

# GUIDE TO COMPLETING AN ETHICS APPLICATION

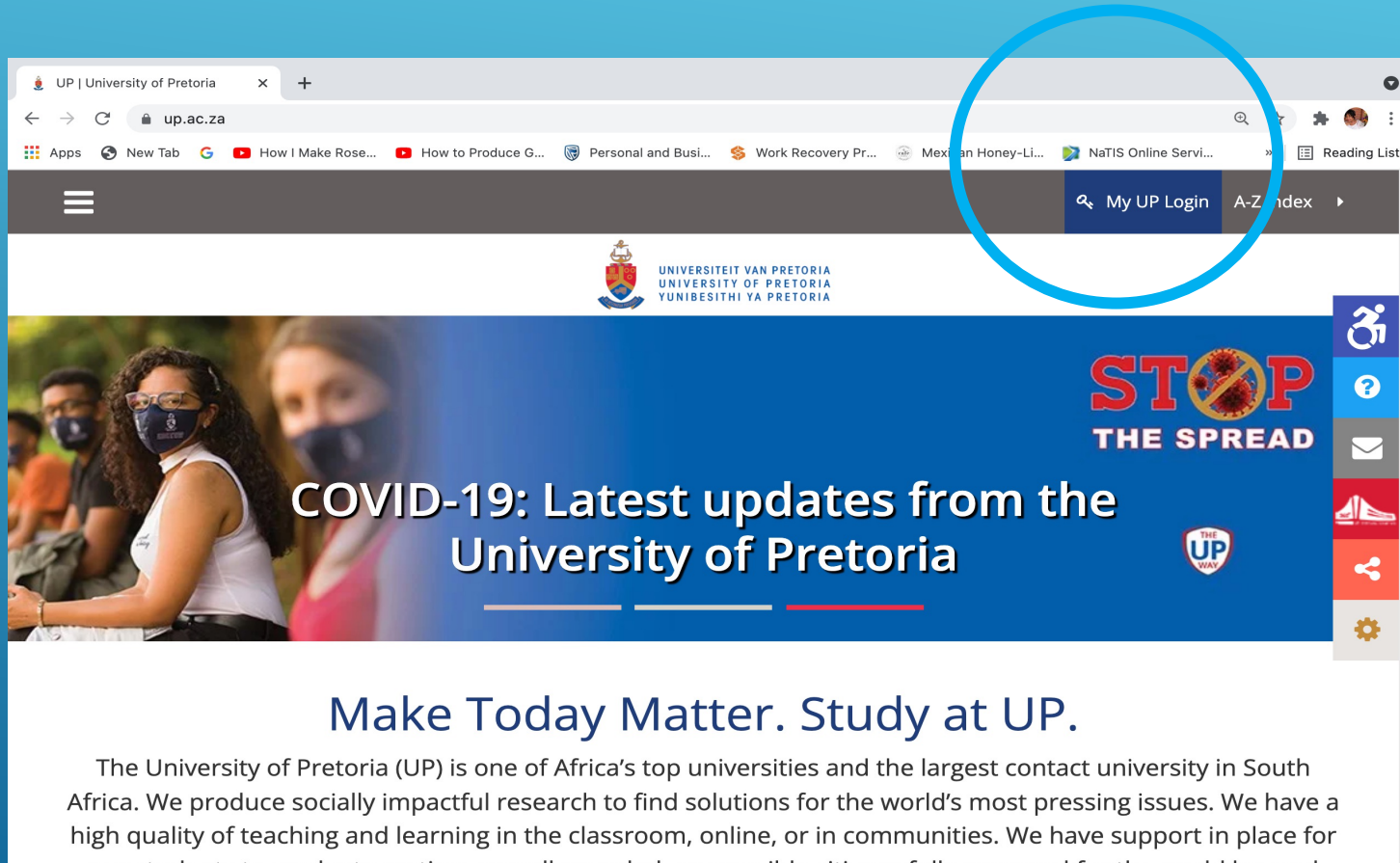
UP Faculty of Humanities Research Ethics process  
2022

# Things to note before starting an ethics application

1. Research proposal approval
2. Supporting documents (e.g. research proposal, letter of informed consent, questionnaire/ interview schedule, relevant permission letters etc.) really and saved on your laptop.
3. Alignment of information between all your documents. E.g., sample size, methodology, data collection instrument
4. Ethics submission timeframe
5. Supervisor and HoD sign off
6. Research Ethics Committee cut off date: **15<sup>th</sup> of the month**

# UP Faculty of Humanities Research Ethics process

## Step 1: Log in on UP Portal




The screenshot shows the University of Pretoria website. The browser address bar displays 'up.ac.za'. In the top navigation bar, the 'My UP Login' button is circled in blue. Below the navigation bar, the university's logo and name are displayed in three languages: 'UNIVERSITEIT VAN PRETORIA', 'UNIVERSITY OF PRETORIA', and 'YUNIBESITHI YA PRETORIA'. A large banner features a photograph of students wearing face masks and the text 'COVID-19: Latest updates from the University of Pretoria'. To the right of the banner, there is a 'STOP THE SPREAD' graphic and a 'THE UP WAY' logo. Below the banner, the text 'Make Today Matter. Study at UP.' is displayed, followed by a paragraph describing the university's mission and values.

# Step 1b: Log into your UP portal

UP PORTAL UP WEB LIBRARY UP GOOGLE TUKS GOOGLE

LOG A SUPPORT CALL HELP

 UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

## WELCOME

Login / sign up here to view your personal online portal.

Please login with your "u" username. For example: username u01234567.  
(Note: The system no longer supports user sign on with "p" usernames.)

