



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Chair of Ethics Committee

ETHICS APPLICATION & APPROVAL SYSTEM

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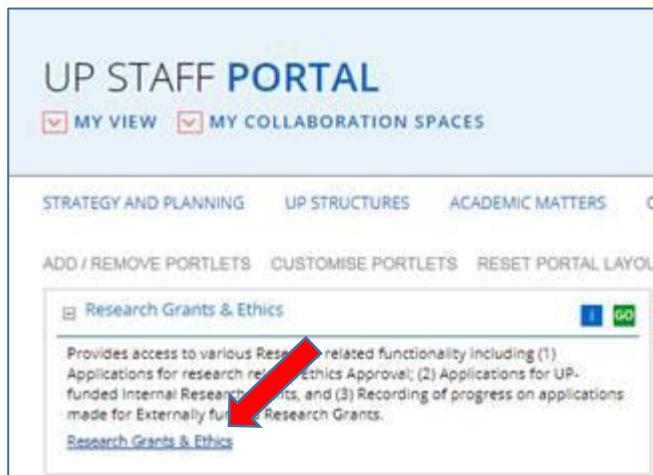
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1. HOW TO LOGIN TO THE ETHICS SYSTEM

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:

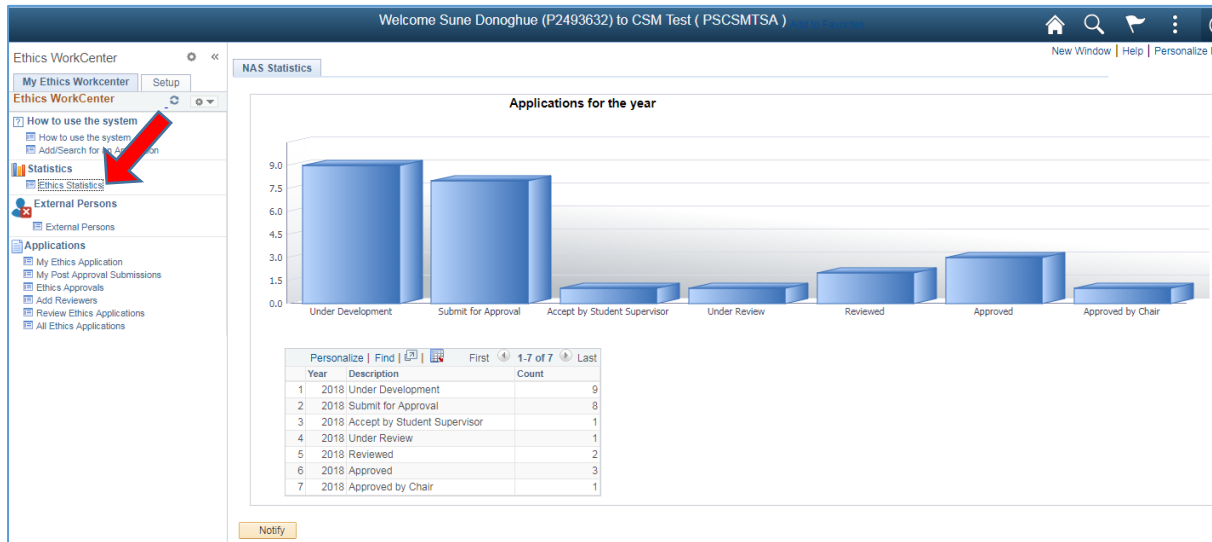


On the Homepage, click on the “Ethics Application & Approval” tile:



2. STATISTIC PAGE

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



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 navigation menu. The help page is titled 'How to use the system' and 'Ethics Administrator or Chair of Ethics Committee'. It contains several sections with numbered steps for using the system.

