



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Student Supervisor
Head of Department

ETHICS APPLICATION & APPROVAL SYSTEM

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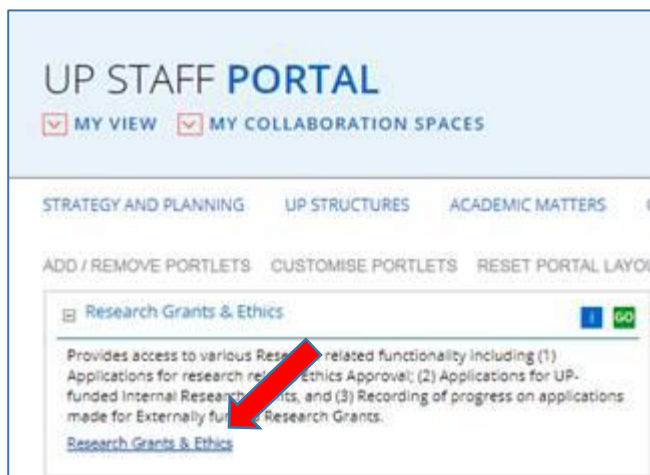
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1. How to Login to the Ethics System

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:

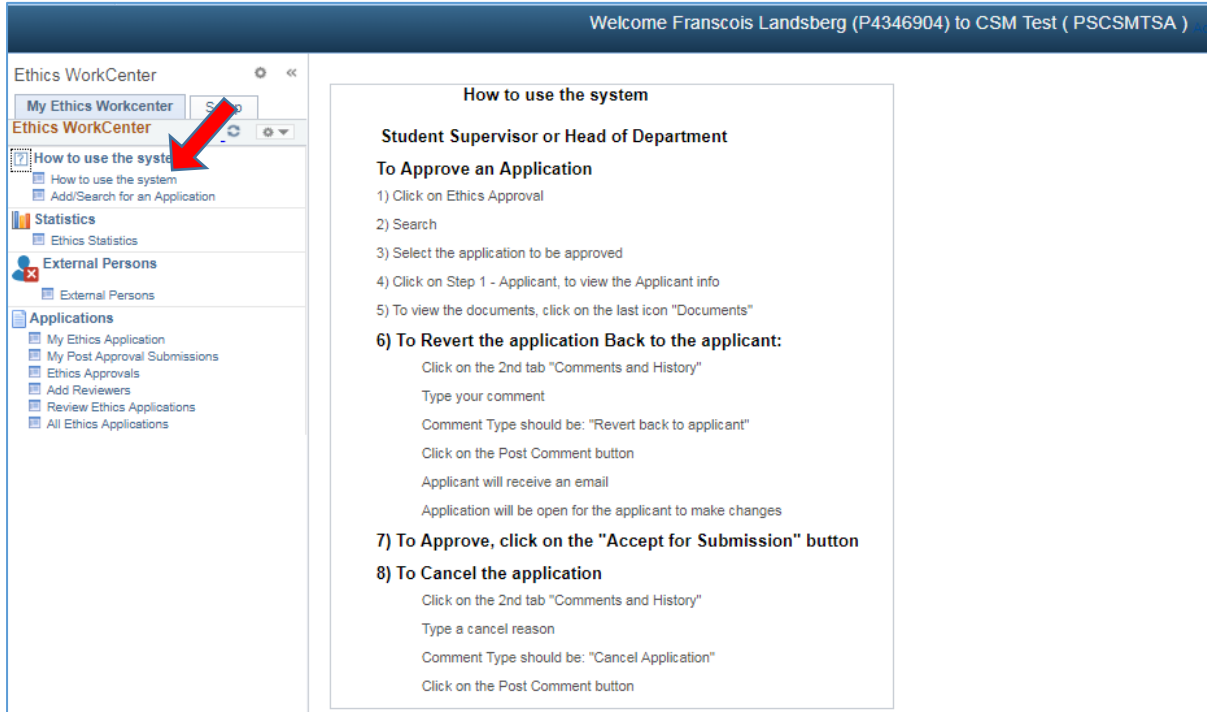


On the Homepage, click on the “Ethics Application & Approval” tile:



2. How to use the system

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



The screenshot displays the 'Ethics WorkCenter' interface. At the top, a blue header bar reads 'Welcome Francois Landsberg (P4346904) to CSM Test (PSCSMTSA)'. On the left, a sidebar menu lists various functions: 'My Ethics Workcenter', 'Ethics WorkCenter', 'How to use the system' (highlighted with a red arrow), 'Add/Search for an Application', 'Statistics', 'External Persons', and 'Applications'. The main content area on the right is titled 'How to use the system' and provides instructions for different roles, specifically for a 'Student Supervisor or Head of Department'. It details steps for approving an application, reverting an application back to the applicant, and canceling an application.

