



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Researchers

ETHICS APPLICATION & APPROVAL SYSTEM

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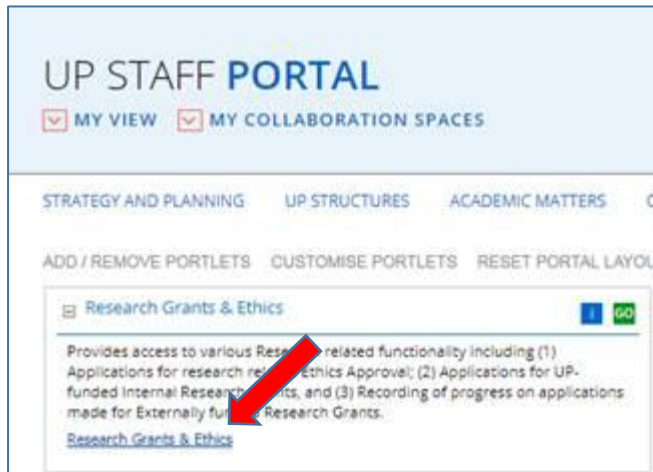
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1. How to Login to the Ethics system

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. How to add a new Application

Screen with navigation instructions will be displayed

The screenshot shows the 'Ethics WorkCenter' interface. The top header displays 'Welcome Wilna Rocher (P1272977) to CSM Test (PSCSMTSA)' and includes a 'Data Language' dropdown set to 'English' and a 'New Window' button. The left sidebar contains a navigation menu with categories: 'How to use the system', 'Statistics', 'External Persons', and 'Applications'. A red arrow points to the 'Add/Search for an Application' link under 'How to use the system'. The main content area is titled 'How to add a new Ethics Application?' and provides a step-by-step guide. It includes instructions on clicking 'My Ethics Application', the 'Add' button, selecting an applicant, filling in details, and completing the form. It also covers how to post comments, cancel applications, and upload documents. A second section, 'To retrieve your previous applications', lists steps for finding existing values and selecting applications. A 'Post Approval Submissions' section provides steps for adding new values and filling in details. A 'Windows Explorer' button is located at the bottom left of the main content area.

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:

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

Click on the My Ethics Application link to add a new Application, click on the Add button

The screenshot shows the 'Ethics Application' form. The top header displays 'Welcome Wilna Rocher (P1272977) to CSM Test (PSCSMTSA)'. The left sidebar is identical to the previous screenshot, with a red arrow pointing to the 'My Ethics Application' link under the 'Applications' category. The main content area is titled 'Ethics Application' and features two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is a text input field labeled 'Application ID New'. A red arrow points to the 'Add' button. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Click on Myself

Welcome Wilna Rocher (P1272977) 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: New Version:

Application Status: Under Development

On whose desk:

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

Step 1 - Applicant

Who is the Applicant

☒ Myself

☐ On behalf of UP Staff or Student

☐ External Person

Continue

Fill in all the fields and click on Open Form

Welcome Wilna Rocher (P1272977) to CSM Test (PSCSMTSA)

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My Ethics Workcenter Setup

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How to use the system

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

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- Ethics Statistics

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- External Persons

Applications

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

Application ID: New Version:

Application Status: Under Development

On whose desk:

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

Step 1 - Applicant

Applicant

Empl ID 01272977 Mrs W Rocher

*Phone

*Email ID

*Position UP Staff

Research for

*Faculty 00036 Information Technology Service

*Department 03370 Enterprise Systems

Application Type

Back

Open Form

Application Type – Choose the most relevant Type:

Animal Application

Biohazard Chemical

Biohazard Organismal

External/Internal Data

Genetically Modified Organisms

Human Participants

If you want to use more than one type, you can select the other type within the Form.

The questions to look for will be:

Animal Application - Will animals be used for research or testing purposes?

Biohazard Chemical / Organismal - Does the study require the use of hazardous materials?

External/Internal Data - Will secondary data be used in this research?

GMO - Will genetically modified organisms be used in the research?

Human Participants - Will people be recruited as research participants?

An Application Form will open, please fill in all the fields.

Welcome Wilina Rocher (P1272977) 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

Ethics Application

Application ID: 180000042 Version:

Application Status: Under Development

On whose desk: Applicant Mrs W Rocher

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

Submit for Approval

Step 1 - Applicant

Step 2 - Application Form

Project title

Project Title

Short description

Is this study related to another study?