How to use the system

Ethics Administrator or Chair of Ethics Committee

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) [Log Out](#)

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. VIEW AN APPLICATION

Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA) [Add to Favorites](#)

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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 00002

Application Type =

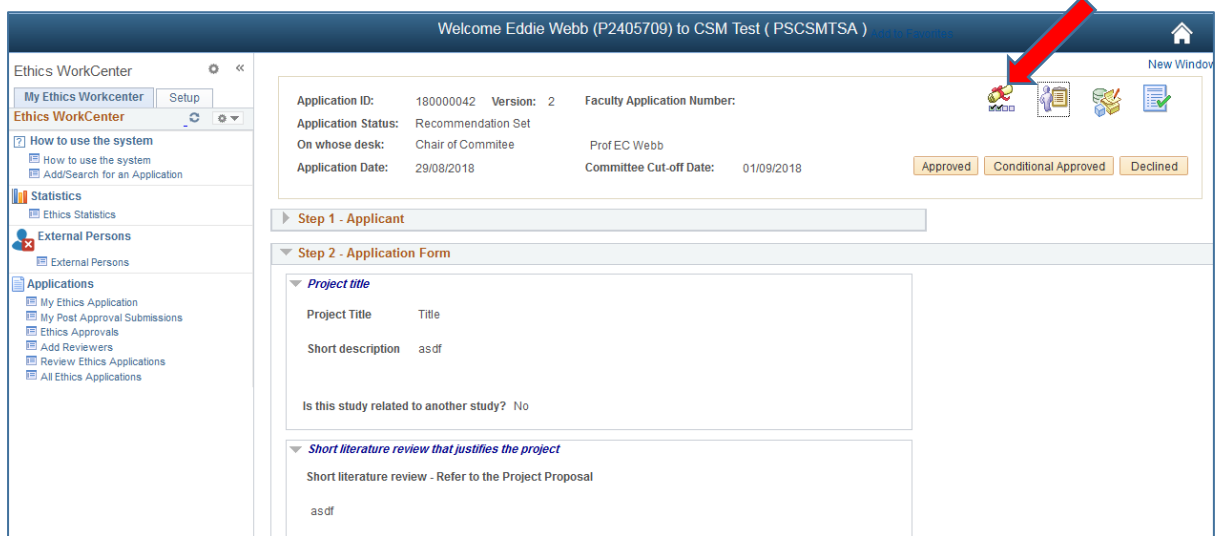
☒ Include History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- 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.



Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA)

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Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

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

Approved Conditional Approved Declined

Step 1 - Applicant

Step 2 - Application Form

Project title

Project Title Title

Short description asdf

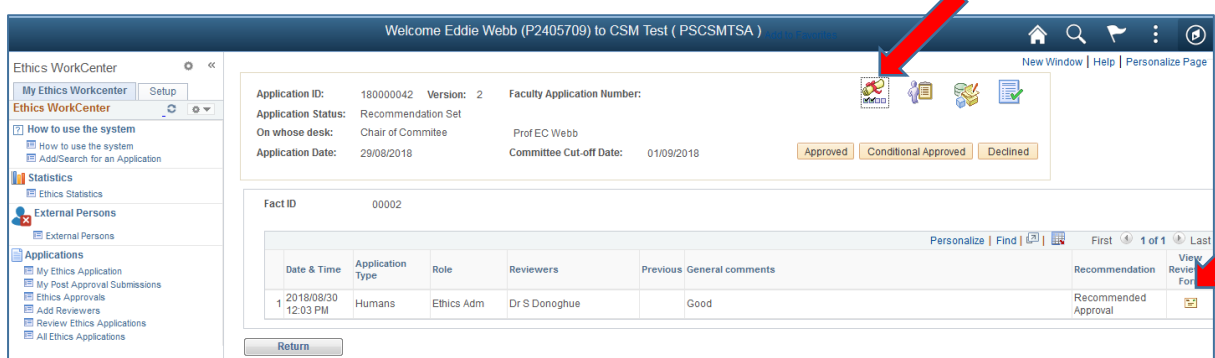
Is this study related to another study? No

Short literature review that justifies the project

Short literature review - Refer to the Project Proposal

asdf

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



Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA)

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Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

