

R I M S

(Research Information Management System)



ETHICS APPLICATIONS TRAINING MANUAL

How to respond when the Ethics Committee asks for Modifications Required on an Application

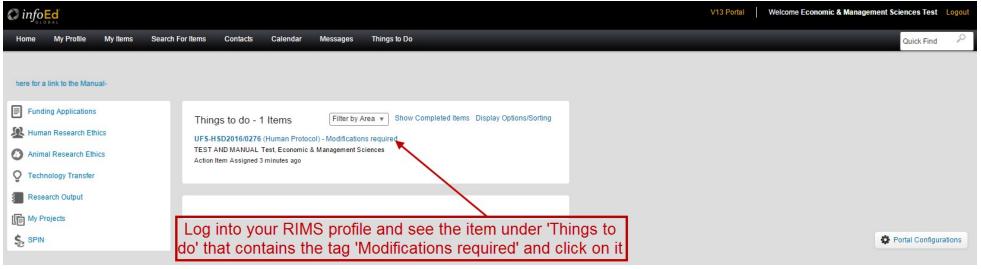
By The Directorate Research Development 2016

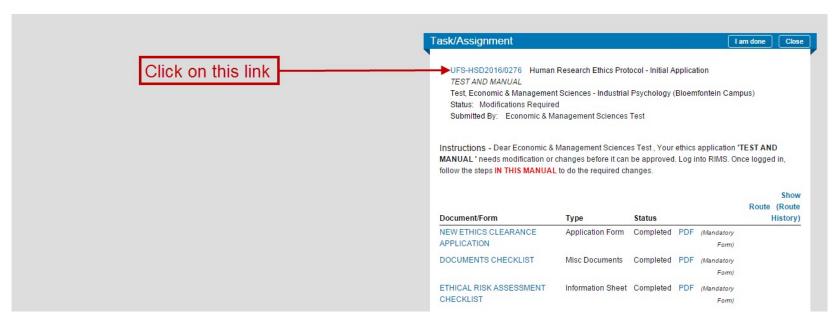
The applicant will receive an email containing a letter in which the Committee has specified what the modifications are that have to be made:

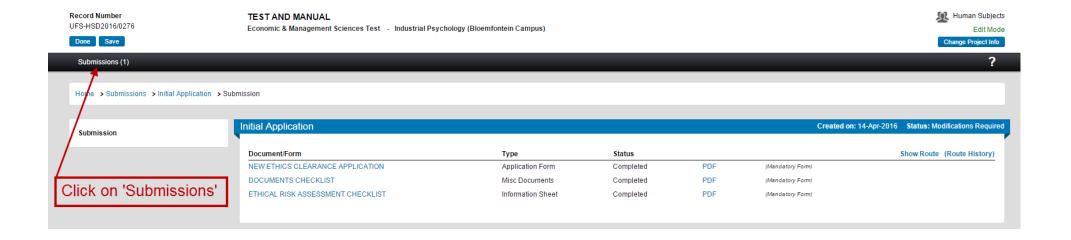


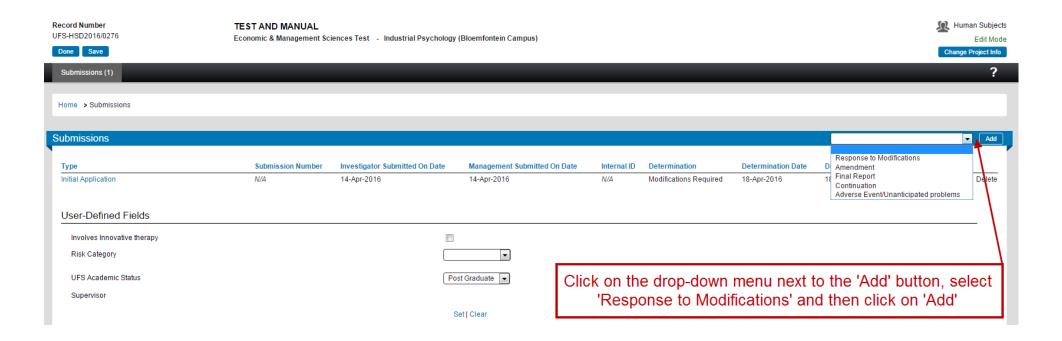
The applicant must respond by doing all of these modifications as specified in the letter and submit the application again.