NEW USER

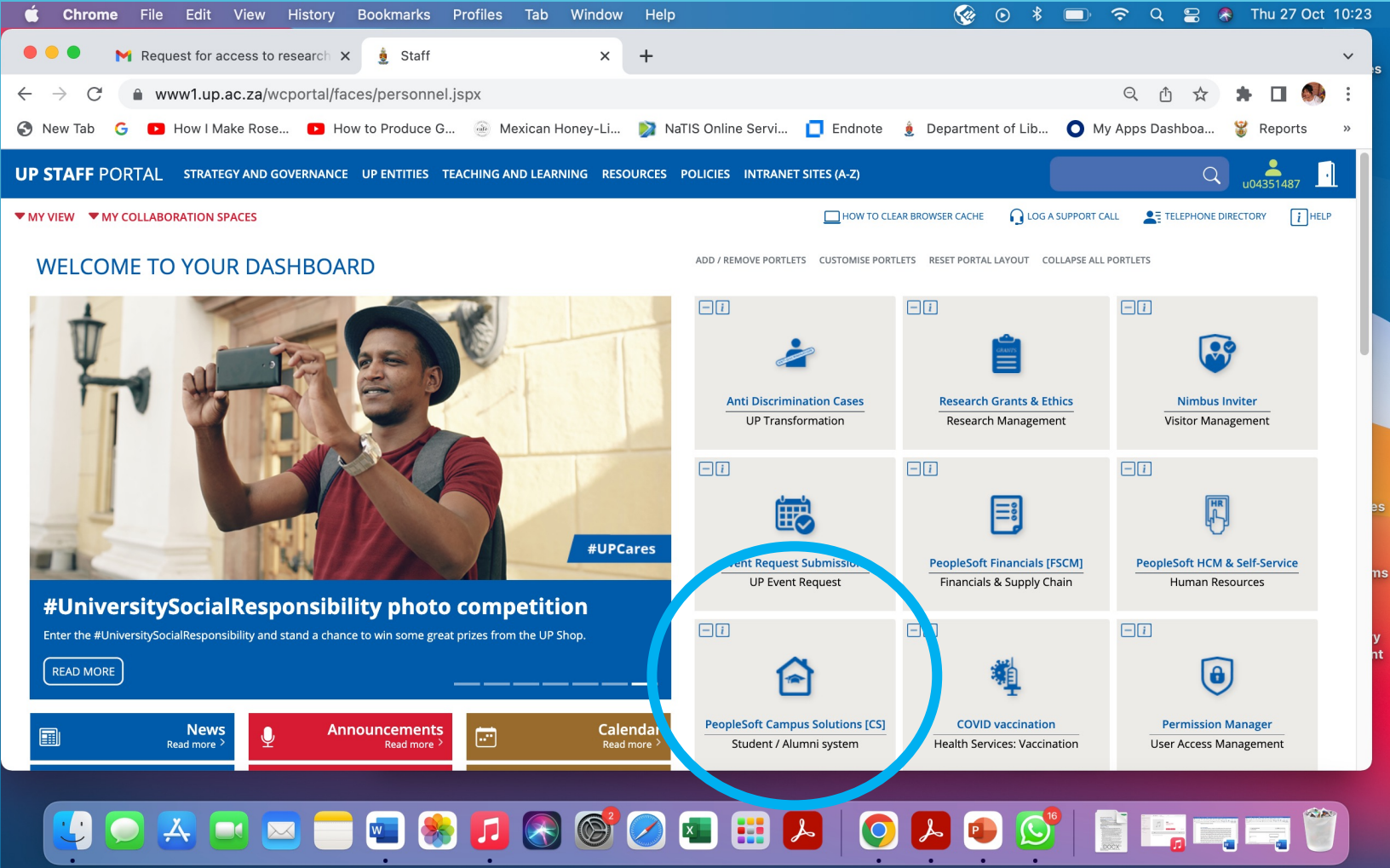
U04351487

.....

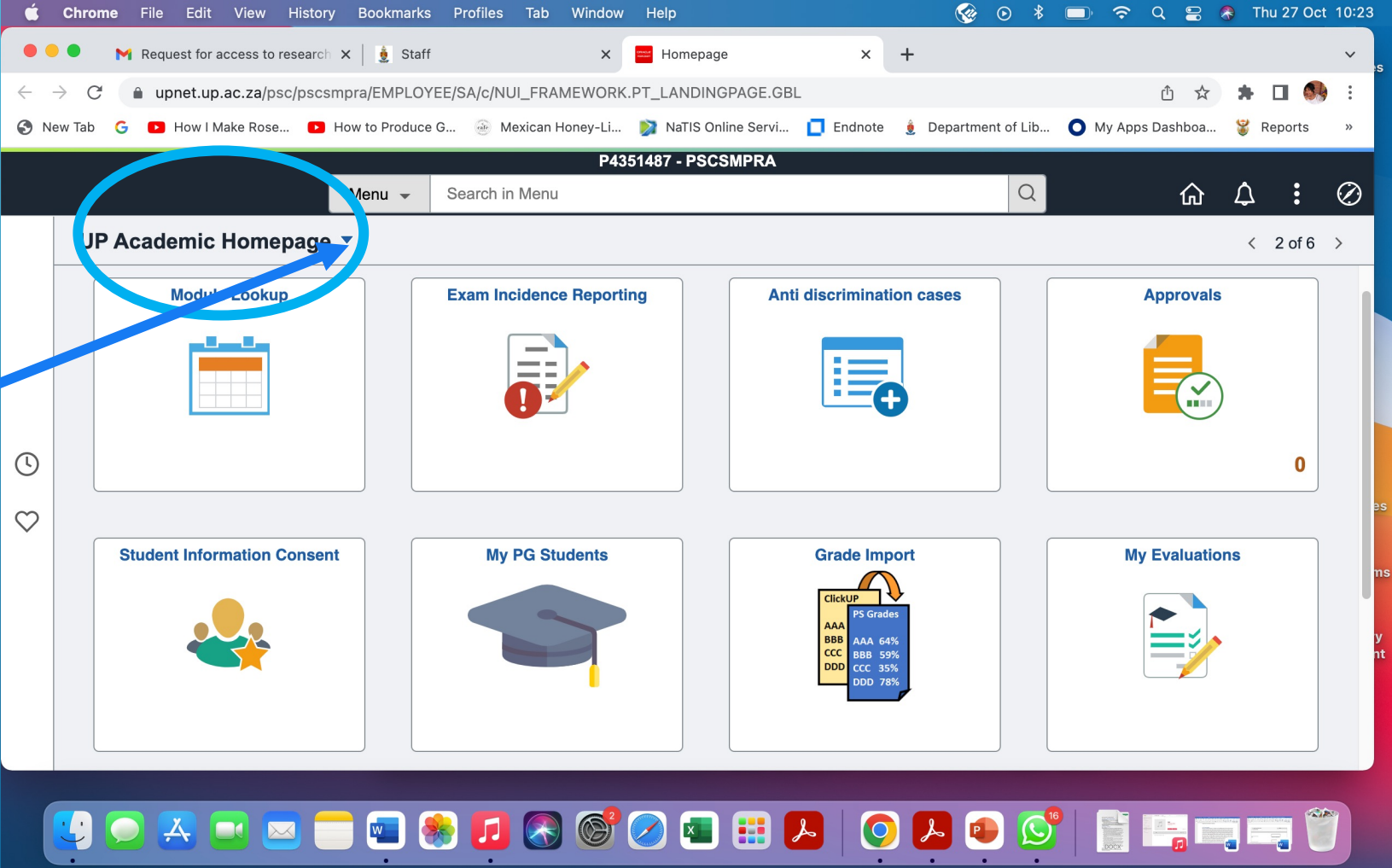
LOGIN

[Lost \(forgotten\) password](#)  
[Change password](#)

