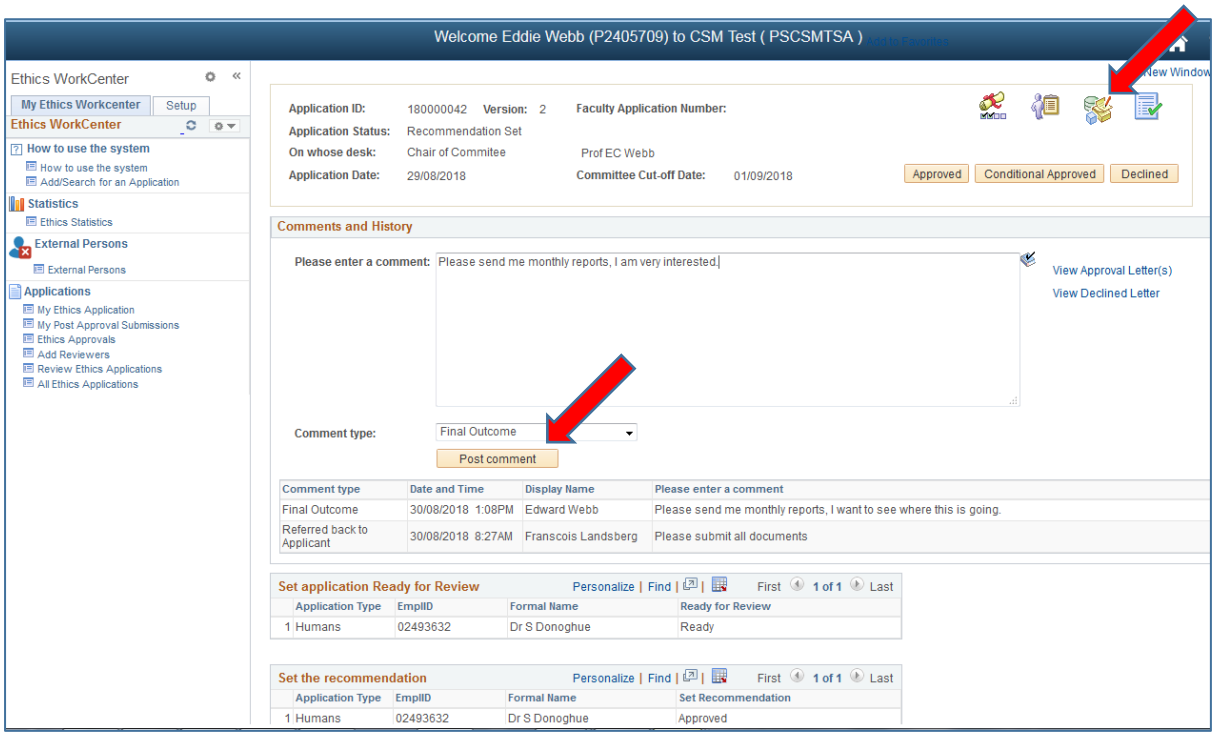
We are pleased to inform you that your submission conforms to the requirements of the Faculty of Natural and Agricultural Sciences Ethics committee.

Please send me monthly reports, I want to see where this is going

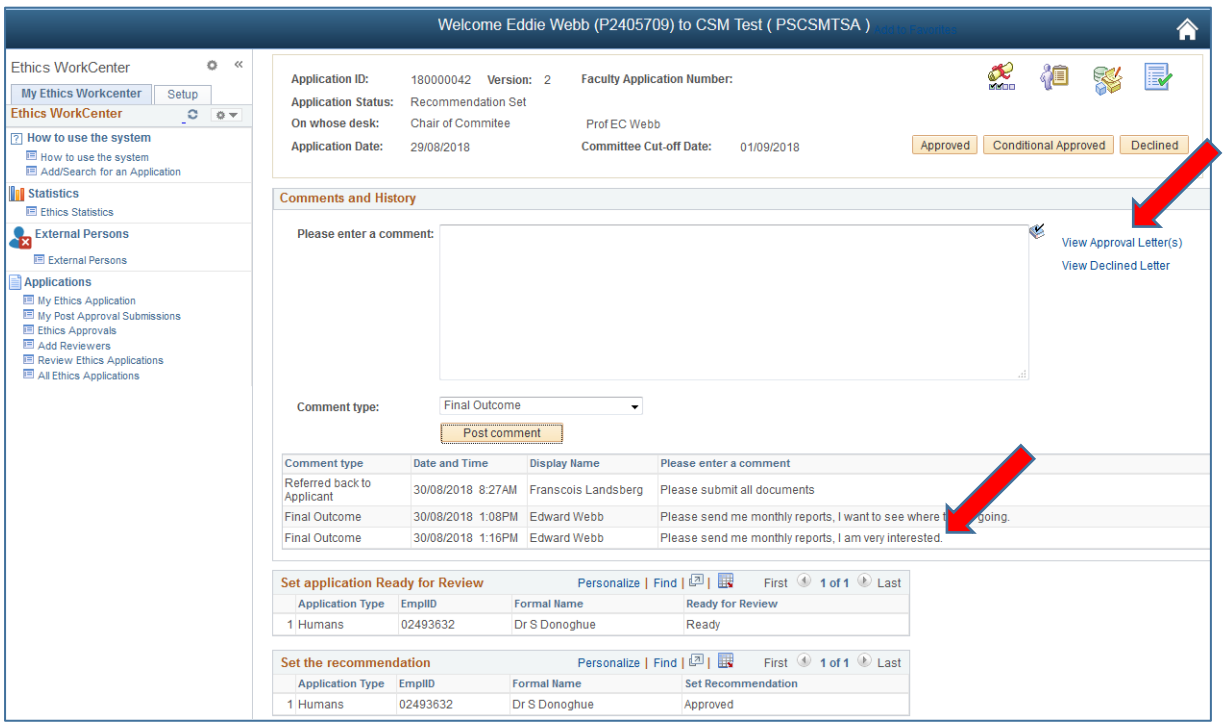
Note that you are required to submit annual progress reports (no later than two months after