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

Approved Conditional Approved Declined

Fact ID 00002

Date & Time	Application Type	Role	Reviewers	Previous	General comments	Recommendation	View Reviewer Form
2018/09/30 12:03 PM	Humans	Ethics Adm	Dr S Donoghue		Good	Recommended Approval	

Return

b. View Application Form

Click on the 2nd icon to view the Form

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On whose desk: Chair of Committee Prof EC Webb

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

Approved Conditional Approved Declined

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

c. View comments

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

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Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

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

Approved Conditional Approved Declined

Comments and History

Please enter a comment:

Comment type: Final Outcome

Post comment

View Approval Letter(s)

View Declined Letter

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

Set application Ready for Review

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

Set the recommendation

Application Type	EmplID	Formal Name	Set Recommendation
1 Humans	02493632	Dr S Donoghue	Approved

d. View the Documents for this application

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

The screenshot displays the 'Ethics WorkCenter' interface. At the top, a welcome message reads 'Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA)'. The left sidebar contains navigation links for 'My Ethics Workcenter', 'Setup', 'How to use the system', 'Statistics', 'External Persons', and 'Applications'. The main content area shows application details: Application ID: 180000042, Version: 2, Faculty Application Number: , Application Status: Recommendation Set, On whose desk: Chair of Committee, Prof EC Webb, Application Date: 29/08/2018, and Committee Cut-off Date: 01/09/2018. Below this, a section titled 'Suggested documents to attach in so far relevant' contains a table with columns: Document Type, Description, Add Docs, Required, Omission Reason, and Reason for not uploading doc. The table lists four document types: Research (Research proposal), Community (Consent from Community), Patients (Informed consent from Patients), and Forum (Forum discussion for asdf). A red arrow points to the 'Reason for not uploading doc' column. 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 present. The 'Documents' section at the bottom contains a table with columns: Document Type, Document Name, Attached File, View, Upload, View comments, Date uploaded, Version, Add new version, Delete version, and Previous versions. The table shows one document: 'Consent from community' with document name 'CONSENT FROM COMMUNITY' and attached file 'declaration-of-helsinki_fortaleza_brazil-2013.zp12846.pdf'. A red arrow points to the 'View' icon. A 'Download forms' link is at the bottom.

Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA)

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Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

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

Approved Conditional Approved Declined

Suggested documents to attach in so far relevant

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

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.

Save & Refresh

Documents

Document Type	Document Name	Attached File	View	Upload	View comments	Date uploaded	Version	Add new version	Delete version	Previous versions
Consent from community	CONSENT FROM COMMUNITY	declaration-of-helsinki_fortaleza_brazil-2013.zp12846.pdf				29/08/2018	1			

Add other relevant documents

Download forms

- 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

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, including the status 'Recommendation Set' and the chair 'Prof EC Webb'. Below this is the 'Comments and History' section, which includes a text input field for a comment, a dropdown menu for 'Comment type' (set to 'Chair's Comment'), and a 'Post comment' button. A table below shows a history of comments, with one entry from 'Franscois Landsberg' dated 30/08/2018. At the bottom, there are two tables: 'Set application Ready for Review' and 'Set the recommendation', both showing the application is ready for review and approved.

Application ID: 180000042 Version: 2 Faculty Application Number:
Application Status: Recommendation Set
On whose desk: Chair of Committee Prof EC Webb
Application Date: 29/08/2018 Committee Cut-off Date: 01/09/2018 [Approved] [Conditional Approved] [Declined]