Short literature review that justifies the project

Short literature review - Refer to the Project Proposal

5500 characters remaining

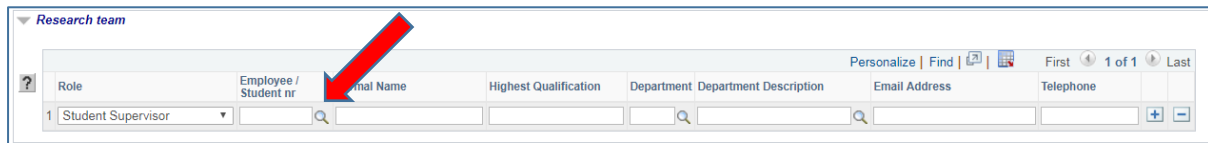
Aims and objectives of the project

Give a brief description

Please click on the “Save” button regularly (at the bottom of the page), to prevent the loss of data.

3. Team members (Internal and External)

Please add all the team members, by selecting their role and search for them by clicking on the magnifying glass. Internal and External persons (please see below for External Persons).



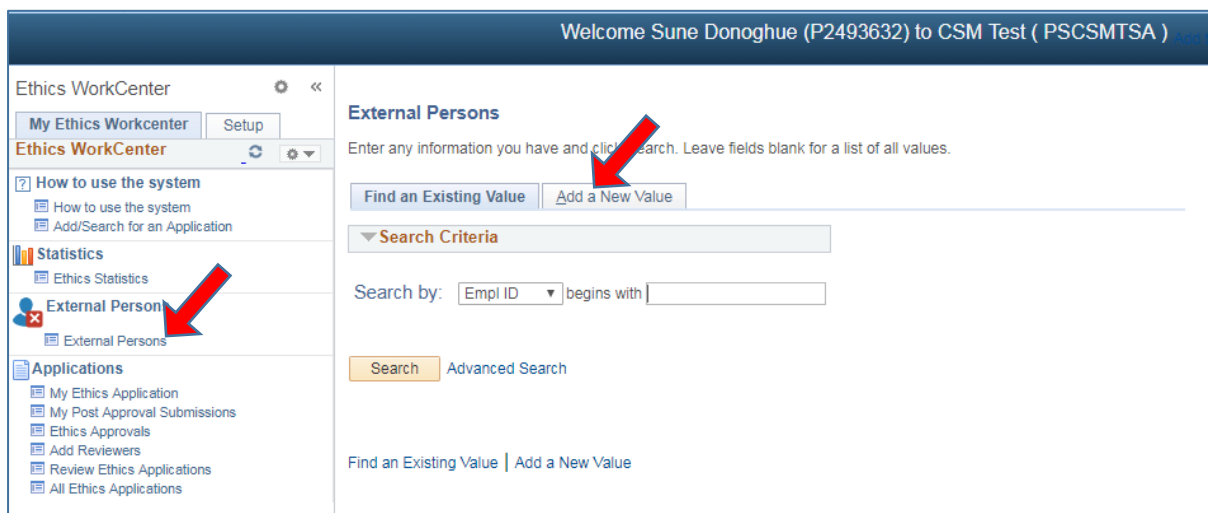
The screenshot shows a search interface for the 'Research team'. It includes a table with columns: Role, Employee / Student nr, Personal Name, Highest Qualification, Department, Department Description, Email Address, and Telephone. A red arrow points to the magnifying glass icon in the search bar.

Principal Investigator – usually is the applicant himself/herself.

If you are doing this research for degree purpose – Add your student supervisor.