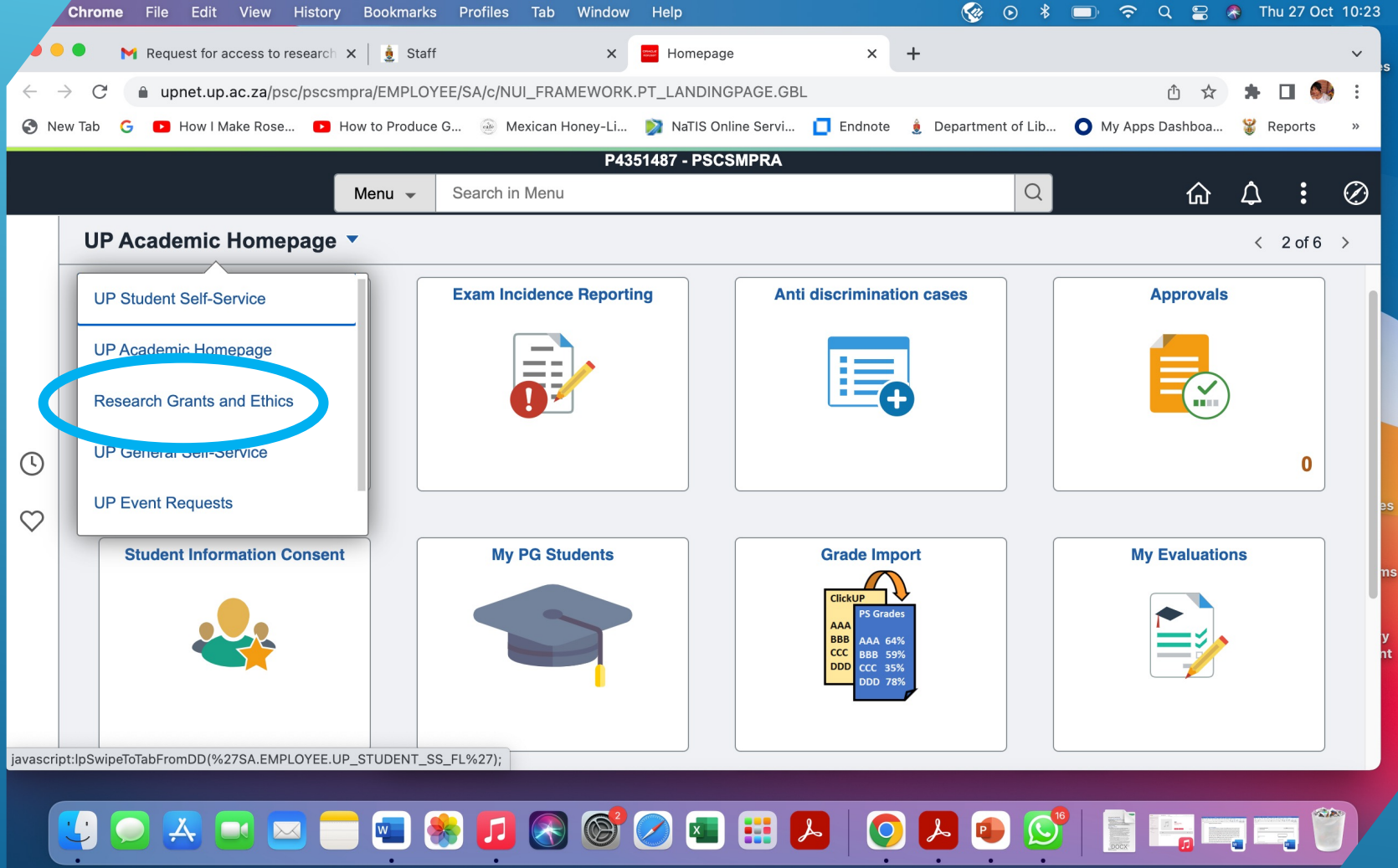
# Step 1c: Click on Peoplesoft Campus Solutions