Comments and History

Please enter a comment: Interesting

Comment type: Chair's Comment

Post comment

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

Set application Ready for Review

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

Set the recommendation

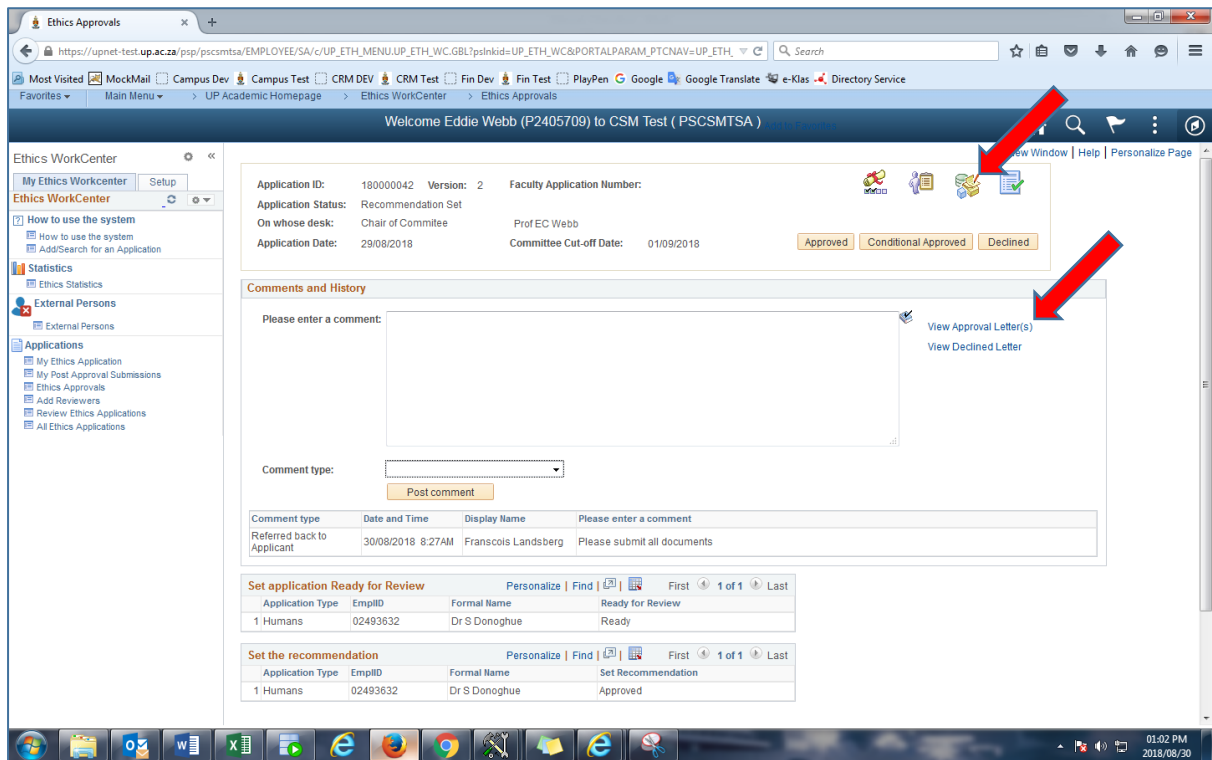
Application Type	EmplID	Formal Name	Set Recommendation
1 Humans	02493632	Dr S Donoghue	Approved

- 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.



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

Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA)

Application ID: 18000042 Version: 2 Faculty Application Number:

Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

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

Approved Conditional Approved Declined

Comments and History

Please enter a comment: Please send me monthly reports, I want to see where this is going

View Approval Letter(s)
View Declined Letter

Comment type: Final Outcome

Post comment

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

Set application Ready for Review

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

Set the recommendation

Application Type	EmplID	Formal Name	Set Recommendation
1 Humans	02493632	Dr S Donoghue	Approved

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

Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA)

Application ID: 18000042 Version: 2 Faculty Application Number:

Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

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

Approved Conditional Approved Declined

Comments and History

Please enter a comment:

Comment type: Outcome

Post comment

Comment type	Date and Time	Display Name	Please enter a comment
Referred back to Applicant	30/08/2018 8:27AM	Franscois Landsberg	Please submit all documents
Final Outcome	30/08/2018 1:08PM	Edward Webb	Please send me monthly reports, I want to see where this is going.