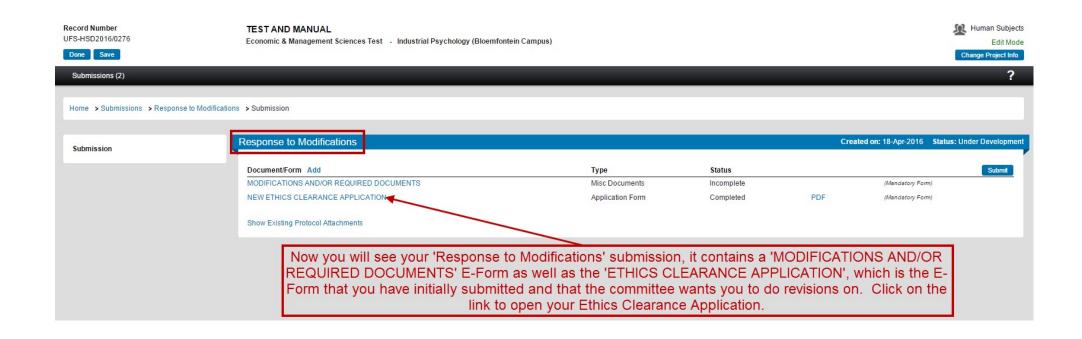
How to respond to Modifications Required:

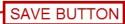












Save Application for Ethical Clearance Table o Contents Quest Hist

Updated By: Economic & Management Sciences Test @ 14-Apr-2016 01:17:34 PM

Complete >

Guidelines to complete the Ethics Application



Important:

Form Hist

Print

- 1. All sections must be completed and all mandatory information must be included in the E-form otherwise you will not be able to submit.
- 2. The application must be brief, providing adequate information for expert review and also understandable to lay persons.
- 3. The application should be submitted before deadline dates.
- 4. Remember to click on 'SAVE' after each section and to click the 'COMPLETE' box on the top right hand corner when all the fields are
- 5. Please make sure that you also click the 'COMPLETE' box when all necessary documents are uploaded in the 'DOCUMENT CHECKLIST' and the Ethical Risk Assessment Checklist.
- Click on 'SUBMIT' when all the information is complete and REMEMBER to ADD, (if applicable), your Supervisor/Study Leader/Promoter to the route.
- 7. You have the option of viewing/ changing your application after being logged out. Just Log in: Click on "MY ITEMS" next to My Profile
- 8. Remember once you have 'submitted' then the application is in the route, and out of your possession.

Principal Investigator details Test, Economic & Management Sciences Industrial Psychology (Bloemfontein Campus) Employee/Student ID UFS_Hum01 Email Phone

AFFILIATION

*Are you a B Tech student at the Central University of Technology?

Please make sure that the PRINCIPAL INVESTIGATOR'S department is NOT displaying as "RESEARCH **DEVELOPMENT**" above

* Does the PRINCIPAL INVESTIGATOR'S Associated Department (Department where your study is being done) and all other details above display correct (e.g. phone, email address etc.)?

Yes E	Z _{No} C
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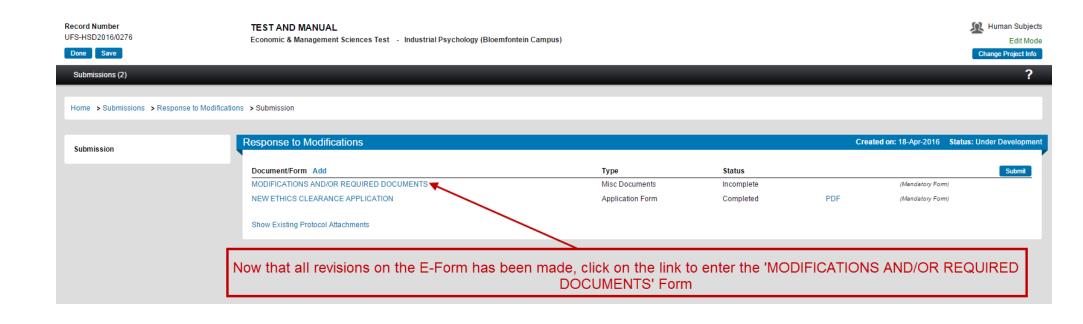
Researcher Status

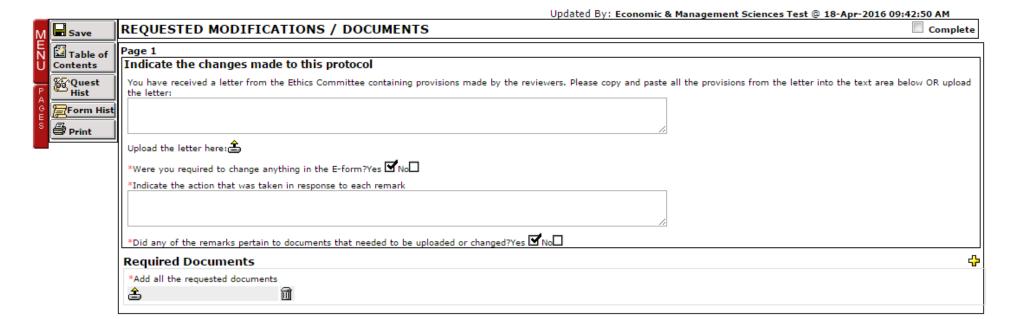
*What is your Academic Status? Select from the list Post Graduate