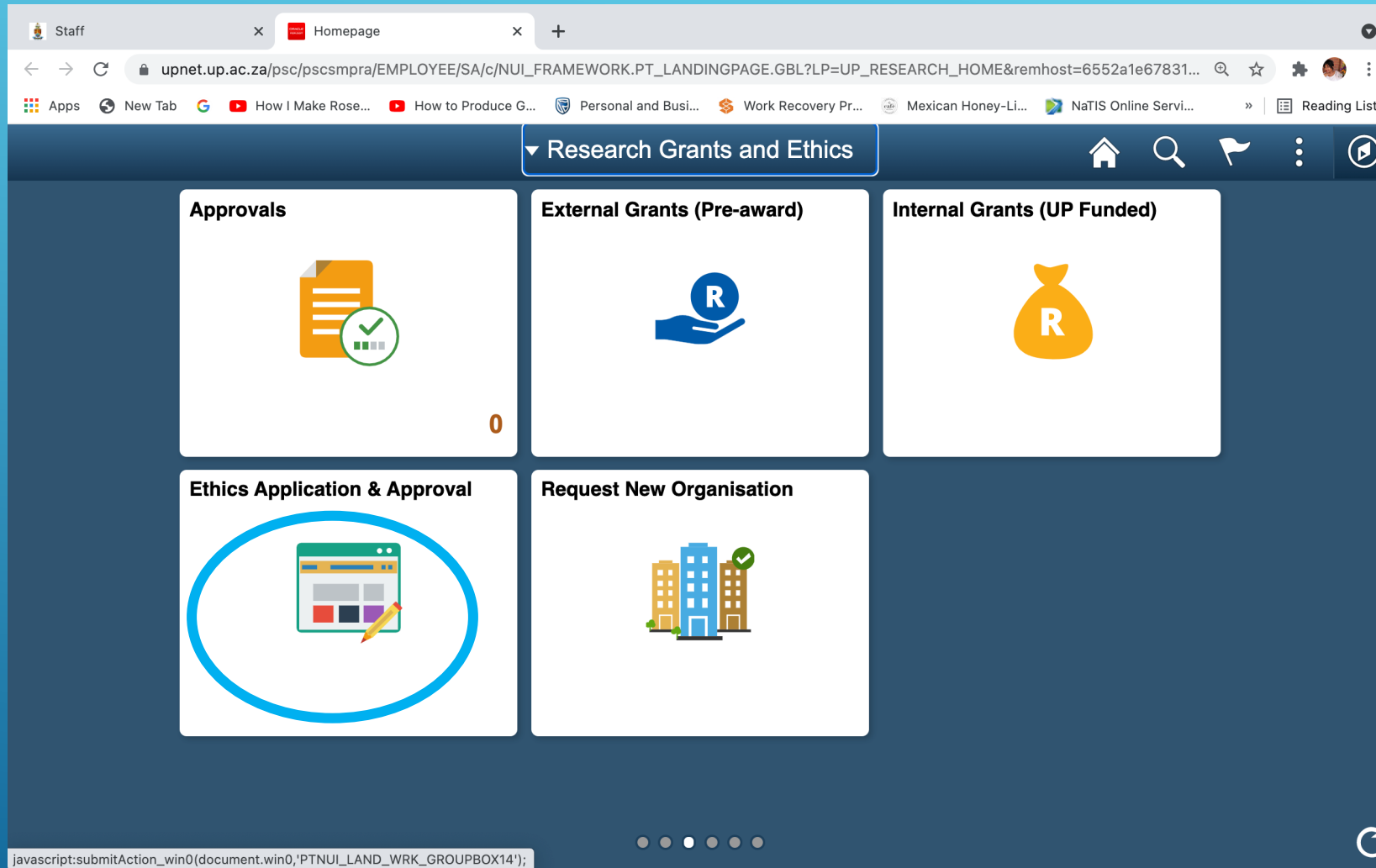
# Step 1d: On the UP Academic Homepage tab, click on the dropdown menu



# Step 1e: On the UP Academic Homepage tab, click on the dropdown menu



# Step 1f: Click on Ethics Application and Approval





# Step 2: Click Pre approval application

Welcome Tracey Andrew (P4351487) to Campus Production ( PSCSMPRA )

**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
  - Adding External Team Members
- Researchers
  - Pre Approval Submissions
  - Post Approval Submissions
  - Docs Due Conditional Approval
  - Still busy or Completed Study
- Approvals & Reviews
  - Submissions to be Approved
  - Add Reviewers
  - Review Ethics Applications
  - In Process Ethics Applications
  - Approved Ethics Applications
  - All Ethics Applications
- Reports
  - Final Outcome Masters/Doctoral

**Humanities**

**Applications for the year**

Year	Under Development	Submit for Approval	Post Submission	Referred back to	Accepted by Stud	Accepted by Hea	Accepted by SS a	Accepted by Rese	Ready for Review	Under Review	Reviewed	Modifications Required	Approved	Conditionally Approved	Cancelled
2020	27	2	1	7	1	5	1	1	1	1	1	1	25	1	6
2021	22	1	4	1	1	1	1	1	1	1	1	1	22	1	1

Personalize | Find | First 1-25 of 25 Last

Year Display	Description	Count
1	2020 Under Development	27
2	2021 Under Development	22
3	2020 Submit for Approval	2
4	2021 Submit for Approval	1
5	2020 Post Submission	25
6	2021 Post Submission	4
7	2020 Referred back to Applicant	7
8	2020 Accepted by Student Supervisor	1
9	2021 Accepted by Student Supervisor	1
10	2020 Accepted by Head of Department	5
11	2021 Accepted by Head of Department	6

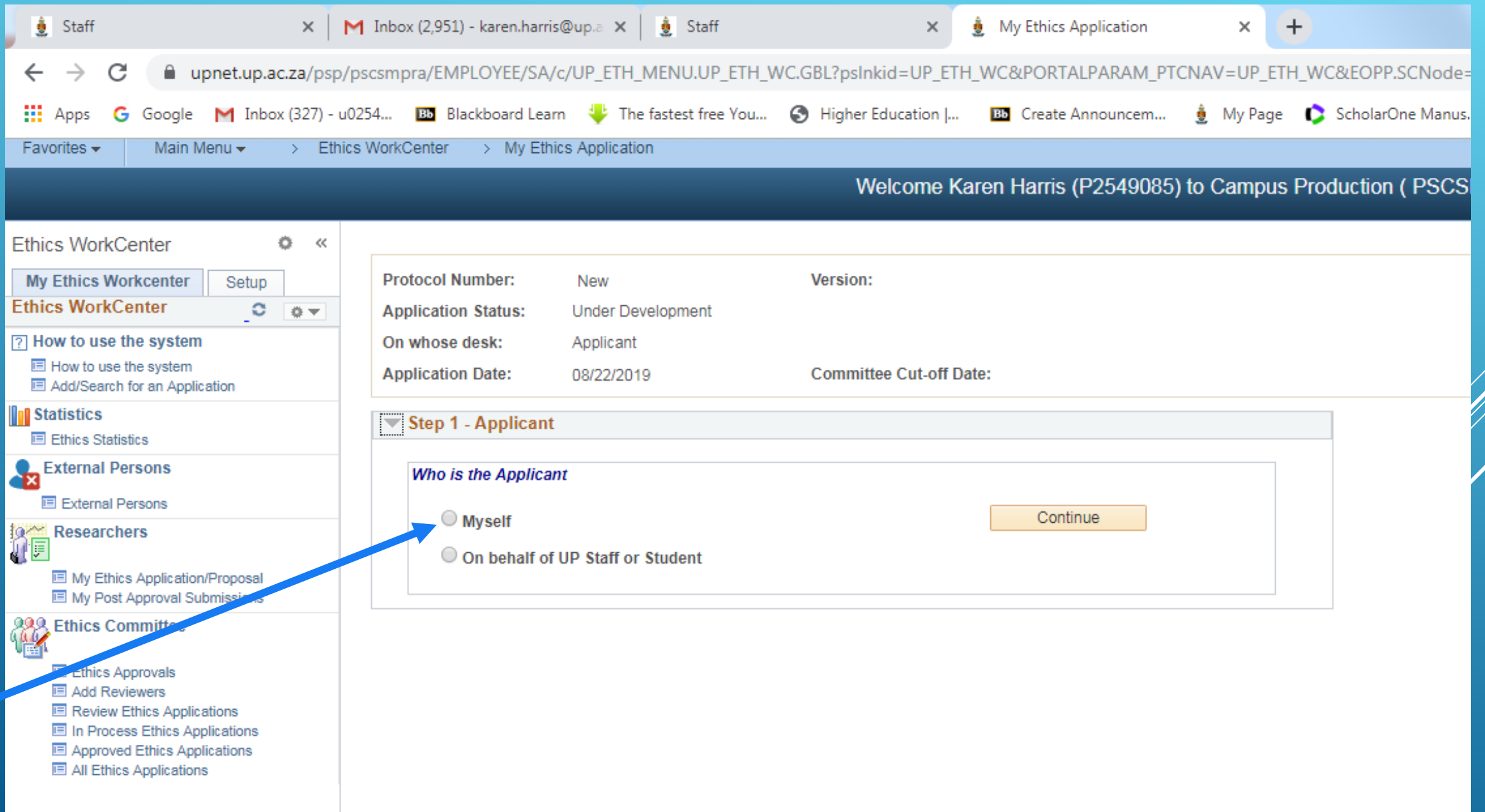
New application: Pre Approval Submissions