3.1 External Team member

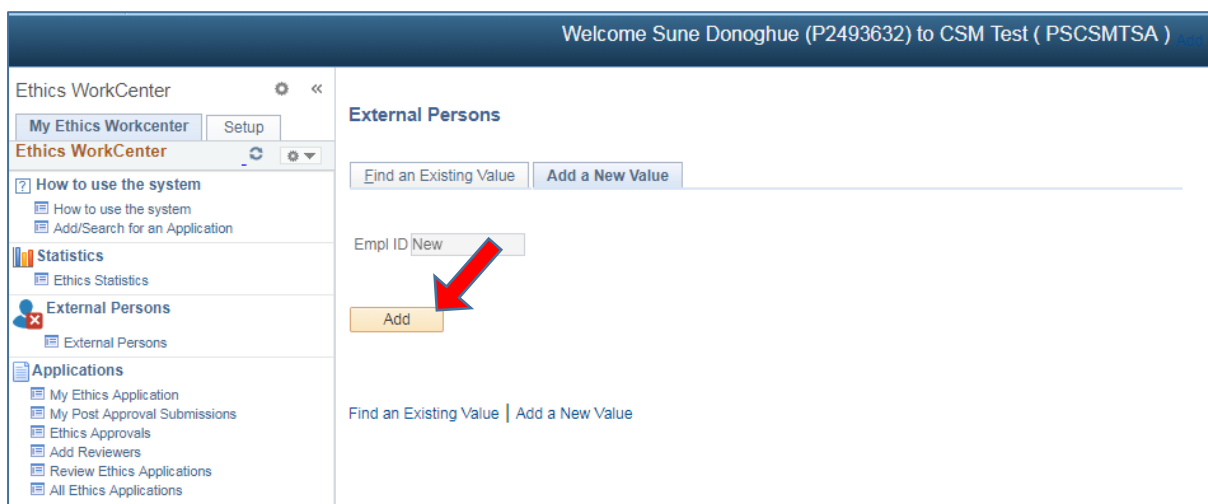
If the person is an **External Person**, not a student or staff from UP, register him/her at the External Person function on the left menu structure



The screenshot shows the 'External Persons' page in the Ethics WorkCenter. The left sidebar has a red arrow pointing to the 'External Person' menu item. The main content area has a red arrow pointing to the 'Add a New Value' button. The page includes a search bar with 'Find an Existing Value' and 'Add a New Value' buttons, and a search criteria section with a dropdown for 'Search by' and a text input for 'begins with'.

Click on **External Person**

Click the “Add a New Value” tab



The screenshot shows the 'External Persons' page with the 'Add' button highlighted by a red arrow. The page includes a search bar with 'Find an Existing Value' and 'Add a New Value' buttons, and a search criteria section with a dropdown for 'Search by' and a text input for 'begins with'.

Click on **Add**

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

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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 an asterisk (*) is mandatory.

Click on the **Save** button.

The system will generate an ID.

Login to your Ethics Application

Research team




Role	Employee / Student nr	Normal Name	Highest Qualification	Department	Department Description	Email Address	Telephone
1 External Co-Researcher	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select his "External" role and select him/her from the list by clicking on the magnifying glass or type in his system generated ID.

4. Print / Download the Application

To print or download your application form, click on the “Print/Download” button

Ethics Application

Application ID: 180000019 Version:   

Application Status: Under Development

On whose desk: Applicant Miss M Tshiovha

Application Date: 22/06/2018 Committee Cut-off Date: 01/07/2018

Step 1 - Applicant

Step 2 - Application Form

Project title

Project Title

Short description

Is this study related to another study?

Short literature review that justifies the project

Short literature review - Refer to the Project Proposal

5500 characters remaining

Print / Download
Collapse All
Expand All

- Please make sure that the Pop-ups is not disabled.

All Ethics Applications UP_ETH_DOWNL.pdf

https://upnet-test.up.ac.za/psc/pscmsta/view/pQzUdYIA8v8_vXBC8LprvHDNnwjougWFSLV.Ftlb0uOwhGdgvckKz9pLxSVsRRSgKNlquYa7dPBr5Q2W0V

Most Visited MockMail Campus Dev Campus Test CRM DEV CRM Test Fin Dev Fin Test PlayPen Google Google Translate e-Klas Directory Service

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

Print / Download
Collapse All
Expand All

The form will open as a .pdf document.

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

5. Add a comment

To add a comment to the Ethics Committee, click on the second tab “Comments and History”.

The screenshot shows the 'Ethics WorkCenter' interface. The top navigation bar includes 'My Ethics Workcenter', 'Setup', and 'Ethics WorkCenter'. The left sidebar contains links for 'How to use the system', 'Statistics', 'External Persons', and 'Applications'. The main content area displays application details for 'Mrs W Rocher' and a 'Comments and History' section. In this section, there is a text area for entering a comment, a dropdown menu for 'Comment type' (set to 'Applicant's Comment'), and a 'Post comment' button. A table below shows the comment history. Red arrows highlight the 'Submit for Approval' button in the top right, the comment text area, the 'Comment type' dropdown, and the 'Post comment' button.

Comment type	Date and Time	Display Name	Please enter a comment

Please enter a comment – type your comment here.

