



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Reviewers

ETHICS APPLICATION & APPROVAL SYSTEM

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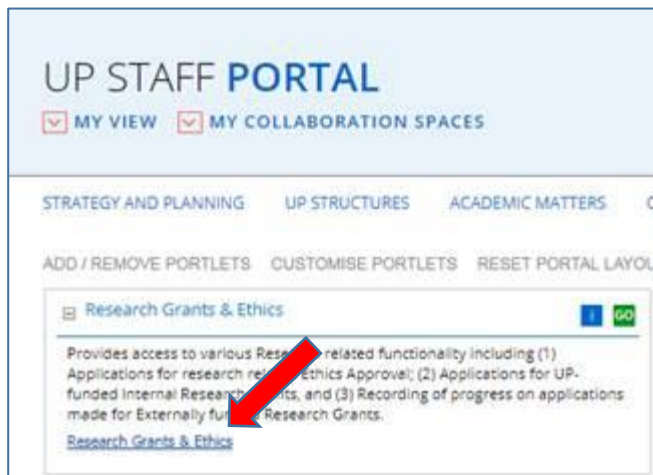
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1. How to Login to the Ethics System

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:

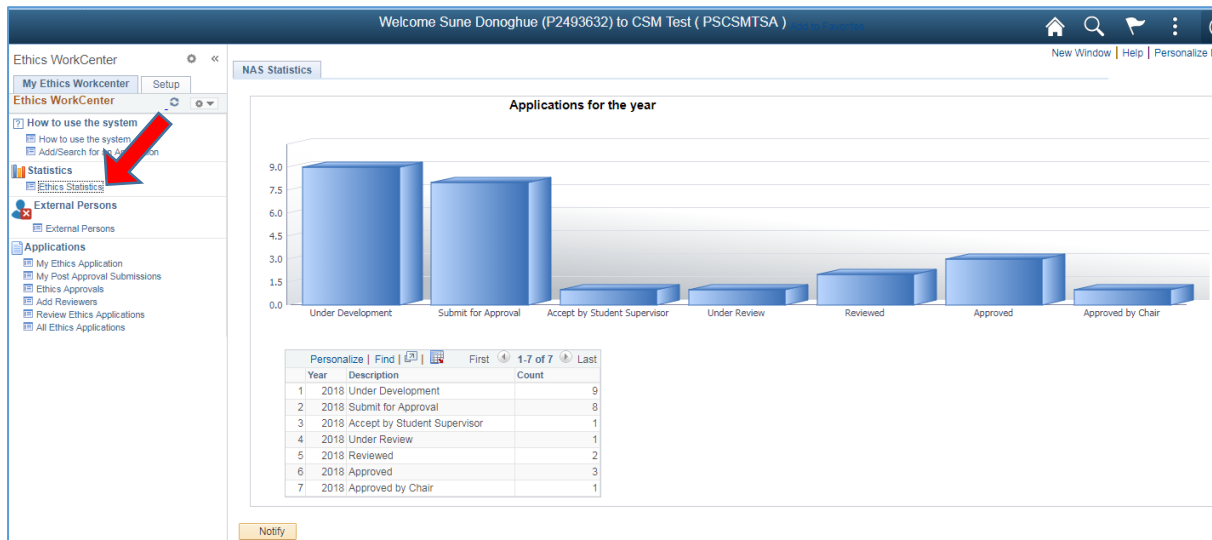


On the Homepage, click on the “Ethics Application & Approval” tile:



2. Statistic Page

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



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 a red arrow pointing to the 'How to use the system' link in the sidebar. The main content area displays the 'How to use the system' help page for 'Reviewers'.

How to use the system

Reviewers

To review an application

- 1) Click on Review Ethics Applications
- 2) Search
- 3) Select the application to review
- 4) Click on the second tab to view the application

To view the Applicant info - Click on Step 1 - Applicant

View the application form

- 5) To view the comments, click on the third tab "Comments"
- 6) To view the documents, click on the last icon "Documents"
- 7) Fill in the reviewer form, go back to the first tab
- 8) Click the Review button

4. How to add a new application

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

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

Ethics WorkCenter

My Ethics Workcenter

Setup

Ethics WorkCenter

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How to use the system

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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

5. Review an application

Welcome Juan-Claude Lemmens (U04269977) to CSM Test (PSCSMTSA)

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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

