UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA

**UFS
UV**

R I M S

(Research Information Management System)

RIMS
Research Information Management Systems
Together in Research

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:

University of the Free State · UFS·UV · Education Opvoedkunde

Faculty of Education

14-Apr-2016

Dear **Economic & Management Sciences Test**

Ethics Clearance: **TEST AND MANUAL**

Principal Investigator: **Economic & Management Sciences Test**

MODIFICATIONS REQUIRED

Your research proposal with title: **TEST AND MANUAL** has been considered by the Ethical Committee. However, the committee will only be able to approve this research once a revised application or supplementary documentation is received as per the following provisions:

This application requires the following modifications:

Modification 1

Modification 2

Modification 3

The Ethical Committee is happy to facilitate you in order to meet the requirements mentioned above.

Yours faithfully

Dr. Juliet Ramohai

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:

infoEd GLOBAL

V13 Portal | Welcome **Economic & Management Sciences Test** Logout

Home | My Profile | My Items | Search For Items | Contacts | Calendar | Messages | Things to Do

Quick Find

here for a link to the Manual-

- Funding Applications
- Human Research Ethics
- Animal Research Ethics
- Technology Transfer
- Research Output
- My Projects
- SPIN

Things to do - 1 Items | Filter by Area ▼ | Show Completed Items Display Options/Sorting

UFS-HSD2016/0276 (Human Protocol) - Modifications required
TEST AND MANUAL Test, Economic & Management Sciences
Action Item Assigned 3 minutes ago

Portal Configurations

Log into your RIMS profile and see the item under 'Things to do' that contains the tag 'Modifications required' and click on it

---

Task/Assignment | I am done | Close

Click on this link

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		Show Route (Route History)
NEW ETHICS CLEARANCE APPLICATION	Application Form	Completed	PDF	*(Mandatory Form)*
DOCUMENTS CHECKLIST	Misc Documents	Completed	PDF	*(Mandatory Form)*
ETHICAL RISK ASSESSMENT CHECKLIST	Information Sheet	Completed	PDF	*(Mandatory Form)*

Record Number
UFS-HSD2016/0276

[Done] [Save]

TEST AND MANUAL
Economic & Management Sciences Test   -   Industrial Psychology (Bloemfontein Campus)

Human Subjects
Edit Mode
[Change Project Info]

Submissions (1)   **?**

Home > Submissions > Initial Application > Submission

Submission	**Initial Application**				Created on: 14-Apr-2016 Status: Modifications Required

Document/Form	Type	Status			Show Route (Route History)
NEW ETHICS CLEARANCE APPLICATION	Application Form	Completed	PDF	(Mandatory Form)	
DOCUMENTS CHECKLIST	Misc Documents	Completed	PDF	(Mandatory Form)	
ETHICAL RISK ASSESSMENT CHECKLIST	Information Sheet	Completed	PDF	(Mandatory Form)	

Click on 'Submissions'

Record Number
UFS-HSD2016/0276

[Done] [Save]

TEST AND MANUAL
Economic & Management Sciences Test   -   Industrial Psychology (Bloemfontein Campus)

Human Subjects
Edit Mode
[Change Project Info]

Submissions (1)   **?**

Home > Submissions

Submissions   [▼] [Add]

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date	D	
Initial Application	N/A	14-Apr-2016	14-Apr-2016	N/A	Modifications Required	18-Apr-2016	18	Delete

Response to Modifications
Amendment
Final Report
Continuation
Adverse Event/Unanticipated problems

User-Defined Fields

Involves Innovative therapy   ☐

Risk Category   [▼]

UFS Academic Status   [Post Graduate ▼]

Supervisor

Set | Clear

Click on the drop-down menu next to the 'Add' button, select 'Response to Modifications' and then click on 'Add'

TEST AND MANUAL
Economic & Management Sciences Test - Industrial Psychology (Bloemfontein Campus)

Human Subjects
Edit Mode
Change Project Info

Submissions (2)   **?**

Home > Submissions > Response to Modifications > Submission

Submission

| Response to Modifications | | | Created on: 18-Apr-2016   Status: Under Development |

Submit

Document/Form Add	Type	Status		
MODIFICATIONS AND/OR REQUIRED DOCUMENTS	Misc Documents	Incomplete		*(Mandatory Form)*
NEW ETHICS CLEARANCE APPLICATION	Application Form	Completed	PDF	*(Mandatory Form)*

Show Existing Protocol Attachments

Now you will see your 'Response to Modifications' submission, it contains a 'MODIFICATIONS AND/OR REQUIRED DOCUMENTS' E-Form as well as the 'ETHICS CLEARANCE APPLICATION', which is the E-Form that you have initially submitted and that the committee wants you to do revisions on. Click on the link to open your Ethics Clearance Application.

