



RIMS

(Research Information Management System)



ETHICS APPLICATIONS TRAINING MANUAL

How to apply for ethical clearance on
RIMS

By The Directorate Research Development
2018

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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

1 Access RIMS

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

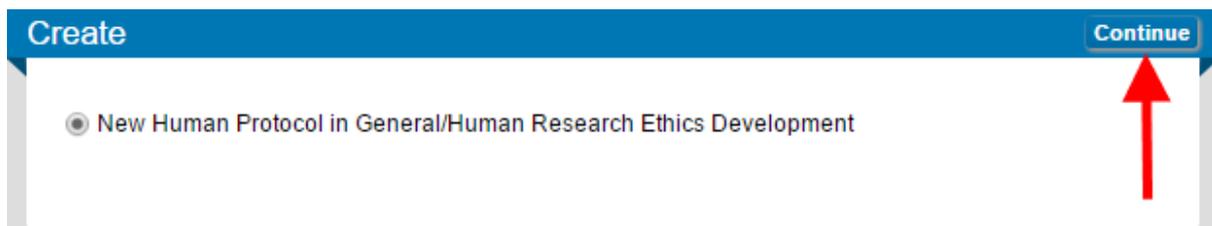
If you do not have login details or they are not working, please contact Geraldine Meyers (051 401 9398, MeyersGJ@ufs.ac.za) or Willem Kilian (051 401 3682, KilianW@ufs.ac.za)

2 Create a new application

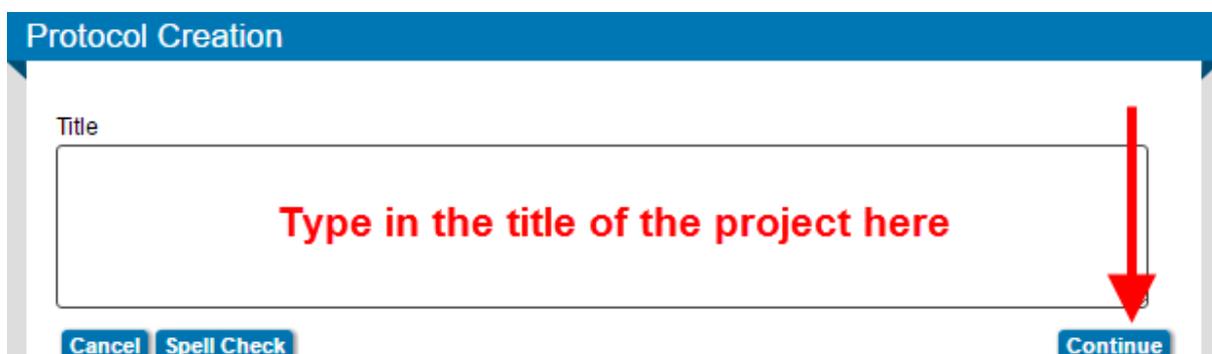
Place the mouse cursor over one of the three ethics modules on the left side of the screen and click on 'Create New Protocol'



Click on **Continue**



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**

Select PI Continue Close

Member

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.

Document/Form [Add](#)

- [ETHICS CLEARANCE APPLICATION](#)
- [DOCUMENTS CHECKLIST](#)
- [ETHICAL RISK ASSESSMENT CHECKLIST](#)

Click to open a component

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	Type	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

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

4 Filling out Application Forms



Drop Down Menus:

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



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:

Personnel Close

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

A-Salem El.Ogrban, Izdehar IE - UFS_2013204819 - Consumer Science (Bloemfontein Campus) Select

Search for a particular entry Filter by Position

Profiles with more than one department are listed with Primary Department first.

1. Click on the letter that the person's surname starts with

Personnel Close

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

Meyers, Geraldine GJ - UFS_0874680 - Research Development (Bloemfontein Campus) Select

Search for a particular entry Filter by Position

Meyers, |

Profiles with more than one department are listed with Primary Department first.

2. Type in the surname and then a comma and a space

Personnel Close

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

Meyers, Geraldine GJ - UFS_0874680 - Research Development (Bloemfontein Campus) Select

Search for a particular entry Filter by Position

Meyers, Geraldine

Profiles with more than one department are listed with Primary Department first.

3. Type in the person's first name

Personnel Close

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

Meyers, Geraldine GJ - UFS_0874680 - Research Development (Bloemfontein Campus) Select

Search for a particular entry Filter by Position

Meyers, Geraldine

Profiles with more than one department are listed with Primary Department first.