Welcome Francois Landsberg (P4346904) to CSM Test (PSCSMTSA)

Ethics WorkCenter

My Ethics Workcenter

Ethics WorkCenter

How to use the system

Add/Search for an Application

Statistics

Ethics Statistics

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My Ethics Application

My Post Approval Submissions

Ethics Approvals

Add Reviewers

Review Ethics Applications

All Ethics Applications

How to use the system

Student Supervisor or Head of Department

To Approve an Application

- 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) To view the documents, click on the last icon "Documents"

6) To Revert the application Back to the applicant:

Click on the 2nd 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

7) To Approve, click on the "Accept for Submission" button

8) To Cancel the application

Click on the 2nd tab "Comments and History"

Type a cancel reason

Comment Type should be: "Cancel Application"

Click on the Post Comment button

3. How to add a new application

A help page for adding a new application

Welcome Francois Landsberg (P4346904) 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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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
- 10) Click the "Submit" button to send this application for review**
 - Once submitted, the application status would have changed (see top of application form) and you will see in whose court the application currently resides

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
- 6) Click the "Submit for Approval" button

4. View an application to approve

Welcome Franscois Landsberg (P4346904) 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/Commissions
- 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 1-5 of 5 Last

User ID	Application ID	Empl ID	Date	Descr	Fact ID	Applic	Type
P4346904	180000029	02324121	07/24/2018	Submit for Approval	00002	(blank)	
P4346904	180000037	04413040	08/01/2018	Submit for Approval	00010	(blank)	
P4346904	180000040	01266845	08/02/2018	Submit for Approval	00008	(blank)	
P4346904	180000041	02324121	08/02/2018	Submit for Approval	00002	(blank)	
P4346904	180000042	01272977	08/29/2018	Submit for Approval	00002	(blank)	

- 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

The application form will open, scroll down to view the application

Ethics WorkCenter

My Ethics Workcenter

Setup

Ethics WorkCenter

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How to use the system

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Ethics Statistics

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External Persons

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Ethics Approvals

Add Reviewers

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All Ethics Applications

Application ID: 180000042

Version: 1

Faculty Application Number:

Application Status: Submit for Approval

On whose desk: Student Supervisor

Mr F Landsberg

Application Date: 08/29/2018

Committee Cut-off Date: 09/01/2018

Accept for Submission

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

Aims and objectives of the project

Give a brief description

asdf

Materials and methods

Full description of all materials and methods

asdf

b. View a Post Approval Submission

If Research was approved, but the student need an Amendment or Annual Renewal, they will complete this form.

Welcome Wilna Rocher (P1272977) to Campus Production (PSCSMPRA)

[Help](#)
[Feedback](#)

Ethics WorkCenter

My Ethics Workcenter
Setup

Ethics WorkCenter
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Data Language: English
New W

Application ID: 161/2017 Version: 1 Faculty Application Number:

Application Status: Submit for Approval

On whose desk: Student Supervisor

Application Date: 10/09/2018 Committee Cut-off Date: 27/09/2018

Submit for Approval

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My Ethics Workcenter
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Data Language: English
New W

Application ID: 161/2017 Version: 1 Faculty Application Number:

Application Status: Submit for Approval

On whose desk: Student Supervisor

Application Date: 10/09/2018 Committee Cut-off Date: 27/09/2018

Submit for Approval

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Data Language: English
New W

Application ID: 161/2017 Version: 1 Faculty Application Number:

Application Status: Submit for Approval

On whose desk: Student Supervisor

Application Date: 10/09/2018 Committee Cut-off Date: 27/09/2018

Submit for Approval

Ethics WorkCenter

My Ethics Workcenter
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Data Language: English
New W

Application ID: 161/2017 Version: 1 Faculty Application Number:

