



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

**Faculty
of
Humanities**

**Research
Ethics
Committee**

1

**Do you
have
login
details
???**

2

Send an e-mail indicating:

- your full name,
- student/ staff number
- preferred e-mail address to Vincent Sithole at:
Vincent.sithole@up.ac.za

**Faculty
Postgraduate
Office**

Room 7-27
Humanities Building
Hatfield campus

Tracey Andrew

Phone: 012 420- 4850

E-mail: tracey.andrew@up.ac.za
or

Vincent Sithole








Phone: 012 420-6527

E-mail: vincent.sithole@up.ac.za

Reviewing an uploaded electronic ethics application

<https://up.rims.ac.za>

Navigating the Reviewer Dashboard

- Go to <https://up.rims.ac.za>. Type in the login details and select 'Login'.
- All applications for the reviewer's attention can be found under 'My Open Action Items' (middle of the screen). Click on the 'file icon'  next to an application.
- Click on the '**Route**' flag (green). Add the next person on the chain of authority (e.g. if you are the supervisor, the next person on the route would be the Rescom. Chair and thereafter the Cluster chair):
 - Click on the insert button  (on the right next to your name).
 - Click on the alphabet letter corresponding to the surname of the next person in the route (e.g. V for Vale).
 - Type the full surname on the search bar at the bottom or use the 'down arrow' next to 'Search' and scroll down until you find the relevant person from the list. Click 'Select'. The person will then be automatically inserted into the route.
 - To add another person, click on the insert button  (on the right next to the last person on the route). Then follow the same process as (b) and (c) above.
- Next click on '**Review**' (yellow). Select "Reviewed" next to all the documents there. Click 'Save' (top right).
- The application and attachments can be opened and viewed by selecting the 'eye glasses icon'  under 'View'. Comments can be made on the application.
- If changes are required, tick 'Reviewed' (green block) under 'Reviewer Action', then 'Save' . You can add comments in the boxes provided under 'Add Comments'. Using the drop down menu under 'My Decision is' select 'Change required' then 'Save' by clicking the 'disk icon'  (top right hand side).
- If there are no changes on the application, select 'Accepted for submission' under 'My decision is' and then 'Save' by clicking the 'disk icon'  (top right).
- The application will now be sent to the next person on the 'Route'.

For an illustrated, more detailed, step-by-step version of the reviewer guide, please go to
www.up.ac.za/humanities/research

Research Ethics Committee Members: Prof KL Harris (Acting Chair); Dr L Blokland; Dr JEH Grobler; Ms H Klopper; Dr C Panebianco-Warrens; Dr C Puttergill; Prof GM Spies; Dr Y Spies; Prof E Taljard