Amendment: Post Approval Submissions

## Step 3: Click on Add for new Application form

The screenshot displays the 'Ethics WorkCenter' interface. The breadcrumb navigation at the top reads: 'Research Grants and Ethics > Ethics WorkCenter > My Ethics Application'. A dark blue header bar contains the text: 'Welcome Karen Harris (P2549085) to Campus Production ( PSCSMPRA )'. The left sidebar contains a navigation menu with sections: 'Ethics WorkCenter', 'How to use the system', 'Statistics', 'External Persons', 'Researchers', and 'Ethics Committee'. The main content area is titled 'Ethics Application' and features a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below the search bar is a 'Protocol Number' input field with the text 'New'. A blue circle highlights an orange 'Add' button located below the input field. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'.

## Step 4: Click on Myself



The screenshot shows a web browser window with multiple tabs. The active tab is titled "My Ethics Application" and displays the URL `upnet.up.ac.za/psp/pscsmpra/EMPLOYEE/SA/c/UP_ETH_MENU.UP_ETH_WC.GBL?psInkid=UP_ETH_WC&PORTALPARAM_PTCNAV=UP_ETH_WC&EOPP.SCNODE=`. The browser's address bar and navigation buttons are visible. Below the browser, a dark blue header bar contains the text "Welcome Karen Harris (P2549085) to Campus Production ( PSCS".

The main content area is titled "Ethics WorkCenter" and features a left-hand navigation menu with the following items:

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

The main content area displays the following information:

Protocol Number:	New	Version:	
Application Status:	Under Development		
On whose desk:	Applicant		
Application Date:	08/22/2019	Committee Cut-off Date:	

Below this information, a section titled "Step 1 - Applicant" is expanded, showing a form titled "Who is the Applicant". The form contains two radio button options:

- Myself
- On behalf of UP Staff or Student

A "Continue" button is located to the right of the radio buttons. A blue arrow points from the bottom left of the image to the "Myself" radio button.

Staff | Inbox (2,951) - karen.harris@up.ac.za | Staff | My Ethics Application

upnet.up.ac.za/psp/pscsmpra/EMPLOYEE/SA/c/UP\_ETH\_MENU.UP\_ETH\_WC.GBL?pslnkid=UP\_ETH\_WC&PORTALPARAM\_PTCNAV=UP\_ETH\_WC&EOPP.SCNode=

Apps | Google | Inbox (327) - u0254... | Blackboard Learn | The fastest free You... | Higher Education | Create Announcem... | My Page | ScholarOne Manus..

Main Menu > Ethics WorkCenter > My Ethics Application

Welcome Karen Harris (P2549085) to Campus Production ( PSCSM

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

Ethics Committee

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

Protocol Number: New      Version:

Application Status: Under Development

On whose desk: Applicant

Application Date: 08/22/2019      Committee Cut-off Date:

Step 1 - Applicant

Applicant

Empl ID: 02549085      Prof KL Harris      Back

\*Phone: 0124202665      Open Form

\*Email Address:

\*Position: UP Staff

Research for:

Research Faculty: 00001      Humanities      Not your enrolled Faculty, use

\*Department: 00126      Historical and HeritageStudies      EXTERN (External) Department

Email address

Developed by Prof Karen Harris and Ms Tracey Andrew

Research for?

## Step 5: Complete details

The screenshot shows the 'Ethics Application' details page in the 'Ethics WorkCenter'. The 'Protocol Number' is highlighted with a blue circle and labeled as 'HUM021/0819'. The 'Application Status' is 'Under Development'. The 'On whose desk:' field is 'Prof KL Harris'. The 'Application Date:' is '08/22/2019' and the 'Committee Cut-off Date:' is '09/16/2019'. Below this, there are sections for 'Step 1 - Applicant' and 'Step 2 - Application Form'. Under 'Step 2 - Application Form', there is a section for '1. Project title' with fields for 'Project Title' and 'Short description'. Below these fields is a checkbox labeled 'Is this study related to another study?'. A blue arrow points from the text 'Is the research related to another study?:' to this checkbox.

Protocol Number	HUM021/0819	Version:	
Application Status	Under Development		
On whose desk:	Prof KL Harris		
Application Date:	08/22/2019	Committee Cut-off Date:	09/16/2019

**Step 1 - Applicant**

**Step 2 - Application Form**

**1. Project title**

Project Title

Short description

Is this study related to another study?

**2. Short literature review that justifies the project**

Short literature review - Refer to the Project Proposal

Protocol/ Application Number (HUM0....)

**NOTE: Remember this number You should quote it with all enquiries**

Is the research related to another study ?:

## Step 6: Take note:

The screenshot shows the 'My Ethics Application' page in the 'Ethics WorkCenter'. The page is titled 'Welcome Karen Harris (P2549085) to Campus Production ( PSCSMPRA )'. The left sidebar contains navigation options: 'My Ethics Workcenter', 'Setup', 'How to use the system', 'Statistics', 'External Persons', 'Researchers', and 'Ethics Committee'. The main content area is divided into sections: '8. Research team', '9. Agreements between researchers', '10. Funders of the project', and '11. Involvement of people as participants'. Each section has a corresponding annotation with a pink arrow pointing to it.