Click on the ticked box next to 'Complete' and wait for about a minute until the the message 'Form uncomplete successful' appears. The Complete tick box will then be un-checked and you will be able to edit the E-Form

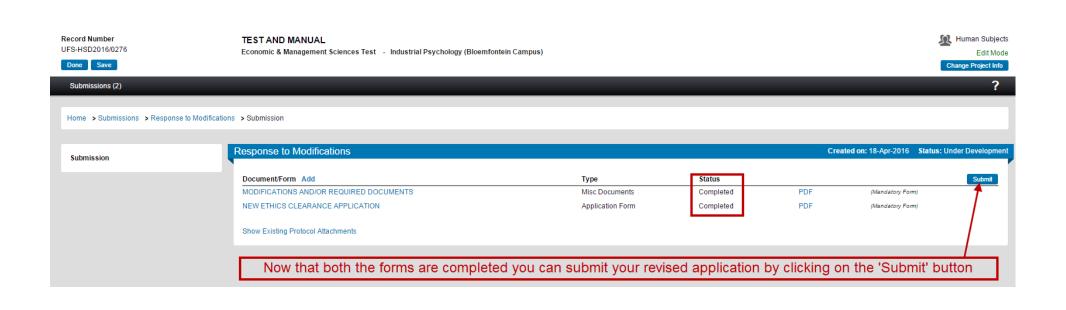
Browse through your E-Form and use the letter that you have received from the Committee in order to determine where in the E-Form you should make revisions. Make sure to click the save button regularly after making a revision.

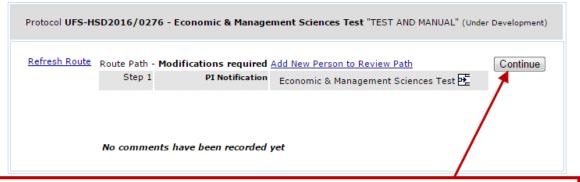
When you are done with all revisions on the E-Form. REMEMBER to scroll back to the top and again click on the 'Complete' tick box and wait a minute for the message 'Form completion successful' to appear. Then you may close the window that the E-Form is in.



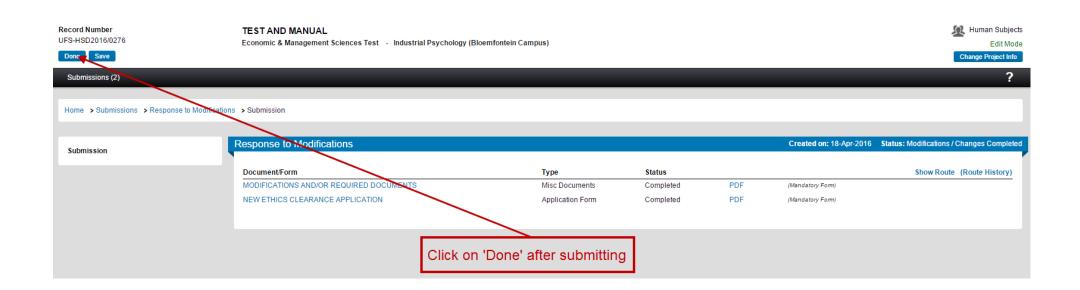


On this E-Form you will indicate the modifications that the Committee has requested in the letter and/or upload the letter and also indicate what action you have taken in the E-Form to address these modifications so that the reviewers can easily check if all the revisions have been done correctly. You will also upload any documents that the Committee has asked you to include or modify here under the heading 'Required Documents' by clicking on the yellow + icon and then on the upload icon and repeating this step for each document that you have to include. When you are done here REMEMBER to click the tick box next to 'Complete', wait for the 'Form complete successful' message and then close this window





Because this is a response to 'Modifications Required' you DO NOT add your supervisor to the route again, just click on 'Continue' and your application will be sent directly to the Research Admin and the Committee



Task/Assignment

I am done

Close

Show

Then click on 'I am done'

Now your response to modifications has been submitted and will again be reviewed by the Committee to determine if it can be approved

UFS-HSD2016/0276 Human Research Ethics Protocol - Initial Application
TEST AND MANUAL

Test, Economic & Management Sciences - Industrial Psychology (Bloemfontein Campus)

Status: Modifications Required

Submitted By: Economic & Management Sciences Test

Instructions - Dear Economic & Management Sciences Test, Your ethics application 'TEST AND MANUAL' needs modification or changes before it can be approved. Log into RIMS. Once logged in, follow the steps IN THIS MANUAL to do the required changes.

Document/Form Type Status History)

NEW ETHICS CLEARANCE APPLICATION Completed PDF (Mandatory Form)

DOCUMENTS CHECKLIST Misc Documents Completed PDF (Mandatory Form)

ETHICAL RISK ASSESSMENT Information Sheet Completed PDF (Mandatory Form)

Finalize Task/Assignment

Assign to:

Supporting Attachments (Optional) Add No Attached Documents Comments: Next Step/Decision: Admin Actions Complete

Automatic as per configurations.