Comment Type – This will be Applicant’s Comment

Click on the Post comment button

6. Upload documents

Click on the last icon – Required documents

Welcome Wilna Rocher (P1272977) to CSM Test (PSCSMTSA)

Data Language: English New Window Help Personalize Page

Application ID: 180000042 Version:
Application Status: Under Development
On whose desk: Applicant Mrs W Rocher
Application Date: 29/08/2018 Committee Cut-off Date: 01/09/2018

Submit for Approval

Suggested documents to attach in so far relevant

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

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

No documents found.

Add other relevant documents

Download forms

Upload each suggested document by clicking on the Add Docs icon on each line.

If you wish not to upload that document, click on the Omission Reason icon, an area will open where you can type the reason for not uploading that specific document.

The system will prevent you to submit the application, if all suggested documents was not uploaded, or giving an omission reason.

When a document has been uploaded, you can view the document at the bottom of the page

Welcome Wilna Rocher (P1272977) to CSM Test (PSCSMTSA)

Data Language: English New Window Help Personalize Page

Application ID: 180000042 Version:
Application Status: Under Development
On whose desk: Applicant Mrs W Rocher
Application Date: 29/08/2018 Committee Cut-off Date: 01/09/2018

Submit for Approval

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				
Patients	Informed consent from Patients				
Forum	Forum discussion for asdf				

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	Uploaded by	Comments	Date uploaded	Version	Add new version	Delete version	Previous versions
Consent from community	DECLARATION FROM COMMUNITY	declaration-of-helanki_fortaleza_brazil_2013_zp12846.pdf		Wilna Rocher		29/08/2018	1			

Add other relevant documents Delete selected versions

Download forms

If you want to upload additional documents, not on the suggested list, please click on the “Add other relevant documents” button.

7. Submit the Ethics Application

All Required fields should have a tick to proceed. If you enter an omission reason, click on the “Save & Refresh” button.

Welcome Wilna Rocher (P1272977) to CSM Test (PSCSMTSA)

Data Language: English New Window Help Personalize Page

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics WorkCenter

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All Ethics Applications

Application ID: 180000042 Version:

Application Status: Under Development

On whose desk: Applicant Mrs W Rocher

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

Submit for Approval

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	Uploaded by	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		Wilna Rocher		29/08/2018	1			

Add other relevant documents Delete selected versions

To submit the Application for Approval, click on the “Submit for Approval” button.

Welcome Wilna Rocher (P1272977) to CSM Test (PSCSMTSA)

Data Language: English New Window Help Personalize Page

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics WorkCenter

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Add/Search for an Application

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My Ethics Application

My Post Approval Submissions

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Add Reviewers

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All Ethics Applications

Application ID: 180000042 Version:

Application Status: Under Development

On whose desk: Applicant Mrs W Rocher

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

Submit for Approval

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.