**8. Research team**

8. Research team - student, supervisor and co-supervisor

9. Research agreement – tick applicable sections

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

**9. Agreements between researchers**

10. Funders – HSRC, Mellon

Employee	Formal Name	Right to use the results in a dissertation or thesis	Right to present the results at a Conference	Right to publish the results in a Science Journal	Right to publish the results through a Non-Science medium	Right to Co-Authorship
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**10. Funders of the project**

11. Research participants – (HUMANS?)

Will people be recruited as research participants?

Yes or No

Will any old or new human tissue and/or blood specimens and/or bodily products be used? OR Is it "Health Research" per Section 1 of the National Health Act 61 of 2003?

Favorites ▾ Main Menu ▾ > Research Grants and Ethics > Ethics WorkCenter > My Ethics Application

Welcome Tracey Andrew (P4351487) to Campus Production ( PSCSMPRA )

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

- Adding External Team Members

Researchers

- Pre Approval Submissions
- Post Approval Submissions
- Docs Due Conditional Approval
- Still busy or Completed Study

Approvals & Reviews

- Submissions to be Approved
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Reports

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10. Funders of the project

Project funded No ▾

11. Involvement of people as participants

Collapse section 11. Involvement of people as participants

Will people be recruited as research participants? Yes ▾

How many groups of participants will be included?

Describe each group of human participants Find | View All First 1 of 1 Last

Group name  + -

Sample size

(Select all that apply)

Participants		First	1 of 1	Last
1	<input type="text"/>			

(Select all that apply)

Additional consent required for research participation		First	1 of 1	Last
1	<input type="text"/>			

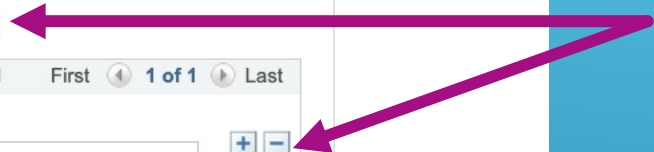
Method to obtain information

Inclusion/Exclusion criteria (e.g. age, gender, affiliation)

javascript:submitAction\_win0(document.win0,'UP\_DERIVED\_ETH\_UP\_GROUPBOX14');

C15\_Working\_Dr....doc Dr\_BO\_Rikhotso....pdf oupa\_section\_2....pdf HH\_permission\_....pdf HH\_permission\_....pdf TB\_questionnai....do

No. of groups  
Add group  
name



# Research participants Complete all questions in Section 11 (for each group)

Search results - tracey.andrew x Staff x My Ethics Application x +

upnet.up.ac.za/psp/pscsmpra/EMPLOYEE/SA/c/UP\_ETH\_MENU.UP\_ETH\_WC.GBL?pslnkid=UP\_ETH\_WC&PORTALPARAM\_PTCNAV=UP\_ETH\_WC&EOPP.SCNode=SA&EOPP.SCPortal=EMPLOYEE&EOPP.SC...

Apps New Tab How I Make Rose... How to Produce G... Work Recovery Pr... Mexican Honey-Li... NaTIS Online Servi... Endnote Department of Lib... Personal and Busi... Templates - Pictur... Reading List

Favorites Main Menu Research Grants and Ethics Ethics WorkCenter My Ethics Application

Welcome Tracey Andrew (P4351487) to Campus Production ( PSCSMPRA )

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics WorkCenter

How to use the system

- How to use the system
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Method to obtain information

Inclusion/Exclusion criteria (e.g. age, gender, affiliation)

Personalize Find First 1 of 1 Last

Estimated literacy level

1

Expect all participants to be able to read? Yes

Expect all participants to understand English? Yes

How will the participants be recruited?

What will the participants be asked to do? (In detail)

What will their data / samples be used for?

Who will carry out these procedures?

C15\_Working\_Dr...doc Dr\_BO\_Rikhotso....pdf oupa\_section\_2....pdf HH\_permission\_....pdf HH\_permission\_....pdf TB\_questionnai....docx Show all



# Section 7: Human participants continued

Search results - tracey.andrew x Staff My Ethics Application x +

upnet.up.ac.za/psp/pscsmpra/EMPLOYEE/SA/c/UP\_ETH\_MENU.UP\_ETH\_WC.GBL?pslnkid=UP\_ETH\_WC&PORTALPARAM\_PTCNAV=UP\_ETH\_WC&EOPP.SCNode=SA&EOPP.SCPortal=EMPLOYEE&EOPP.SC...

Apps New Tab How I Make Rose... How to Produce G... Work Recovery Pr... Mexican Honey-Li... NaTIS Online Servi... Endnote Department of Lib... Personal and Busi... Templates - Pictur... Reading

Favorites Main Menu Research Grants and Ethics Ethics WorkCenter My Ethics Application

Welcome Tracey Andrew (P4351487) to Campus Production ( PSCSMPRA )

Ethics WorkCenter

My Ethics Workcenter Setup

Ethics WorkCenter

How to use the system

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Describe the manner in which confidential information will be handled, and in which confidentiality will be assured

Describe what you will do to obtain informed consent/assent from your participants (or their caregivers in the case of underage participants)

Detail the measures you will take to ensure that participation is voluntary

Will participants be rewarded/reimbursed for participation? No

13. Experimental Laboratory

Will any experiments be done in a laboratory? No

14. Principal Investigator(s) Declaration for the storage of research data and/or documents

I, the Principal Investigator(s), Ms KT Andrew

of the following trial / study titled

Rewards: UP policy is that you do not offer rewards

# Step 8: Data storage – must complete this section

The screenshot shows a web browser window with the URL `upnet.up.ac.za/psp/pscsmpra/EMPLOYEE/SA/c/UP_ETH_MENU.UP_ETH_WC.GBL?psinkid=UP_ETH_WC&PORTALPARAM_PTCNAV=UP_ETH_WC&EOPP.SCNode=SA&EOPP.SCPortal=EMPLOYEE&EOPP.SC...`. The browser tabs include "Search results - tracey.andrew", "Staff", and "My Ethics Application". The page title is "Welcome Tracey Andrew (P4351487) to Campus Production ( PSCSMPRA )".