Application Status: Submit for Approval

On whose desk: Student Supervisor

Application Date: 10/09/2018 Committee Cut-off Date: 27/09/2018

Submit for Approval

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Data Language: English
New W

Application ID: 161/2017 Version: 1 Faculty Application Number:

Application Status: Submit for Approval

On whose desk: Student Supervisor

Application Date: 10/09/2018 Committee Cut-off Date: 27/09/2018

Submit for Approval

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Data Language: English
New W

Important: If the Application was Approved on the RIMS system, there will be no information on the Application Form (2nd Tab).

c. Print / Download the Application Form

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

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

Print / Download
Collapse All
Expand All

- 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/pscsmsta/view/pQzUdYIA8vB_vXBC8LpnvHDNnwjougWFSLV.Ft3b0uOwhGdgvcKx2pLxSYsRR5gXNlquYa7d4PBs5QZW0v

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

The form will open as a .pdf document.

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

d. View Comments

Click on the 2nd icon to view the Comments and History.

Welcome Francois Landsberg (P4346904) to CSM Test (PSCSMTSA)

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Application ID: 180000042 Version: 1 Faculty Application Number:
Application Status: Submit for Approval
On whose desk: Student Supervisor Mr F Landsberg
Application Date: 08/29/2018 Committee Cut-off Date: 09/01/2018

Accept for Submission

Comments and History

Please enter a comment:

Comment type: Student Supervisor's Comment

Post comment

Comment type	Date and Time	Display Name	Please enter a comment	Fact ID
--------------	---------------	--------------	------------------------	---------

Return

e. View Documents for this application

Click on the 3rd icon to view the documents

Welcome Francois Landsberg (P4346904) to CSM Test (PSCSMTSA) [View My Documents](#)

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Application ID: 180000042 Version: 1 Faculty Application Number:

Application Status: Submit for Approval

On whose desk: Student Supervisor Mr F Landsberg

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


Accept for Submission

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		08/29/2018	1			

Add other relevant documents

Download forms

Return

Click on the View icon on the document line to view the specific document

5. To Refer an Application back to the applicant

Click on the 2nd icon – Comments and History

Welcome Francois Landsberg (P4346904) to CSM Test (PSCSMTSA)

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Application ID: 180000042 Version: 1 Faculty Application Number:

Application Status: Submit for Approval

On whose desk: Student Supervisor Mr F Landsberg

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

Accept for Submission

Comments and History

Please enter a comment: Please submit all documents

Comment type: ☒ Refer back to Applicant ☐

Post comment

Comment type	Date and Time	Display Name	Please enter a comment

Return

Please make sure that the form was filled in correctly and that all documents was uploaded. If not, please refer the application back to the applicant for amendments.

- Type a comment for the applicant
- Comment type should be **“Refer back to Applicant”**
- Click on the **Post comment** button

Message

Are you sure you want to refer this application back to the applicant?

Click “Yes” – an email will be send to the applicant and the applicant will be able to change the application form.

Welcome Francois Landsberg (P4346904) to CSM Test (PSCSMTSA)

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Application ID: 180000042 Version: 1 Faculty Application Number:

Application Status: Referred back for Modification

On whose desk: Applicant Mrs W Rocher

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

Ready for Review

Comments and History

Please enter a comment:

Comment type: ☐ ☒ Refer back to Applicant

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

Return

6. To Cancel an Application

Click on the 2nd icon – Comments and History

Welcome Franscois Landsberg (P4346904) to CSM Test (PSCSMTSA)

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- All Ethics Applications

Application ID: 180000042 Version: 2 Faculty Application Number:

Application Status: Submit for Approval

On whose desk: Student Supervisor Mr F Landsberg

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

Accept for Submission

Comments and History

Please enter a comment: This is not a valid application

Comment type: Cancel Application

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

Return

- Type a cancel reason
- Comment type should be **"Cancel Application"**
- Click on the **Post comment** button

Message

Are you sure you want to cancel this application?