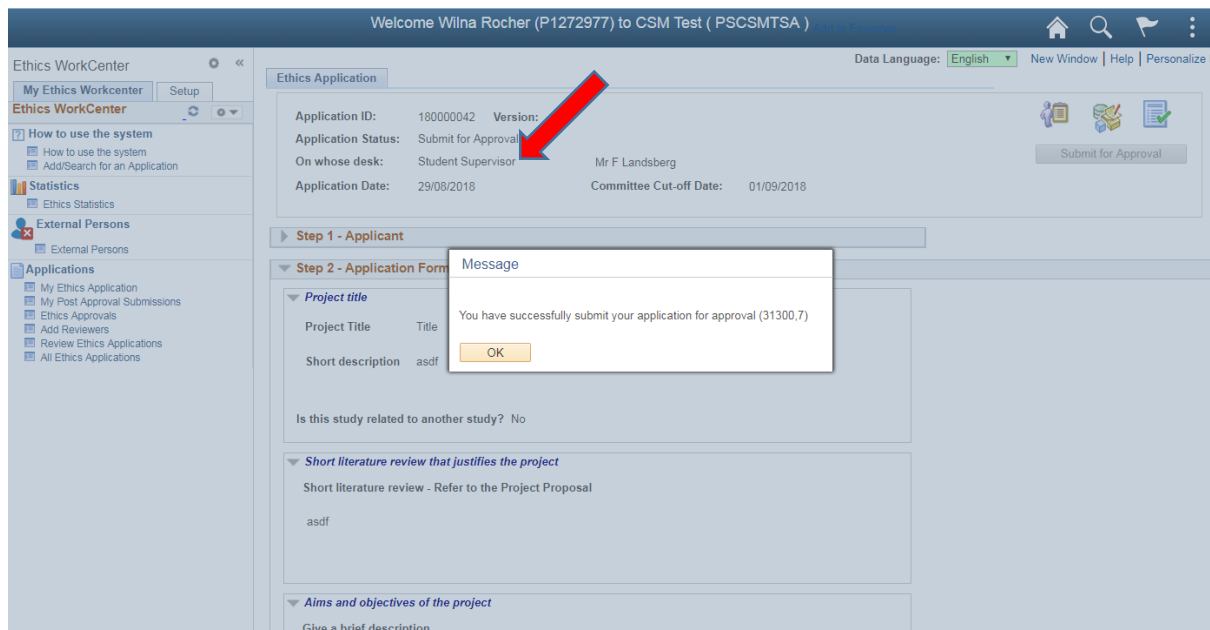
Save & Refresh

Documents

Document Type	Document Name	Attached File	View	Uploaded by	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		Wilna Rocher		29/08/2018	1			

Add other relevant documents Delete selected versions

You will receive a message that the application has been submitted. At the top of the page you will see that the application is send to the Student Supervisor for approval.



You will not be able to see your application before it has been approved / declined.

8. Find an existing Ethics Application

You will see Applications that was:

- 1) Saved, but not yet submitted
- 2) Referred Back
- 3) Approved
- 4) Declined

Click on “My Ethics Application” and click on “Find an Existing Value” tab

The screenshot shows the 'Ethics WorkCenter' interface. On the left, a navigation menu has a red arrow pointing to 'My Ethics Application' under the 'Applications' section. The main area is titled 'Ethics Application' and has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text input field for 'Application ID' with the placeholder text 'New'. Below this is an 'Add' button. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Click on the Search button and click on the Application you want to open.

The screenshot shows the 'Ethics WorkCenter' interface with the 'Find an Existing Value' tab selected. Below the tabs, there is a section for 'Search Criteria' with dropdown menus for 'Application ID' (set to 'begins with'), 'Date' (set to '='), 'Application Status' (set to '='), and 'Fact ID' (set to 'begins with'). There are input fields for each of these criteria. Below the search criteria is a red arrow pointing to the 'Search' button. To the right of the 'Search' button are 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. Below the search buttons is a 'Search Results' section. It shows a table with columns: 'User ID', 'Application ID', 'Empl ID', 'Date', 'Application Status', and 'Fact ID'. The table contains two rows of data. A red arrow points to the 'Application Status' column in the first row.

User ID	Application ID	Empl ID	Date	Application Status	Fact ID
P1272977	321/2018	01240005	09/08/2018	Under Dev	00010
P1272977	180000068	01272977	24/08/2018	Approved	00002

Saved and Referred Back Application – you will be able to modified the application and submit for approval.

Approved / Declined Applications – you will be able to view the application, but not modified it.

9. Post Approval Submissions

To submit an Amendment, Annual Renewal of your approved application, SUSARS and Linelistings or Serious Adverse Events, click on the “My Post Approval Submissions” function.

Welcome Wilna Rocher (P1272977) to CSM Development (PSCSMDVA)

Ethics WorkCenter

My Ethics Workcenter Setup

Ethic WorkCenter

How to use the system

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

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- Ethics Statistics

External Persons

- External Persons

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

Post Application Submissions

Find an Existing Value Add a New Value

Application ID

Version 0

Add

Find an Existing Value | Add a New Value

- 1) Insert an existing approved Application number on the Peoplesoft System, by clicking on the magnifying glass.
- 2) Insert an existing approved Application number that doesn't exist on the Peoplesoft system, by typing this number in the field provided. (This can be a RIMS number or a Faculty number not on any online system).

Click on the Add button

Welcome Wilna Rocher (P1272977) to CSM Development (PSCSMDVA)

Ethics WorkCenter

My Ethics Workcenter Setup

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- My Ethics Application
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- Add Reviewers
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- All Ethics Applications

Application ID: 11/2014 Version: 11/2014

Application Status: Post Approval Submission

On whose desk: Applicant

Application Date: 10/09/2018 Committee Cut-off Date:

Step 1 - Applicant

Who is the Applicant?

