



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Conditional Approvals

**ETHICS APPLICATION & APPROVAL SYSTEM**

## Table of Content

1.	How to Login to the Ethics System .....	<b>Error! Bookmark not defined.</b>
2.	Statistics Page .....	<b>Error! Bookmark not defined.</b>
3.	How to use the system.....	<b>Error! Bookmark not defined.</b>
4.	How to add a new application .....	<b>Error! Bookmark not defined.</b>
5.	Staff Setup.....	<b>Error! Bookmark not defined.</b>
a.	Add / Change staff details.....	<b>Error! Bookmark not defined.</b>
i.	Add or remove staff member .....	<b>Error! Bookmark not defined.</b>
ii.	Receive or remove e-mails.....	<b>Error! Bookmark not defined.</b>
iii.	Change the Chair, Ethics Administrator or Reviewers .....	<b>Error! Bookmark not defined.</b>
6.	Setup committee cut-off dates .....	<b>Error! Bookmark not defined.</b>
7.	Declaration setup.....	<b>Error! Bookmark not defined.</b>
8.	Add an external person (External reviewer).....	<b>Error! Bookmark not defined.</b>
9.	Print an Agenda.....	<b>Error! Bookmark not defined.</b>
10.	View the outcome letter of an application.....	<b>Error! Bookmark not defined.</b>
11.	Approve an application .....	<b>Error! Bookmark not defined.</b>
a.	View Application Form.....	<b>Error! Bookmark not defined.</b>
i.	View Approval List / Audit Trail .....	<b>Error! Bookmark not defined.</b>
ii.	Print or Download an Application.....	<b>Error! Bookmark not defined.</b>
b.	Comments and History Page.....	<b>Error! Bookmark not defined.</b>
i.	Post a comment .....	<b>Error! Bookmark not defined.</b>
ii.	Refer application back to the applicant.....	<b>Error! Bookmark not defined.</b>
iii.	To Cancel an Application.....	<b>Error! Bookmark not defined.</b>
iv.	To set the application Ready for review .....	<b>Error! Bookmark not defined.</b>
v.	Send to Deputy Dean of Teaching and Learning.....	<b>Error! Bookmark not defined.</b>
c.	Required documents.....	<b>Error! Bookmark not defined.</b>
12.	Add reviewers .....	<b>Error! Bookmark not defined.</b>
13.	Review application on behalf of a reviewer .....	<b>Error! Bookmark not defined.</b>
14.	Set recommendation after reviewed.....	<b>Error! Bookmark not defined.</b>
a.	View Reviews of Reviewers.....	<b>Error! Bookmark not defined.</b>
b.	Set the Recommendation .....	<b>Error! Bookmark not defined.</b>
15.	View the details of all Ethics Applications for your Faculty .....	<b>Error! Bookmark not defined.</b>

## 1. Submit documents for Conditionally Approved Applications

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

Researchers

- My Ethics Application/Proposal
- My Post Approval Submissions
- Conditional Approval Documents

Ethics Committee

- Ethics Approvals
- Add Reviewers
- Review Ethics Applications
- In Process Ethics Applications
- Approved Ethics Applications
- All Ethics Applications

### Conditional Approved Documents

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Protocol Number begins with

Search Advanced Search

Researchers click on function Conditional Approval Documents and Search.

All the student's Conditionally Approved Applications will be listed, or if there is only one, it will open that specific application.

## 2. Upload documents

Protocol Number REC220-19

Application Status Approved

Fact ID 00008 Veterinary Science

Application Type Animal Ethics Committee

Submit for Approval

### Documents

Add other relevant documents Delete selected versions

Save

On the first icon, the documents can be uploaded, by clicking on the "Add other relevant documents" button.

### 3. Add a comment

Protocol Number	REC220-19		
Application Status	Approved	<input type="button" value="Submit for Approval"/>	
Fact ID	00008	Veterinary Science	
Application Type	Animal Ethics Committee		

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**Comments and History**

Please enter a comment:

Comment type:

  

Researchers can add a comment by clicking on the 2<sup>nd</sup> icon and Post comment.

Click on "Submit for Approval" to send the request directly to the Ethics Administrator.

#### 4. Ethics Administrator view documents

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics WorkCenter

How to use the system

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- My Ethics Application/Proposal
- My Post Approval Submissions
- Conditional Approval Documents

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- Review Ethics Applications
- In Process Ethics Applications
- Approved Ethics Applications
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Conditional Approved Documents

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Protocol Number begins with

Search Advanced Search

Under All Ethics Applications, please make sure which documents are required for Final Approval. Ethics Administrators click on the same function “Conditional Approval Documents” and search. You will receive a list of applications needing Final Approval, select one.

Protocol Number 597/2018

Application Status Cond Approve Submit

Fact ID 00010 Health Sciences

Application Type Health related

Approve

Documents

Document Type	Document Name	Attached File	View	Comments	Date uploaded	Version	Add new version	Delete version	Previous versions
Conditional Approve documents	asdf	EMS_Ethics_Application.rtf			2019/10/31	1			

Add other relevant documents Delete selected versions

Save

On the 1<sup>st</sup> icon, view the document.

## 5. View comments and letter, Approve

Protocol Number 597/2018  
Application Status Cond Approve Submit  
Fact ID 00010 Health Sciences  
Application Type Health related

Approve

**Comments and History**

Please enter a comment:

View Approval Letter

Comment type: Refer back to Applicant

Post comment

Comment type	DateTime	Please enter a comment
1 Applicant	19/10/31 1:22PM	asdf

Save

Click on the 2<sup>nd</sup> icon to:

- 1) View the comments
- 2) View the Final Approval Letter, by clicking on the link "View Approval Letter"
- 3) Refer the submission back to the Researcher, if documents are still outstanding, by typing a comment and clicking on the "Post Comment" button.
- 4) If you are happy with the documents and the letter, click on the Approve button.

When approved, the Final Approval letter will be sent to the Researcher by e-mail, and the Final Approval letter will be added to his/her Application under the Documents icon.