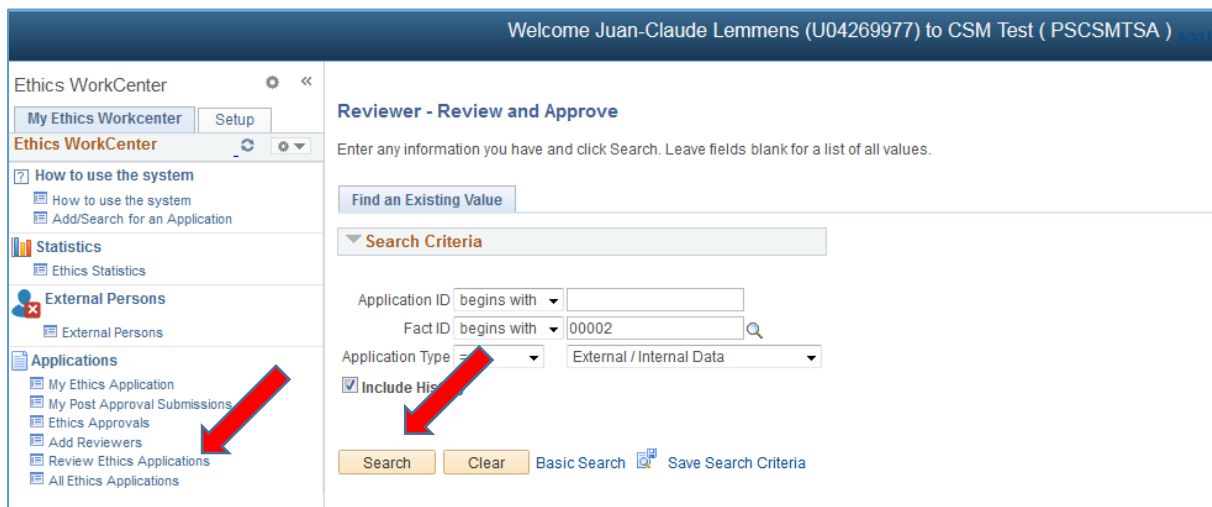
Application ID begins with

Fact ID begins with 00002

Application Type External / Internal Data

☒ Include History

Search Clear Basic Search Save Search Criteria



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

a. Fill in the Reviewer Form

To view the Application first, see below on next page.

The reviewer screen differ for different Faculties:

- 1) This is the Reviewer Screen for the Faculty of Natural and Agricultural Science

Welcome Gregory Breetzke (U97199649) to CSM Test (PSCSMTSA)

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My Ethics WorkCenter Setup

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Application ID: 180000034

Application Status: Under Review

On who's desk: Reviewer Prof GD Breetzke

Application Date: 2018/05/11 Committee Cut-off Date: 2018/06/01

Review

User ID: 97199649 Prof GD Breetzke Date and Time Stamp: 2018/05/11 8:29:11.000000AM

Staff or students involve:

Health Sciences approval:

Greater than minimal risk:

Biohazard risks to participant:

Environmental impact:

Genetically modified organisms:

Consent form included:

General comments:

Recommendation:

- 2) Reviewer Screen for the Faculty of Health Science:

Welcome Carla Kotze (P4217705) to CSM Test (PSCSMTSA)

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Application ID: 1/2018 Version: 2

Application Status: Under Review

On whose desk: Reviewer Dr C Kotze

Application Date: 31/05/2018 Committee Cut-off Date: 27/09/2018

Submit Review

User ID: 04217705 Dr C Kotze Date and Time Stamp: 31/05/2018 10:05:25.000000AM

Aspects to consider	Yes	No	Not relevant required	Comments or questions
Scientifically sound and worthy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Informed consent documents meets with requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Recruitment and data collection acceptable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Children or vulnerable population	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Risks to benefits ratio is acceptable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Researchers have capacity to do this	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Processes are optimal to ensure dignity, privacy, and confidentiality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Interests of all stakeholders are accounted for	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
All submitted documents are in order	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Other issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Risk level: ☐ High risk ☐ Medium risk ☐ No more than minimal risk

General comments:

Recommendation:

To Review:

- Fill in the Reviewer form
- Type a **General Comment** in the General Comments area if you want to
- Choose a **Recommendation**
- Click on the **“Submit Review”** button at the top of the page

The reviewer form will never be available to the applicant, only the Ethics Administrator and Chair will be able to view this form.

b. View Application Form

Click on the 2nd icon to view the Form

Welcome Carla Kotze (P4217705) to CSM Test (PSCSMTSA)

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Application ID: 1/2018 Version: 2

Application Status: Under Review

On whose desk: Reviewer Dr C Kotze

Application Date: 31/08/2018 Committee Cut-off Date: 27/09/2018

Submit Review

Step 1 - Applicant

Step 2 - Application Form

Project title

Project Title Health

Short description Desc

Is this study related to another study? No

Aims and objectives of the project

Give a brief description

Aims

c. View Comments

Click on the 3rd icon to view the Comments and History.