9. CHANGE TEXT ON THE LETTER BEFORE APPROVAL

Post a new Final Outcome



Click on **View Approval Letter**



The latest outcome will always displays on the Approval Letter

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Natural and Agricultural Sciences
Ethics Committee

E-mail: ethics.nas@up.ac.za

07 May 2018

ETHICS SUBMISSION: LETTER OF APPROVAL

Mrs W Rocher
Department of Animal and Wildlife Sciences
Faculty of Natural and Agricultural Sc
University of Pretoria

Reference number: 180000017
Project title: Humans

Dear Mrs W Rocher,

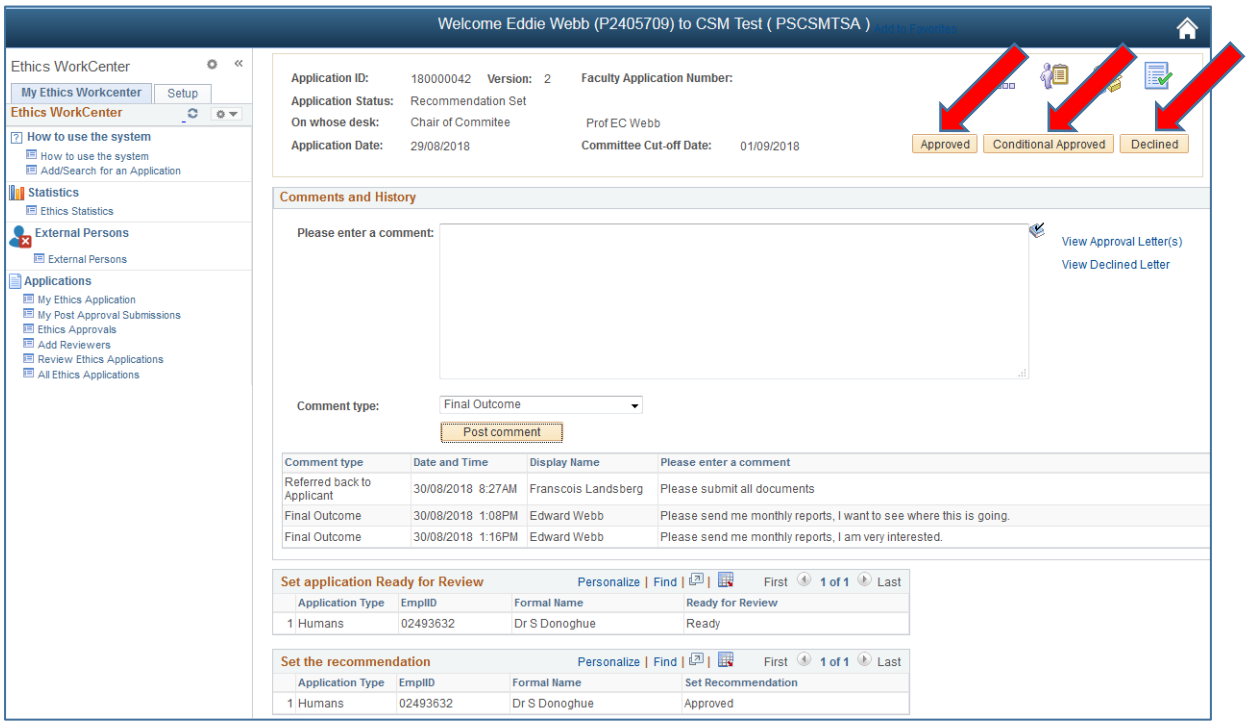
We are pleased to inform you that your submission conforms to the requirements of the Faculty of Natural and Agricultural Sciences Ethics committee.

