



RIMS

(Research Information Management System)



ETHICS APPLICATIONS TRAINING MANUAL

How to submit a Health Sciences
Historical Ethical Clearance Application

By The Directorate Research Development

2018

Log into your RIMS profile through the website <https://rims.ufs.ac.za>

The screenshot shows the RIMS website dashboard. At the top, there is a navigation bar with the 'infoEd GLOBAL' logo on the left and 'V13 Portal | Welcome Health Sciences Test | Logout' on the right. Below the logo is a menu with items: Home, My Profile, My Items, Search For Items, Contacts, Calendar, Messages, and Things to Do. A 'Quick Find' search box is on the far right. The main content area is divided into several sections. On the left, there is a sidebar with icons and labels for 'Funding Applications', 'General/Human Research Ethics', 'Animal Research Ethics', 'Biosafety & Environment Ethics', 'Research Output', and 'SPIN'. The 'General/Human Research Ethics' item is highlighted in blue. A red arrow points from a red-bordered box on the right to the 'Create New Protocol' option in the dropdown menu under this category. The 'Things to do' section has a 'Filter by Area' dropdown and links for 'Show Completed Items' and 'Display Options/Sorting'. Below this is a 'System Messages' section with a red warning: 'System not available MONDAYS from 16:00 - 20:00. The system will be down every Monday from 16:00 - 20:00 for maintenance and development. For assistance Contact Geraldine Meyers - 051 4019398 /meyersgj@ufs.ac.za'.

Click on Create New Protocol under General/Human Research Ethics

The screenshot shows a 'Create' form. At the top, there is a blue header bar with the word 'Create' on the left and a 'Continue' button on the right. Below the header, there is a radio button selected next to the text 'New Human Protocol in General/Human Research Ethics Development'. A red arrow points from a red-bordered box at the bottom to the 'Continue' button.

Click Continue

Protocol Creation

Title

**Enter the project title in this text area
and then click on Continue**

Select PI

Member

PI will appear automatically next to Member, click Continue

Record Number
UFS-HSD2018/0097

test historical application
Health Sciences Test - Health Sciences (Bloemfontein Campus)

Human Subjects
Edit Mode

Done Save

Change Project Info

Click on the white Submissions link

Submissions (1)

?

Home > Submissions > Initial Application > Submission

Submission

Reviews

Attachments (3)

Initial Application

Submission Number: UFS-HSD2018/009701 Created on: 07-Feb-2018 Status: Under Development

Document/Form	Add	Type	Status	Submit
ETHICS CLEARANCE APPLICATION		Application Form	Incomplete	(Mandatory Form)
DOCUMENTS CHECKLIST		Misc Documents	Incomplete	(Mandatory Form)
ETHICAL RISK ASSESSMENT CHECKLIST		Information Sheet	Incomplete	(Mandatory Form)

Submissions

Add

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date
Initial Application	UFS-HSD2018/009701	N/A	N/A	N/A	Under Development	N/A

- Continuation/Report
- Amendment
- Final Report
- Adverse Event/Unanticipated problems
- Health Sciences Violation/Deviation
- Health Sciences Safety Information Report
- Health Sciences Study Exception
- Health Sciences: Subsequent Documentation
- Historical Submissions
- Health Sciences Historical Submissions
- Senate Appeal

Submissions summary

Select Health Sciences Historical Submissions from the drop down menu in the top right corner and then click on the blue Add button

Record Number
UFS-HSD2018/0097

test historical application
Health Sciences Test - Health Sciences (Bloemfontein Campus)

Human Subjects
Edit Mode

Change Project Info

Done Save

Go back to the white Submissions link

Submissions (2)

?

Home > Submissions > Health Sciences Historical Submissions > Submission

Submission

Reviews

Attachments (1)

Health Sciences Historical Submissions

Submission Number: UFS-HSD2018/009702 Created on: 07-Feb-2018 Status: Under Development

Document/Form Add

HEALTH SCIENCES HISTORICAL APPLICATIONS

Type

Application Form

Status

Incomplete

Submit

(Mandatory Form)

Show Existing Protocol Attachments

Submissions

Add

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date	Date From	Date To	Access Log	
Health Sciences Historical Submissions	UFS-HSD2018/009702	N/A	N/A	N/A	Under Development	N/A	N/A	N/A	Log	Delete
Initial Application	UFS-HSD2018/009701	N/A	N/A	N/A	Under Development	N/A	N/A	N/A	Log	Delete

Submissions summary

Delete the INITIAL APPLICATION and then click on the blue Health Sciences Historical Submissions link

Document/Form Add

Type

Status

[Submit](#)

[HEALTH SCIENCES HISTORICAL APPLICATIONS](#)

Application Form

Incomplete

(Mandatory Form)

Click this link to open the electronic form that has to be filled in



Close

Print

Form History

Save

Complete

Updated By: Health Sciences Test @ 07-Feb-2018 03:55:48 PM

INFO ON HISTORICAL

APPLICATIONS

ALL PAGES

INFO ON HISTORICAL APPLICATIONS



General Information

* Project Title

test historical application

Fill out all the details on the form and then tick the box next to Complete in the top right corner

Document/Form Add

HEALTH SCIENCES HISTORICAL APPLICATIONS

Type

Application Form

Status

Completed

PDF

[Submit](#)

(Mandatory Form)


When the form is completed, click on the blue Submit button

Protocol **UFS-HSD2018/0097** - Health Sciences Test "test historical application" (Under Development)

[Refresh Route](#)

Route Path - **Default Route** [Add New Person to Review Path](#)

[Submit](#)

Step 1 **Admin check** admincheck RIMS 

Step 2 **PI Notification** Health Sciences Test 

Click on Submit again to finalize the Submission

Record Number
UFS-HSD2018/0097

test historical application
Health Sciences Test - Health Sciences (Bloemfontein Campus)

Human Subjects
Edit Mode

Done 

Change Project Info

Submissions (1)

?

[Home](#) > [Submissions](#) > [Health Sciences Historical Submissions](#) > [Submission](#)

The status of the application will now be Submitted. You can now click on Done and log out of RIMS

Submission

Reviews

Attachments (1)

Health Sciences Historical Submissions

Submission Number: UFS-HSD2018/009702 Created on: 07-Feb-2018

Status: Submitted

Document/Form	Type	Status	PDF	Show Route (Route History)
HEALTH SCIENCES HISTORICAL APPLICATIONS	Application Form	Completed	PDF	(Mandatory Form)