The main content area is titled "Ethics WorkCenter" and contains a form for "14. Principal Investigator(s) Declaration for the storage of research data and/or documents". The form includes the following fields and text:

- Question: "Will any experiments be done in a laboratory?" with a dropdown menu set to "No".
- Section: "14. Principal Investigator(s) Declaration for the storage of research data and/or documents"
- Text: "I, the Principal Investigator(s),  of the following trial / study titled
- Text: "will be storing all the research data and/or documents referring to the above mentioned trial/study at the following address:"
- Text: "[Please note: The address must be at the Department where your research is performed and not your residential address]"
- Fields: "Address Line 1", "Address Line 2", "Address Line 3", "Address Line 4", "City", "Postal Code" (all empty text boxes)
- Text: "[This period includes the time needed for performing the research as well as writing up the results]"
- Fields: "START DATE OF TRIAL/STUDY:" and "END DATE OF TRIAL/STUDY:" (both empty date pickers)
- Text: "I understand that the storage of the abovementioned data and/or documents must be maintained for a minimum of 10 YEARS from the commencement of this trial/study."
- Text: "Until which year will data be stored:" (empty text box)

The left sidebar contains navigation links for "My Ethics Workcenter", "Setup", "Ethics WorkCenter", "How to use the system", "Statistics", "External Persons", "Researchers", "Approvals & Reviews", and "Reports".

The bottom of the browser shows several open files: "C15\_Working\_Dr....doc", "Dr\_BO\_Rikhotso....pdf", "oupa\_section\_2....pdf", "HH\_permission\_....pdf", "HH\_permission\_....pdf", and "TB\_questionnai....docx".

# Step9: Declaration and POPIA Act

The screenshot shows a web browser window with the URL `upnet.up.ac.za/psp/pscsmpra/EMPLOYEE/SA/c/UP_ETH_MENU.UP_ETH_WC.GBL?psInkid=UP_ETH_WC&PORTALPARAM_PTCNAV=UP_ETH_WC&EOPP.SCNode=SA&EOPP.SCPortal=EMPLOYEE&EOPP.SC...`. The page title is "Welcome Tracey Andrew (P4351487) to Campus Production ( PSCSMPRA )".

The left sidebar contains the "Ethics WorkCenter" menu with sections: "My Ethics Workcenter", "How to use the system", "Statistics", "External Persons", "Researchers", "Approvals & Reviews", and "Reports".

The main content area has a dropdown menu "Will genetically modified organisms be used in the research?" set to "No". Below it is section "29. Declaration" with the instruction "Only the PI can completes this section and submits".

Declaration	Yes, No, N/A
1 The research will be done in accordance with all relevant policies of the University of Pretoria.	<input type="text"/>
2 All researchers involved in the study will apply ethical practices in every aspect possible in using human participants for research, from the point of inception to the point of publishing the results.	<input type="text"/>
3 The identity of the human participants will be kept confidential.	<input type="text"/>
4 The fieldwork (interviews/focus groups/survey/other) has already begun	<input type="text"/>
5 The following statements were included in the informed consent forms:	<input type="text"/>
6 Participation is voluntary and there will be no penalty or loss of benefit if they decide not to take part.	<input type="text"/>
7 Participants have the right to withdraw from the research at any time without having to explain why.	<input type="text"/>
8 Participants have the opportunity to ask questions about the proposed study before signing consent.	<input type="text"/>
9 Participants have the rights of access to their data	<input type="text"/>
10 When writing up my research results I will comply with UP's policies regarding plagiarism	<input type="text"/>

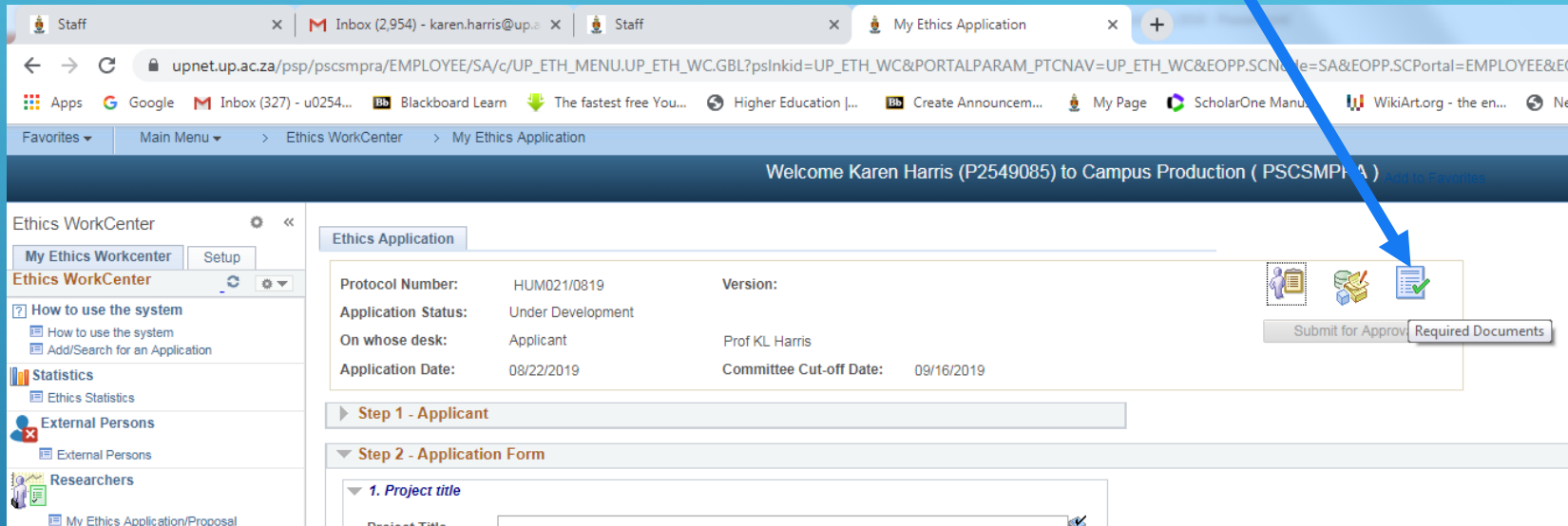
Section "30. POPI Act" contains the text "I acknowledge that I read and understood the information related to the POPI Act" with an unchecked checkbox and a "View POPI Act" button.

Section "31. Health Related" contains the text "What constitutes 'health research' that must be considered by the Health Sciences Ethics Committee?" and "All research that may be health related".