Yes No

Click "Yes" – an email will be send to the applicant

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

Ethics WorkCenter

My Ethics Workcenter Setup

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- How to use the system
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- All Ethics Applications

Application ID: 180000008

Application Status: Cancelled

On who's desk: Applicant Mr J Fourie

Application Date: 05/06/2018 Committee Cut-off Date: 01/07/2018

Submit for Approval

Comments and History

Please enter a comment:

Comment type: Applicant's Comment

Post comment

Comment type	Date and Time	Display Name	Please enter a comment
Cancel Application	08/06/2018 09:33	Wilna Rocher	This is nonsense

Return

7. To Add a Comment to the Ethics Committee

Click on the 2nd icon – Comments and History

Welcome Francois Landsberg (P4346904) to CSM Test (PSCSMTSA) [Log Out](#)

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Application ID: 180000042 Version: 2 Faculty Application Number:
Application Status: Submit for Approval
On whose desk: Student Supervisor Mr F Landsberg
Application Date: 08/29/2018 Committee Cut-off Date: 09/01/2018

Accept for Submission

Comments and History

Please enter a comment: Comment to Ethics committee

Comment type: Student Supervisor's Comment

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

Return

- Type a comment
- Comment type should be **"Student Supervisor's Comment"**
- Click on the **Post comment** button

8. To Approve an Application

Click on the **Accept for Submission** button

The screenshot shows the 'Ethics WorkCenter' interface. The top header displays 'Welcome Franscois Landsberg (P4346904) to CSM Test (PSCSMTSA)'. The left sidebar contains navigation links: 'My Ethics Workcenter', 'Setup', 'Ethics WorkCenter', '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: [blank], Application Status: Submit for Approval, On whose desk: Student Supervisor, Mr F Landsberg, Application Date: 08/29/2018, and Committee Cut-off Date: 09/01/2018. Below this, there are two steps: 'Step 1 - Applicant' and 'Step 2 - Application Form'. Step 2 includes a 'Project title' section with 'Project Title' and 'Title' fields, and a 'Short description' field with the value 'asdf'. There is also a checkbox for 'Is this study related to another study?' with the value 'No'. A 'Short literature review that justifies the project' section contains a text area with 'Short literature review - Refer to the Project Proposal' and 'asdf'. A red arrow points to the 'Accept for Submission' button in the top right corner.

If Student Supervisor:

- An email will be send to the Head of Department
- The Head of Department will be able to view the application

This screenshot shows the same 'Ethics WorkCenter' interface as the previous one, but with the application status changed to 'Accept by Student Supervisor'. The 'On whose desk' field now shows 'Head of Department' and 'Prof JM-S Lubuma'. A red arrow points to the 'Accept for Submission' button. Another red arrow points to the 'Accept by Student Supervisor' status. A third red arrow points to a 'Message' dialog box that has appeared, displaying the text: 'You have successfully accept the application for submission (31300,34)'. The dialog box has an 'OK' button.

If Head of Department:

- An e-mail is send to the Ethics Administrator (if they choose to receive an e-mail)
- The Ethics Administrator will be able to view the application

The screenshot displays the 'Ethics WorkCenter' interface. At the top, a blue header bar reads 'Welcome Jean Lubuma (P2578417) to CSM Test (PSCSMTSA)'. Below this, the main content area is divided into a left sidebar and a central panel. The sidebar contains navigation links: 'My Ethics Workcenter', 'Setup', 'How to use the system', 'Statistics', 'External Persons', and 'Applications'. The central panel shows application details for ID 180000042, status 'Accept by Head of Department', and application date 08/29/2018. A 'Ready for Review' button is visible. A red arrow points to the 'Version' field, and another points to the 'Faculty Application Number' field. Below the details, the 'Step 2 - Application Form' section is expanded, showing fields for 'Project title', 'Project Title', 'Short description', and 'Short literature review that justifies the project'. A modal dialog box titled 'Message' is overlaid on the form, displaying the text 'You have successfully accept the application for submission (31300,34)' and an 'OK' button. A red arrow points to the 'Message' dialog box.

Welcome Jean Lubuma (P2578417) to CSM Test (PSCSMTSA)

Ethics WorkCenter

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Ethics WorkCenter

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Application ID: 180000042 Version: 1.0 Faculty Application Number: Dr S Donoghue

Application Status: Accept by Head of Department

On whose desk: Ethics Administrator

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

Message

You have successfully accept the application for submission (31300,34)

OK

9. Functions NOT available

The following functions show on your menu but is NOT available to you:

- Ethics Statistics
- Add Reviewers
- Review Ethics Application
- All Ethics Applications
- Setup