





(Research Information Management System)



ETHICS APPLICATIONS TRAINING MANUAL

How to apply for ethical clearance on **RIMS**

By The Directorate Research Development 2018

INDEX

Please go through the whole manual in order to complete all the steps necessary for submitting your ethical clearance application.

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RIMS can be accessed from any computer with an internet connection.

If you are a supervisor and would like to fill out an application on behalf of a student, please contact the DRD:

Geraldine Meyers: MeyersGJ@ufs.ac.za, 051 401 9398

Willem Kilian: KilianW@ufs.ac.za, 051 401 3682

Maricel van Rooyen: VanRooyenM2@ufs.ac.za, 051 401 9451



Open an internet browser (Internet Explorer not supported)



Go to the address https://rims.ufs.ac.za

Enter your username and password and click on Sign In

Login	
Username	
Password	
Sign In	

If you do not have login details or they are not working, please contact Geraldine Meyers (051 401 9398, MeyersGJ@ufs.ac.za) or Willem Kilian (051 401 3682, <u>KilianW@ufs.ac.za</u>)

2 Create a new application

Place the mouse cursor over one of the three ethics modules on the left side of the screen and click on **'Create New Protocol'**

General/Human Research Ethics	Create New Protocol
Animal Research Ethics	Locate Records
🛞 Biosafety & Environment Ethics	Locate My Records

Click on Continue

Create	Continue
New Human Protocol in General/Human Research Ethics Development	

Type in the title of your project and click on Continue



Your name will automatically appear as **Principal Investigator (PI)**. Please make sure that your **department** is correct (if not then contact us) and click on **Continue**

Member Test, Humanities	s - Afrikaans and Dutch; German and French (Bloemfontein Campus)	

3 Application Forms

You have now created an **Initial Application**. It consists out of one or more Document/Form components (depending on which ethics module you chose) which have to be completed.



The status of the components will be **Incomplete**. Click on one of the **Document/Form components** (blue link) to open it and fill it out

Document/Form Add	Туре	Status
ETHICS CLEARANCE APPLICATION	Application Form	Incomplete
DOCUMENTS CHECKLIST	Misc Documents	Incomplete
ETHICAL RISK ASSESSMENT CHECKLIST	Information Sheet	Incomplete

When opening one of the components there will be a menu bar at the top of the screen

Close	Print	Form History	Save	Complete
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Press the **Save** button regularly while filling out the form. Tick the box next to **Complete** after filling out the entire form.





Click on the black downward facing arrow to select the applicable option from a list that drops down.

Yes No Pick Boxes:

Click on the applicable box to insert a checkmark into it.

🕂 Plus Icon:

Click on this icon to open a new line on the form for entering additional information.

Text Boxes and Text Areas:

Enter dates/text as required in these areas or copy-paste from other sources, such as a word document.

For big text areas, hold the mouse button on and drag the stripes in the corner to enlarge the text area.



🖄 Picklist:

Click on this icon to enter a picklist and make the necessary selection.

Remove:

Click this icon to remove an unwanted selection made from a picklist or file added.

🕅 Delete:

Click on this icon to completely remove a line of data that was added.

Different types of Picklists:

Personnel Picklist:

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Branched Picklist:



Unbranched Picklist:



Keywords Picklist:

Keywords	Save Close
Aboriginal Health Aboriginal Studies Abortion (Induced) Abortion Counseling Absorption Academic Achievement Accidents Accounting Acid Precipitation Acoustic Damping Mechanisms Search GO	A S T U V W X Y Z Aqriculture Education Energy Engineering Geographical Humanities Law Management and Commerce Medicine Other Science and Technology Social Sciences
Selected Keywords	Remove
None	
aplphabetically and choose	them from the list
<u>0-9 A B C D E F G H I J K L M N O P Q F</u>	
Education Academic Achievement Adult & Continuing Education Affective Development After-School Programs Agriculture Education Alcohol Education Allied Health Education Alternative Modes Education Art Education Basic Skills Education GO	Agriculture Education Energy Engineering eeographical Humanities Law Management and Commerce Medicine Other Science and Technology Social Sciences
Selected Keywords	Remove
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Method 2: browse for keyw on a category and selec	ords by clicking t from the list



keywords from the list. More that one selection can be made at a time

Keywords	Save Close
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Adjustment Psychology Adolescent Psychology Analytical Psychology Applied Psychology Behavioral/Experimental Psychology Comparative/Animal Psychology Comparative/Animal Psychology Educational Modes/Psychology/Educational Modes/Psychology Engineering Psychology Engineering Psychology Engineering Psychology Educational Modes/Psychology Engineering Psychology GO Management and Commerce Medicine Other Science and Technology Social Sciences	
Selected Keywords	Remove
(🔲 All)	
Child Psychology/Development Clinical Psychology Developmental Psychology	
Once all the keywords that you wish to add have been Selected you can click on Save]

📤 Upload:

Click on this icon to upload a document:



🚳 View:

Clicking on this icon will allow you to view a file that you have uploaded.

5 Finding the application

You may have logged out of RIMS after saving your progress on an application and wish to continue with it at a later stage.



6 Submitting the application



Step 1 Su	pervisor Approval	Maricel Van Rooyen 🔁	
Step 2	Admin check	admincheck RIMS 🌺	
Step 3	PI Notification	UFS Admin 🏊	

If your application has to go to the supervisor that you selected in the application form, make sure that their name displays next to Step 1







7 Subsequent submissions

After ethical approval for the research is granted it may be necessary to fill out and submit a subsequent application to the ethics committee in the future. To do so, log into your RIMS profile.

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Home	My Profile	My Items	Search Fo	or Items	Contacts	Calendar	Messages	Things to Do	
_									
Fundi	ng Applications			My Ite	em(s)				
🧟 Gene	ral/Human Res	earch Ethics		(2			3	
Animal Research Ethics			UFS-HS test wor	SD2017/1571 kflow screen	View 🕨)I Test, Economic & Management Sciences - Indus			
廢 Biosa	fety & Environm	ent Ethics		Default Sponsor 15 Create New >		Continuation/Report			
Rese	arch Output						Adverse Event/	Unanticipated problems	
SPIN Besuite Preferences		ces	Health Sciences Violation/Deviation						
				Health Sciences Safety Information Report					
		1 Click	on 'Mu	Itome	a l		Health Sciences Study Exception		
		T. CIICK	OII My	nems	•		Health Sciences: Subsequent Documentation		
2.	Click on	the app	lication	n to wł	nich the	new	Historical Sub	missions	
subn	nission r	nust be	added	and t	hen on	Create	Senate Appeal		
			New					,	
3. Click on the type of submission that has to be added									

The process for filling out and submitting these new submissions will be similar to that of the initial application.

Please note that a **CONTINUATION/REPORT** should be filled in to apply for the extension of the ethical clearance of a research project BEFORE its term expires.

For any queries/technical problems experienced, please contact the RIMS team at the directorate of research development:

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