4. Check that the correct person displays and click on Select

Personnel Close

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

Meyers, Geraldine GJ - UFS_0874680 - Research Development (Bloemfontein Campus)
Meyer, Susan SM - UFS_2013001801 - Research Development (Bloemfontein Campus)
Meyer, Tamerine T - UFS_2015097237 - Research Development (Bloemfontein Campus)

Search for a particular entry Filter by Position

If the correct person does not display you can browse by clicking on the down arrow next to the name

Branched Picklist:

Locations Close

Find Location: Locate Select

- University of the Free State
- Page 1 of 2
- Animal Facility: UFS Main Campus
- Animal Facility: UFS West Campus
- Beauty Salons / Spa's
- Bloemfontein Suburbs
- Cemeteries
- Congregations / Communities
- CUT: Central University of Technology
- Experimental Farm UFS: Paradys
- Game Reserves
- Hospitals
- Informal Settlements
- Laboratories
- Metabolic Unit UFS Agricultural Building
- Municipalities
- Old Age Homes
- Other
- Parexel Bloemfontein
- Private Practices
- Psychiatric Complex of the Free State
- Rural Areas
- Page 1 of 2

Click on a radio button next to the selection you wish to make and then click on the blue Select button

Only one selection can be made at a time

+ Open up more selections within a category

▼ See more selections in the picklist

Unbranched Picklist:

Methods Close

- "Discard" specimens
- Anonymous (un-linked) specimens
- Autoethnography
- Behavioural
- Care change
- Clinical Trial
- Cluster randomized study
- Comparative /Cross Cultural/Cross National Studies
- Cross Sectional Study
- Data archives or medical records
- Descriptive Study
- Device
- Document Analysis
- Experimental devices
- Experimental drugs

Select

Make necessary selection from the list and click on Select button.

Only one selection can be made at a time

Keywords Picklist:

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](#)

Aboriginal Health
Aboriginal Studies
Abortion (Induced)
Abortion Counseling
Absorption
Academic Achievement
Accidents
Accounting
Acid Precipitation
Acoustic Damping Mechanisms

- [Agriculture](#)
- [Education](#)
- [Energy](#)
- [Engineering](#)
- [Geographical](#)
- [Humanities](#)
- [Law](#)
- [Management and Commerce](#)
- [Medicine](#)
- [Other](#)
- [Science and Technology](#)
- [Social Sciences](#)

Search

Selected Keywords Remove

None

**Method 1: browse for keywords
alphabetically and choose them from the list**

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](#)

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

- [Agriculture](#)
- [Education](#)
- [Energy](#)
- [Engineering](#)
- [Geographical](#)
- [Humanities](#)
- [Law](#)
- [Management and Commerce](#)
- [Medicine](#)
- [Other](#)
- [Science and Technology](#)
- [Social Sciences](#)

Search

Selected Keywords Remove

None

**Method 2: browse for keywords by clicking
on a category and select from the list**

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
Child Psychology/Development
Clinical Psychology
Comparative/Animal Psychology
Criminal Psychology
Developmental Psychology

Select

- [Agriculture](#)
- [Education](#)
- [Energy](#)
- [Engineering](#)
- [Geographical](#)
- [Humanities](#)
- [Law](#)
- [Management and Commerce](#)
- [Medicine](#)
- [Other](#)
- [Science and Technology](#)
- [Social Sciences](#)

Search

Psychology GO

Selected Keywords Remove

None

Method 3: type in the keyword under Search and click on Go, then select from the list

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
Child Psychology/Development
Clinical Psychology
Comparative/Animal Psychology
Criminal Psychology
Developmental Psychology

Select

- [Agriculture](#)
- [Education](#)
- [Energy](#)
- [Engineering](#)
- [Geographical](#)
- [Humanities](#)
- [Law](#)
- [Management and Commerce](#)
- [Medicine](#)
- [Other](#)
- [Science and Technology](#)
- [Social Sciences](#)

Search

GO

Selected Keywords Remove

None

Click on blue Select button after choosing keywords from the list. More than 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
- Criminal Psychology
- Educational Modes/Psychology/Theory
- Educational Psychology
- Engineering Psychology