Two purple arrows point to the right-hand column of the declaration table and the "View POPI Act" button.

The bottom of the browser shows a taskbar with open files: "C15\_Working\_Dr....doc", "Dr\_BO\_Rikhotso....pdf", "oupa\_section\_2....pdf", "HH\_permission\_....pdf", "HH\_permission\_....pdf", and "TB\_questionnai....docx".

## Uploading of all relevant documents:



Research Proposal

Memorandum of Agreement

Letters of Informed Consent

Permission letters on official  
letterheads:

- To...
- From...

Questionnaires

Surveys

Interview schedules

# Where is my application now????

1 Status of application

2 On whose desk

The screenshot shows a web browser window with the URL `upnet.up.ac.za/psp/pscsmpra/EMPLOYEE/SA/c/UP_ETH_MENU.UP_ETH_WC.GBL?psInkid=UP_ETH_WC&PORTALPARAM_PTCNAV=UP_ETH_WC&EOPP.SCNode=SA&EOPP.SCPortal=EMPLOYEE&EOPP.SCName=UP_ETHI...`. The page title is "Welcome Tracey Andrew (P4351487) to Campus Production ( PSCSMPRA )". The main content area is titled "Ethics Application" and displays the following information:

- Protocol Number: HUM006/0224
- Version: Ms KT Andrew
- Application Status: Under Development
- On whose desk: Applicant
- Committee Cut-off Date: 15/02/2021
- Application Date: 02/02/2021

On the right side, there are three tabs: "Application", "Comments", and "Documents". Below these tabs is a "Submit for Approval" button. The main content area is divided into steps:

- Step 1 - Applicant
- Step 2 - Application Form
  - 1. Project title
    - Project Title: [Text input field]
    - Short description: [Text input field]
    - Is this study related to another study? [Dropdown menu]
  - 2. Short literature review that justifies the project
    - Short literature review - Refer to the Project Proposal: [Text input field]
    - 5500 characters remaining
  - 3. Aims and objectives of the project

Blue arrows from the text on the left point to the "Application Status" and "On whose desk" fields, and the "Submit for Approval" button.

# Status of application

Welcome Tracey Andrew (P4351487) to Campus Production ( PSCSMPRA )

**Ethics WorkCenter**

My Ethics Workcenter | Setup

**Ethics WorkCenter**

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Does the study require the use of hazardous materials? No  
Does the doing of the research have an environmental impact? No

**26. Animals for research or testing purpose**

Will animals be used for research or testing purposes? No

**27. Genetically modified organisms**

Will genetically modified organisms be used in the research? No

**29. Declaration**

Declaration	Yes, No, N/A
1 The research will be done in accordance with all relevant policies of the University of Pretoria.	Yes
2 All researchers involved in the study will apply ethical practices in every aspect possible in using human participants for research, from the point of inception to the point of publishing the results.	Yes
3 The identity of the human participants will be kept confidential.	Yes
4 The research has not begun without ethical approval.	Yes
5 The following statements were included in the informed consent forms:	Yes
6 Participation is voluntary and there will be no penalty or loss of benefit if they decide not to take part.	Yes
7 Participants have the right to withdraw from the research at any time without having to explain why.	Yes
8 Participants have the opportunity to ask questions about the proposed study before signing consent.	Yes
9 Participants have the rights of access to their data	Yes
10 When writing up my research results I will comply with UP's policies regarding plagiarism	Yes

Navigation - Audit Trail

Save | Search | Previous in List | Next in List

## Navigation trail

Welcome Tracey Andrew (P4351487) to Campus Production ( PSCSMPRA )

Ethics WorkCenter

Navigation - Audit Trail

Action	Application Status	Role	Description	Date	On whose desk
1 Add	Under Development	Applicant	Pulane Maine	2020/07/27 03:49 PM	Ms PJ Maine
2 Change	Submit for Approval	Applicant	Pulane Maine	2020/07/30 12:30 PM	Miss SN Mostert
3 Change	Accepted by Student Supervisor	Student's Supervisor	Sonja Mostert	2020/07/31 08:13 AM	Maree DJF Prof
4 Change	Referred back to Applicant	Reviewer	David Maree	2020/08/06 09:27 PM	Ms PJ Maine
5 Change	Submit for Approval	Applicant	Pulane Maine	2020/08/08 09:08 PM	Miss SN Mostert
6 Change	Accepted by Student Supervisor	Student's Supervisor	Sonja Mostert	2020/08/11 09:00 AM	Maree DJF Prof
7 Change	Referred back to Applicant	Reviewer	David Maree	2020/08/15 08:36 AM	Ms PJ Maine
8 Change	Submit for Approval	Applicant	Pulane Maine	2020/08/16 04:58 PM	Miss SN Mostert
9 Change	Accepted by Student Supervisor	Student's Supervisor	Sonja Mostert	2020/08/17 08:39 AM	Maree DJF Prof
10 Change	Referred back to Applicant	Reviewer	David Maree	2020/08/17 08:45 AM	Ms PJ Maine
11 Change	Submit for Approval	Applicant	Sonja Mostert	2020/08/17 09:10 AM	Miss SN Mostert
12 Change	Accepted by Student Supervisor	Student's Supervisor	Sonja Mostert	2020/08/17 09:20 AM	Maree DJF Prof
13 Change	Accepted by Research Member	Research Committee member	David Maree	2020/08/17 10:25 AM	Prof C Guse
14 Change	Accepted by Head of Department	Head of Department	Catharina Guse	2020/08/19 02:42 PM	Mokalapa D Ms / Andrew KT Ms
15 Change	Ready for Review	Ethics Administrator	Tracey Andrew	2020/09/21 04:46 PM	Andrew KT Ms
16 Change	Under Review	Ethics Administrator	Tracey Andrew	2020/09/21 04:59 PM	de Beer AM Dr / Dos Santos AJ Dr
17 Change	Reviewed	Reviewer	Andeline Dos Santos	2020/09/26 01:19 PM	de Beer AM Dr
18 Change	Reviewed	Reviewer	Anna-Marie de Beer	2020/09/29 02:57 PM	Andrew KT Ms / Mokalapa D Ms
19 Change	Recommendation Set	Ethics Administrator	Tracey Andrew	2020/10/08 05:11 PM	Pikiravi I Prof

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**All the best with your research  
&  
Keep it ethical**

**[tracey.andrew@up.ac.za](mailto:tracey.andrew@up.ac.za)**

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