



# R I M S

(Research Information Management System)



## ETHICS APPLICATIONS TRAINING MANUAL

How to respond when an Application has  
received Conditional Approval

By The Directorate Research Development

2016

### **Conditional Approval:**

Some applications that are reviewed by the Research Ethics Committee are approved in principle and have no omissions or mistakes in the Ethics Clearance Application E-Form, but cannot be fully approved due to at least one document that is incomplete, has been omitted or still has to be signed (such as permission letters from authorities granting the applicant permission to conduct research on a particular group of people or at a particular location).

In such a case the Committee will give Conditional Approval to the applicant. The applicant will receive an email containing a letter in which the Committee has specified which document/s need to be uploaded:



**Faculty of Economic and Management Sciences**

19-Apr-2016

Ethics Clearance: **TEST AND MANUAL**

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

Department: **Industrial Psychology (Bloemfontein Campus)**

#### **CONDITIONALLY APPROVED**

With reference to your application for ethical clearance with the Faculty of Economic & Management Sciences, this letter is to inform you on behalf of the Ethics Committee of the faculty that you will be granted ethical clearance for your research, pending clarifications of the following:

**Please upload the following documents to your application that were unsigned/incomplete/missing:**

**Document 1**

**Document 2**

We look forward to receiving your answers with regards to the requested clarifications. Please provide us with feedback within ten (10) working days from receipt of this letter.

Your ethical clearance number will be issued as soon as you have responded to the stipulation.

Thank you for submitting this proposal for ethical clearance.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'P. Nel', written over a horizontal line.

Dr. Petrus Nel

## How to respond to Conditional Approval:

The screenshot shows the infoEd GLOBAL V13 Portal interface. The top navigation bar includes the logo, user information (V13 Portal | Welcome Economic & Management Sciences Test | Logout), and a search bar (Quick Find). Below the navigation bar, a sidebar on the left lists various application areas: Funding Applications, Human Research Ethics, Animal Research Ethics, Technology Transfer, Research Output, My Projects, and SPIN. The main content area features a 'Things to do - 1 Items' section. This section includes a 'Filter by Area' dropdown, a 'Show Completed Items' link, and a 'Display Options/Sorting' link. The single item listed is 'UFS-HSD2016/0276 (Human Protocol) - Conditional Approval', with a subtext 'TEST AND MANUAL Test, Economic & Management Sciences' and 'Action Item Assigned 5 minutes ago'. A red arrow points from a red-bordered text box at the bottom to this item. The text box contains the instruction: 'Log into your RIMS profile and see the item under 'Things to do' containing the tag 'Conditional Approval' and click on it'. In the top right of the main content area, there is a red link: 'Research ETHICS application. Click here for a link to the Manual-'. A 'Portal Configurations' button is located in the bottom right corner.

Research ETHICS application. Click here for a link to the Manual-

Things to do - 1 Items [Filter by Area](#) [Show Completed Items](#) [Display Options/Sorting](#)

[UFS-HSD2016/0276 \(Human Protocol\) - Conditional Approval](#)  
TEST AND MANUAL Test, Economic & Management Sciences  
Action Item Assigned 5 minutes ago

Log into your RIMS profile and see the item under 'Things to do' containing the tag 'Conditional Approval' and click on it

Portal Configurations

Having read the letter from the Committee you will know which documents they have requested and you would have prepared those documents and saved them electronically on your computer

Click on the 'Add' link to add the document

### Task/Assignment

[I am done](#)[Close](#)

UFS-HSD2016/0276 Human Research Ethics Protocol - Response to Modifications

TEST AND MANUAL

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

Status: Conditional Approval

Submitted By: Economic & Management Sciences Test

Instructions - The Ethics application: 'TEST AND MANUAL' was only **CONDITIONALLY APPROVED**. You will receive a letter which indicates the required documents/changes requested by the Ethics Committee. Log into RIMS and do the requested changes.

[CLICK HERE AND FOLLOW THE STEPS IN THE MANUAL](#)

Document/Form	Add	Type	Status	Show	
				Route	(Route History)
<a href="#">MODIFICATIONS AND/OR REQUIRED DOCUMENTS</a>		Misc Documents	Completed	<a href="#">PDF</a>	(Mandatory Form)
<a href="#">NEW ETHICS CLEARANCE APPLICATION</a>		Application Form	Completed	<a href="#">PDF</a>	(Mandatory Form)

### Finalize Task/Assignment

Supporting Attachments (Optional) [Add](#)

No Attached Documents

Comments:

Next Step/Decision:

Modifications / Changes Completed

Assign to:

-->Select Person<--

[Show Assignment History](#)

**Upload**

**Upload****Close**

**Upload new document**

Name

Location

Choose File

No file chosen

Category

Misc Documents

Folder

Document ID

Document Version Number

Document Version Date

**Add Response to Modifications**

**Components**

**Add**

Form Name	Type	Add
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Click on 'Choose File' and browse your computer for the document and select it, then click on the 'Upload' button

Please click 'Close' to complete the upload of your documents.

## Upload

Upload

Close

Would you like to upload a new ☒ document ☐ version of an existing document

### Upload new document

Name

Location

Choose File

No file chosen

Category

Misc Documents ▼

Folder

Document ID

Document Version Number

Document Version Date

Click on 'Close'

## Add Response to Modifications Components

Add

Form Name

Type

Add

The document that you have uploaded will appear under 'Document/Form'

When you have finished uploading all the required documents, click on the drop-down menu next to 'Assign to' and select the name that appears there. This is the name of your Faculty's Research Administrator and there should only be the one name to choose from on the list

Task/Assignment

I am done

Close

UFS-HSD2016/0276 Human Research Ethics Protocol - Response to Modifications

TEST AND MANUAL

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

Status: Conditional Approval

Submitted By: Economic & Management Sciences Test

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CLICK HERE AND FOLLOW THE STEPS IN THE MANUAL

Document/Form

Add

Type

Status

PDF

(Mandatory Form)

MODIFICATIONS AND/OR REQUIRED DOCUMENTS

Misc Documents

Completed

PDF

(Mandatory Form)

Document/Form

Add

Type

Status

PDF

(Mandatory Form)

NEW ETHICS CLEARANCE APPLICATION

Application Form

Completed

PDF

(Mandatory Form)

Document/Form

Add

Type

Status

Replace

Remove

Attachment.pdf

Misc Documents

Completed

Replace

Remove

Show Route (Route History)

Finalize Task/Assignment

Supporting Attachments (Optional)

Add

No Attached Documents

Comments:

Next Step/Decision:

Assign to:

Modifications / Changes Completed

-->Select Person<--

-->Select Person<--

Du Plooy, Igna | - Economic and Management Sciences (Bloemfontein Campus)

Show Assignment History

Once you have selected the person next to 'Assign to', click on 'I am done'. Your response has now been sent to the Research Administrator who will send it to reviewers.