Select

- [Agriculture](#)
- [Education](#)
- [Energy](#)
- [Engineering](#)
- [Geographical](#)
- [Humanities](#)
- [Law](#)
- [Management and Commerce](#)
- [Medicine](#)
- [Other](#)
- [Science and Technology](#)
- [Social Sciences](#)

Search

Selected Keywords **Remove**

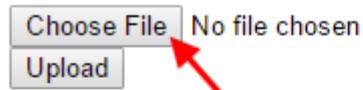
(All)

- Child Psychology/Development
- Clinical Psychology
- Developmental Psychology

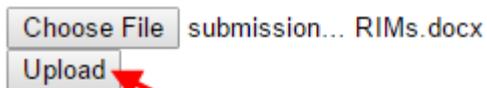
Once all the keywords that you wish to add have been Selected you can click on Save

 **Upload:**

Click on this icon to upload a document:



First click on Choose File to browse your computer for it



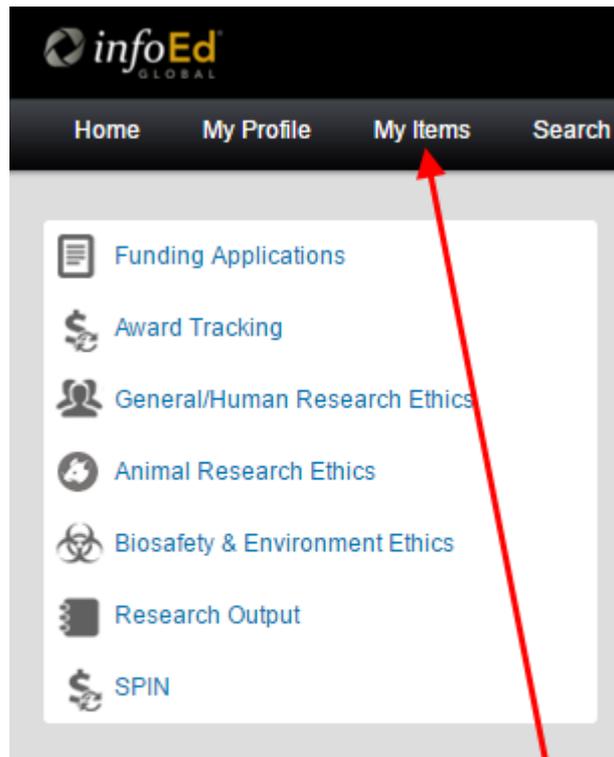
Click on Upload once the file is chosen

 **View:**

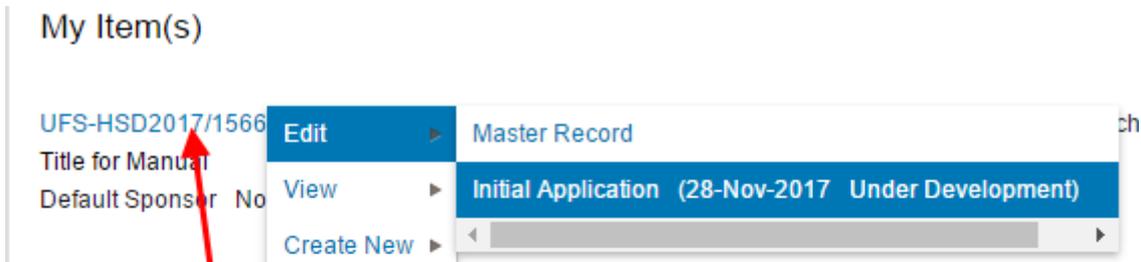
Clicking on this icon will allow you to view a file that you have uploaded.

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.



Log into your RIMS profile and click on My Items



Hold the mouse cursor over the application that you were busy with and then over Edit then click on your Initial Application

6 Submitting the application

Status			Submit
Completed	PDF	(Mandatory Form)	
Completed	PDF	(Mandatory Form)	
Completed	PDF	(Mandatory Form)	

Click on the Submit Button when the status of all the available components is Completed

Refresh Route	Route Path - Humanities	Add New Person to Review Path	Submit
Step 1	Supervisor 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 has to go to the supervisor that you selected in the application form, make sure that their name displays next to Step 1

Refresh Route	Route Path - Humanities	Add New Person to Review Path	Submit
Step 1	Supervisor Approval	Maricel Van Rooyen	
Step 2	Admin check	admincheck RIMS	
Step 3	PI Notification	UFS Admin	