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

MENU
- Save
- Table of Contents
- Quest Hist
- Form Hist
- Print

PAGES

Application for Ethical Clearance

☑ Complete

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

Guidelines to complete the Ethics Application

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Important:

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 completed.

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.**

6. **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.

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.

Principal Investigator details

PI
Test, Economic & Management Sciences

Department	Industrial Psychology (Bloemfontein Campus)
Employee/Student ID	UFS_Hum01
Email	
Phone	

AFFILIATION

*Are you a B Tech student at the Central University of Technology? No ▼

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 ☑ No ☐

Researcher Status

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

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.

Record Number
UFS-HSD2016/0276

TEST AND MANUAL
Economic & Management Sciences Test   -   Industrial Psychology (Bloemfontein Campus)

Edit Mode

Done | Save

Change Project Info

Submissions (2)

?

Home > Submissions > Response to Modifications > Submission

Submission

Response to Modifications   Created on: 18-Apr-2016   Status: Under Development

Document/Form Add	Type	Status			Submit
MODIFICATIONS AND/OR REQUIRED DOCUMENTS	Misc Documents	Incomplete		*(Mandatory Form)*	
NEW ETHICS CLEARANCE APPLICATION	Application Form	Completed	PDF	*(Mandatory Form)*	

Show Existing Protocol Attachments

Now that all revisions on the E-Form has been made, click on the link to enter the 'MODIFICATIONS AND/OR REQUIRED DOCUMENTS' Form

REQUESTED MODIFICATIONS / DOCUMENTS

☐ **Complete**

Page 1

Indicate the changes made to this protocol

You have received a letter from the Ethics Committee containing provisions made by the reviewers. Please copy and paste all the provisions from the letter into the text area below OR upload the letter:

Upload the letter here:

*Were you required to change anything in the E-form? Yes ☑ No ☐

*Indicate the action that was taken in response to each remark

*Did any of the remarks pertain to documents that needed to be uploaded or changed? Yes ☑ No ☐

Required Documents ✚

*Add all the requested documents

🗑

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

MENU

PAGES

💾 Save

Table of Contents

Quest Hist

Form Hist

🖨 Print

Record Number
UFS-HSD2016/0276

Done **Save**

TEST AND MANUAL
Economic & Management Sciences Test - Industrial Psychology (Bloemfontein Campus)

Human Subjects
Edit Mode

Change Project Info

Submissions (2)   **?**

Home > Submissions > Response to Modifications > Submission

Submission

Response to Modifications   Created on: 18-Apr-2016   Status: Under Development

Document/Form Add	Type	Status				Submit
MODIFICATIONS AND/OR REQUIRED DOCUMENTS	Misc Documents	Completed		PDF	*(Mandatory Form)*	
NEW ETHICS CLEARANCE APPLICATION	Application Form	Completed		PDF	*(Mandatory Form)*	

Show Existing Protocol Attachments

Now that both the forms are completed you can submit your revised application by clicking on the 'Submit' button

Protocol **UFS-HSD2016/0276** - Economic & Management Sciences Test "TEST AND MANUAL" (Under Development)

Refresh Route   Route Path - **Modifications required** Add New Person to Review Path   [Continue]

Step 1   **PI Notification**   Economic & Management Sciences Test

No comments have been recorded yet

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

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Record Number
UFS-HSD2016/0276

[Done] [Save]

TEST AND MANUAL
Economic & Management Sciences Test - Industrial Psychology (Bloemfontein Campus)

Human Subjects
Edit Mode
[Change Project Info]

Submissions (2)   **?**

Home > Submissions > Response to Modifications > Submission

| Submission | Response to Modifications | | | | Created on: 18-Apr-2016   Status: Modifications / Changes Completed |

Response to Modifications

Document/Form	Type	Status			Show Route (Route History)
MODIFICATIONS AND/OR REQUIRED DOCUMENTS	Misc Documents	Completed	PDF	(Mandatory Form)	
NEW ETHICS CLEARANCE APPLICATION	Application Form	Completed	PDF	(Mandatory Form)	

Click on 'Done' after submitting

Task/Assignment

[I am done]   [Close]

Then click on 'I am done'

UFS-HSD2016/0276   Human Research Ethics Protocol - Initial Application
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Now your response to modifications has been submitted and will again be reviewed by the Committee to determine if it can be approved

Show Route (Route History)

Document/Form	Type	Status		
NEW ETHICS CLEARANCE APPLICATION	Application Form	Completed	PDF	*(Mandatory Form)*
DOCUMENTS CHECKLIST	Misc Documents	Completed	PDF	*(Mandatory Form)*
ETHICAL RISK ASSESSMENT CHECKLIST	Information Sheet	Completed	PDF	*(Mandatory Form)*

Finalize Task/Assignment

Supporting Attachments (Optional)   Add

No Attached Documents

Comments:

Next Step/Decision: Admin Actions Complete

Assign to: Automatic as per configurations.