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Application ID: 1/2018 Version: 2

Application Status: Under Review

On whose desk: Reviewer Dr C Kotze

Application Date: 31/08/2018 Committee Cut-off Date: 27/09/2018

Submit Review

Comments and History

Please enter a comment:

Comment type: Minutes of Meeting

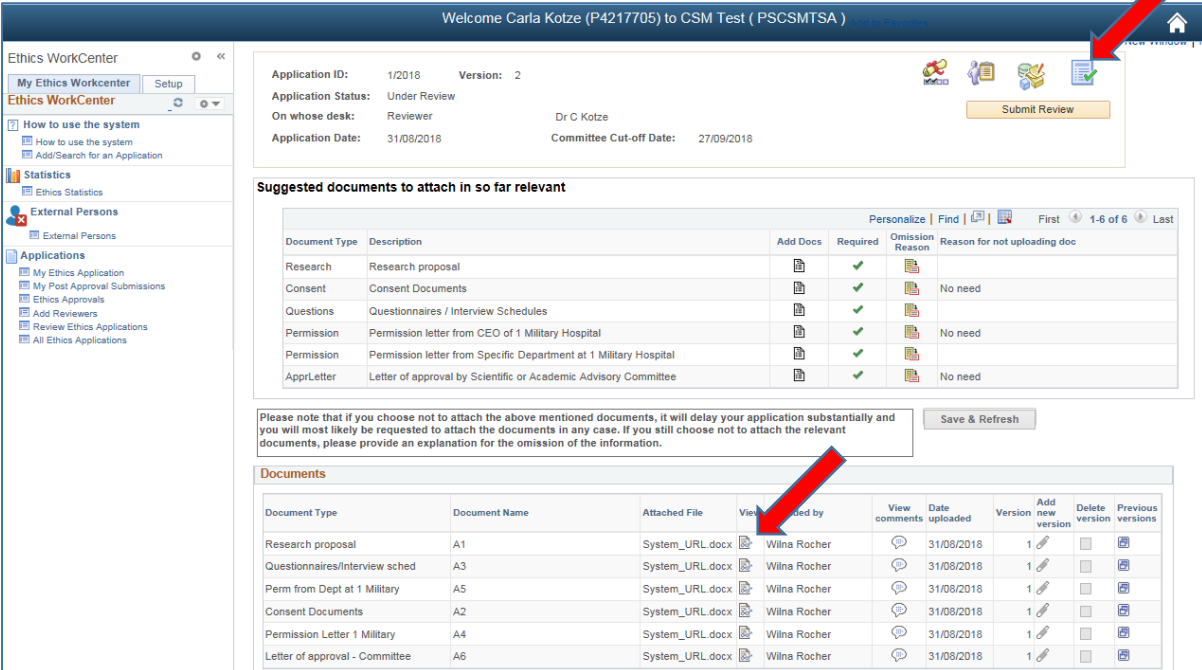
Post comment

Comment type	Date and Time	Display Name	Please enter a comment
Applicant's Comment	31/08/2018 8:29AM	Wilna Rocher	Sien aangeheg, veranderingen
Referred back to Applicant	31/08/2018 8:29AM	Manda Smith	Upload docs
Head of Department's Comment	31/08/2018 8:10AM	Gregory Tintinger	Comment from HOD

Return

d. View Required Documents for this application

Click on the 4th icon to view the documents



Welcome Carla Kotze (P4217705) to CSM Test (PSCSMTSA)

Ethics WorkCenter

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Application ID: 1/2018 Version: 2

Application Status: Under Review

On whose desk: Reviewer Dr C Kotze

Application Date: 31/08/2018 Committee Cut-off Date: 27/09/2018

Submit Review

Suggested documents to attach in so far relevant

Document Type	Description	Add Docs	Required	Omission Reason	Reason for not uploading doc
Research	Research proposal				
Consent	Consent Documents				No need
Questions	Questionnaires / Interview Schedules				
Permission	Permission letter from CEO of 1 Military Hospital				No need
Permission	Permission letter from Specific Department at 1 Military Hospital				
ApprLetter	Letter of approval by Scientific or Academic Advisory Committee				No need

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	Added by	View comments	Date uploaded	Version	Add new version	Delete version	Previous versions
Research proposal	A1	System_URL.docx		Wilna Rocher		31/08/2018	1			
Questionnaires/Interview sched	A3	System_URL.docx		Wilna Rocher		31/08/2018	1			
Perm from Dept at 1 Military	A5	System_URL.docx		Wilna Rocher		31/08/2018	1			
Consent Documents	A2	System_URL.docx		Wilna Rocher		31/08/2018	1			
Permission Letter 1 Military	A4	System_URL.docx		Wilna Rocher		31/08/2018	1			
Letter of approval - Committee	A6	System_URL.docx		Wilna Rocher		31/08/2018	1			

Click on the View icon the view the specific document

6. Functions NOT available

The following functions are not available to you, although the functions appear on the menu:

- Ethics Approvals
- Add Reviewers
- All Ethics Applications
- Setup