Set application Ready for Review

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

Set the recommendation

Application Type	EmplID	Formal Name	Set Recommendation
1 Humans	02493632	Dr S Donoghue	Approved

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

Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA)

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Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

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

Approved Conditional Approved Declined

Comments and History

Please enter a comment: Please send me monthly reports, I am very interested

View Approval Letter(s)

View Declined Letter

Comment type: Final Outcome

Post comment

Comment type	Date and Time	Display Name	Please enter a comment
Final Outcome	30/08/2018 1:08PM	Edward Webb	Please send me monthly reports, I want to see where this is going.
Referred back to Applicant	30/08/2018 8:27AM	Franscois Landsberg	Please submit all documents

Set application Ready for Review

Personalize Find 1 of 1 Last

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

Set the recommendation

Personalize Find 1 of 1 Last

Application Type	EmpID	Formal Name	Set Recommendation
1 Humans	02493632	Dr S Donoghue	Approved

Click on **View Approval Letter**

Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA)

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Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

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

Approved Conditional Approved Declined

Comments and History

Please enter a comment:

View Approval Letter(s)

View Declined Letter

Comment type: Final Outcome

Post comment

Comment type	Date and Time	Display Name	Please enter a comment
Referred back to Applicant	30/08/2018 8:27AM	Franscois Landsberg	Please submit all documents
Final Outcome	30/08/2018 1:08PM	Edward Webb	Please send me monthly reports, I want to see where this is going.
Final Outcome	30/08/2018 1:16PM	Edward Webb	Please send me monthly reports, I am very interested.

Set application Ready for Review

Personalize Find 1 of 1 Last

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

Set the recommendation

Personalize Find 1 of 1 Last

Application Type	EmpID	Formal Name	Set Recommendation
1 Humans	02493632	Dr S Donoghue	Approved

The latest outcome will always displays on the Approval Letter



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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

Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA) [Log out](#)

Ethics WorkCenter My Ethics Workcenter Setup

Ethics WorkCenter

- How to use the system
 - How to use the system
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Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Recommendation Set

On whose desk: Chair of Committee Prof EC Webb

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

Approved **Conditional Approved** **Declined**

Comments and History

Please enter a comment:

Comment type: Final Outcome

Post comment

Comment type	Date and Time	Display Name	Please enter a comment
Referred back to Applicant	30/08/2018 8:27AM	Franscois Landsberg	Please submit all documents
Final Outcome	30/08/2018 1:08PM	Edward Webb	Please send me monthly reports, I want to see where this is going.
Final Outcome	30/08/2018 1:16PM	Edward Webb	Please send me monthly reports, I am very interested.

Set application Ready for Review Personalize Find First 1 of 1 Last

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

Set the recommendation Personalize Find First 1 of 1 Last

Application Type	EmplID	Formal Name	Set Recommendation
1 Humans	02493632	Dr S Donoghue	Approved

[View Approval Letter\(s\)](#)

[View Declined Letter](#)

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

Message

Email was successfully sent to Mrs W Rocher (0,0)

OK

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

Message

You have successfully approved this application (31300,28)

OK

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.

The screenshot shows the 'Ethics WorkCenter' interface. At the top, a banner reads 'Welcome Eddie Webb (P2405709) to CSM Test (PSCSMTSA)'. The left sidebar contains navigation links: 'My Ethics Workcenter', 'Setup', 'How to use the system', 'Add/Search for an Application', 'Statistics', 'Ethics Statistics', and 'Applications'. The main content area is titled 'Ethics Application' and displays application details: Application ID: 180000018, Faculty Application Number, Application Status: Recommendation Set, On who's desk: Chair of Committee, Prof EC Webb, Application Date: 2018/05/07, and Committee Cut-off Date: 2018/06/01. Below this, there are two buttons: 'Approved, Send to Health' and 'Declined'. A red arrow points to the 'Approved, Send to Health' button. The form is divided into sections: 'Step 1 - Applicant' and 'Step 2 - Application Form'. Under 'Step 2', there are three sections: 'Project title' (with 'Send to Marietjie' and 'Short description' 'adf'), 'Short literature review that justifies the project' (with 'Short literature review - Refer to the Project Proposal' and 'adid'), and 'Aims and objectives of the project' (with 'Give a brief description' and 'asdf').

- 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.