Click on the Grey Submit button to finalise the submission

Created on: 28-Nov-2017

Status: Submitted

Show Route (Route History)

(Mandatory Form)

(Mandatory Form)

(Mandatory Form)

The Status will say Submitted and the Submit button will be replaced with Show Route

Record Number
UFS-HSD2017/1477

Done Save

Submissions (1)

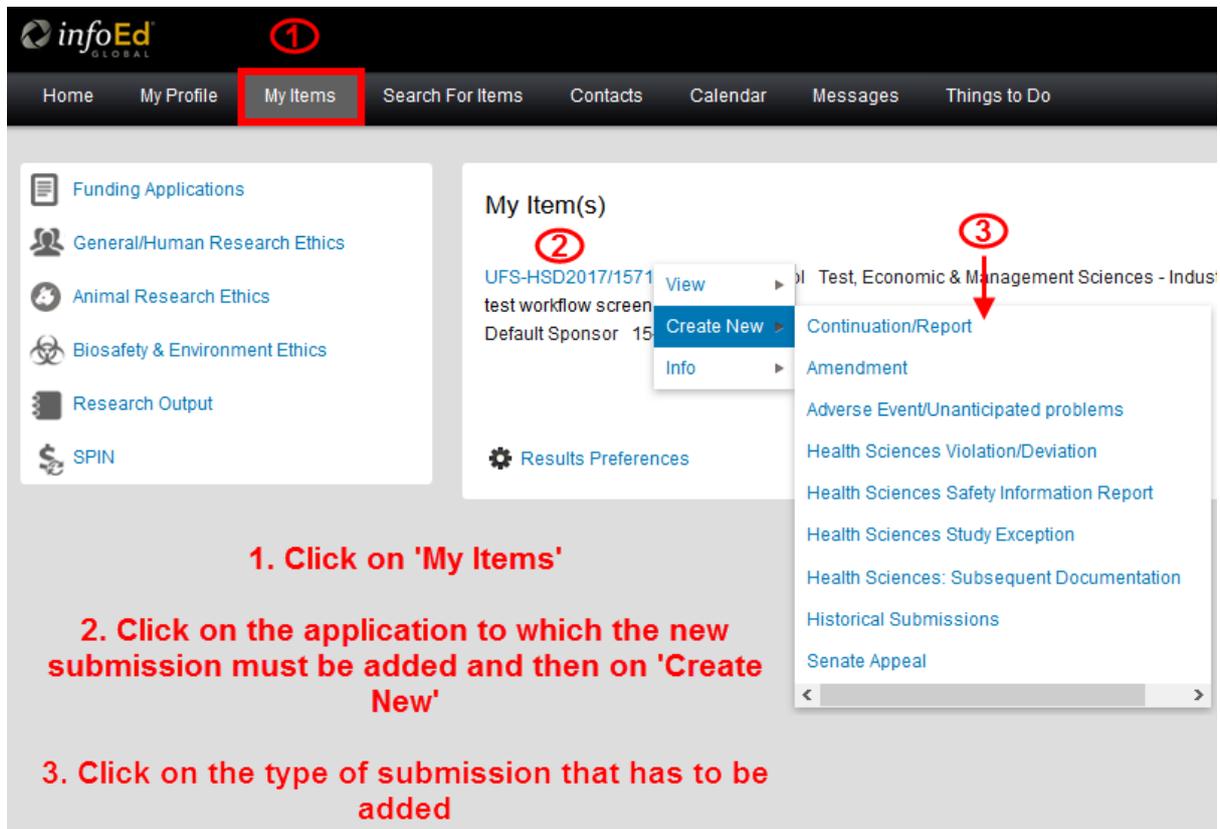
Home > Submissions

You can click on Done after the submission and then Logout of your RIMS profile

V13 Portal Module Admin | Welcome Mr Willem Kilian Logout

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.



The screenshot shows the 'infoEd GLOBAL' interface. The 'My Items' tab is highlighted with a red box and a circled '1'. Below it, a list of items is shown, with the first item 'UFS-HSD2017/1571' highlighted and a circled '2' next to it. A dropdown menu is open for this item, with 'Create New' selected and a circled '3' next to it. The dropdown menu lists various submission types, with 'Continuation/Report' highlighted by a red arrow.

1. Click on 'My Items'
2. Click on the application to which the new submission must be added and then on 'Create 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:

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