☐ Myself

☐ On behalf of UP Student

☒ External Person

Empl ID

Continue

- Click on Myself if you are a UP student or Staff
- If you are an External Person and NOT an UP Student or Staff:
 - a) Add yourself on the External Persons function
 - b) Click on External Persons radio button and click on the magnifying glass
 - c) Click on the Continue button

Welcome Wilna Rocher (P1272977) to CSM Development (PSCSMDVA) [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

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Applications

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

Application ID: 11/2014 Version:

Application Status: Post Approval Submission

On whose desk: Applicant

Application Date: 10/09/2018 Committee Cut-off Date:

Step 1 - Applicant

Applicant

Empl ID 01272977 Mrs W Rocher

*Phone

*Email ID

*Position UP Staff

Research for


*Faculty 00036 Information Technology Service

Department 03370 Enterprise Systems

Application Type

Back

Open Form



Please fill in the correct and latest information

Click on the Open Form

9.1 Peoplesoft Approved Application

Welcome Wilna Rocher (P1272977) to CSM Development (PSCSMDVA)

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics WorkCenter

How to use the system

How to use the system

Add/Search for an Application

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All Ethics Applications

Post Approval Submissions

Application ID: 11/2014 Version:

Application Status: Post Approval Submission

On whose desk: Applicant Mrs W Rocher

Application Date: 10/09/2018 Committee Cut-off Date: 01/10/2018

Submit for Approval

Research Team

Role	Employee / Student nr	Formal Name	Highest Qualification	Department	Department Description	Email Address	Telephone
1							

Post Approval Submission

☐ Amendment application

☐ Annual Renewal application

☐ SUSARS and Linelistings

☐ Serious Adverse Events

Application ID 11/2014

Project Title

Save

If the Application was approved on the online Peoplesoft system:

- The Team members and Project Title will be populated.
- The Approved Application can be viewed at the 2nd icon, "Application Form".
- All comments from your Approved Application will be displayed at the 3rd icon, "Comments and History".
- All uploaded documents is available at the last icon, "Required Documents".

9.2 Submit a Post Approval Application

Welcome Wilna Rocher (P1272977) to CSM Development (PSCSMDVA)

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics Workcenter

How to use the system

How to use the system

Add/Search for an Application

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Post Approval Submissions

Application ID: 11/2014 Version:

Application Status: Post Approval Submission

On whose desk: Applicant Mrs W Rocher

Application Date: 10/09/2018 Committee Cut-off Date: 01/10/2018

Submit for Approval

Research Team

Role	Employee / Student nr	Formal Name	Highest Qualification	Department	Department Description	Email Address	Telephone
1							

Post Approval Submission

☐ Amendment application

☐ Annual Renewal application

☐ SUSARS and Linelistings

☐ Serious Adverse Events

Application ID 11/2014

Project Title

Save

- Provide the Principal Investigator (this is usually the Researcher [yourself])
- Provide the Student Supervisor, if this study is for a degree purpose.
- Choose what type of submission you want to do, you can do one or more at the same time:
 - o Amendment
 - o Annual Renewal
 - o Serious Adverse Events
- If the Project Title is not populated, please provide the Title.
- Fill in all the fields on the form.

Welcome Wilna Rocher (P1272977) 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

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Add Reviewers

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All Ethics Applications

Post Approval Submissions

Application ID: 123/2018 Version: Faculty Application Number:

Application Status: Post Approval Submission

On whose desk: Applicant Mrs W Rocher

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

Submit for Approval

Suggested documents to attach in so far relevant

Document Type	Description	Add Docs	Required	Omission Reason
Research	Research proposal			
Amendment	Amendment documents			

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

No documents found.

Add other relevant documents

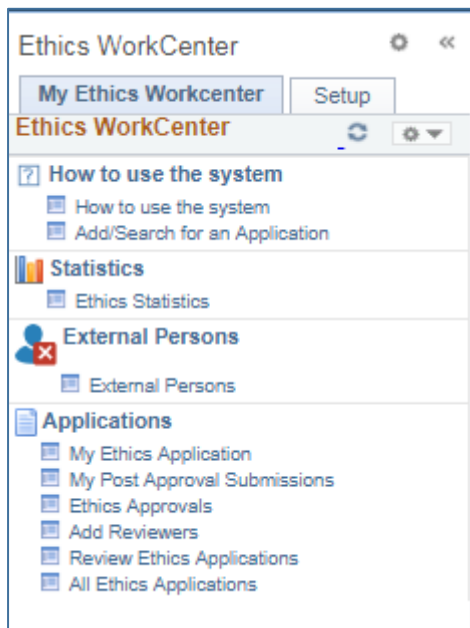
Download forms

Return

On the last "Required Documents" icon, please upload the suggested documents.

Click on the "Submit for Approval" button

10.Functions not available to Students



The following functions is not available to students:

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

How to use the system & Add/Search for an Application – will display the same page.