Please send me monthly reports, I am very interested.

Note that you are required to submit annual progress reports (no later than two months after

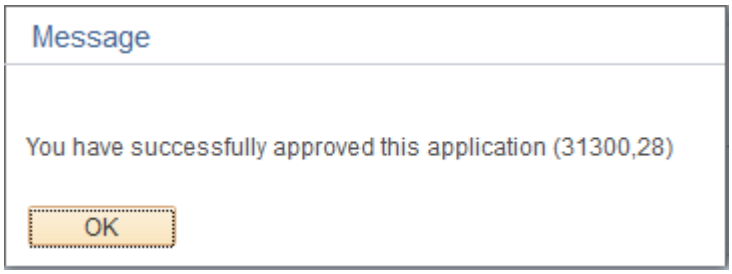
10. TO APPROVE / DECLINE AN APPLICATION

Click on the **Approved, Conditionally Approved or Declined** button



An email is send to the applicant, with the Approval Letter as an attachment

The application is Approved and now available to the Applicant for viewing.



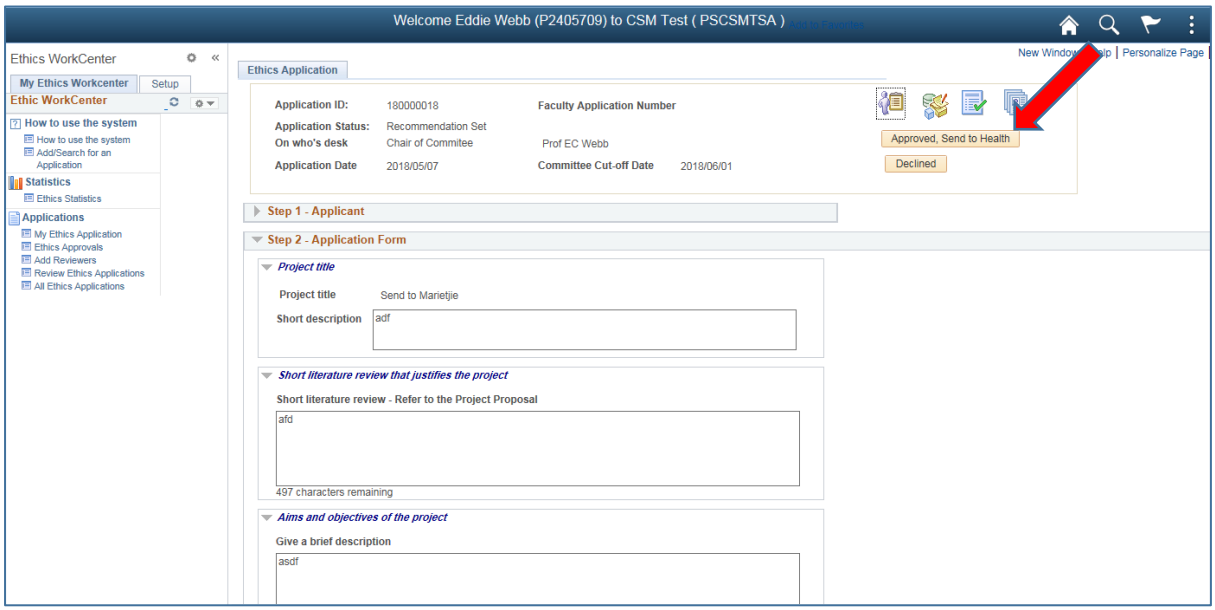
11. FACULTY APPROVAL AND ADDITIONAL FACULTY APPROVAL

If it is necessary that more than one Faculty need to approve, the screen will change a bit.

Only if the field "**Will any old or new human tissue and/or blood specimens and/or bodily products be used**" is **YES,** then it will route automatically to the Faculty of Health Science.

If the field "**Will animals be used for research or testing purposes?"** is **Yes,** then the application will route automatically to the Faculty of Veterinary Science.

Click on the **Approved, Send to Health / Send to Vet** button.



- No mails will be send to the applicant
- No letters will be generated
- This application will only route to the Ethics Administrator of the next additional Faculty.
- You may still add a Final Outcome, this will be included in your Faculty letter generated when the additional Faculty approve.