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 complete an Online Ethics Application

By The Directorate Research Development

2016

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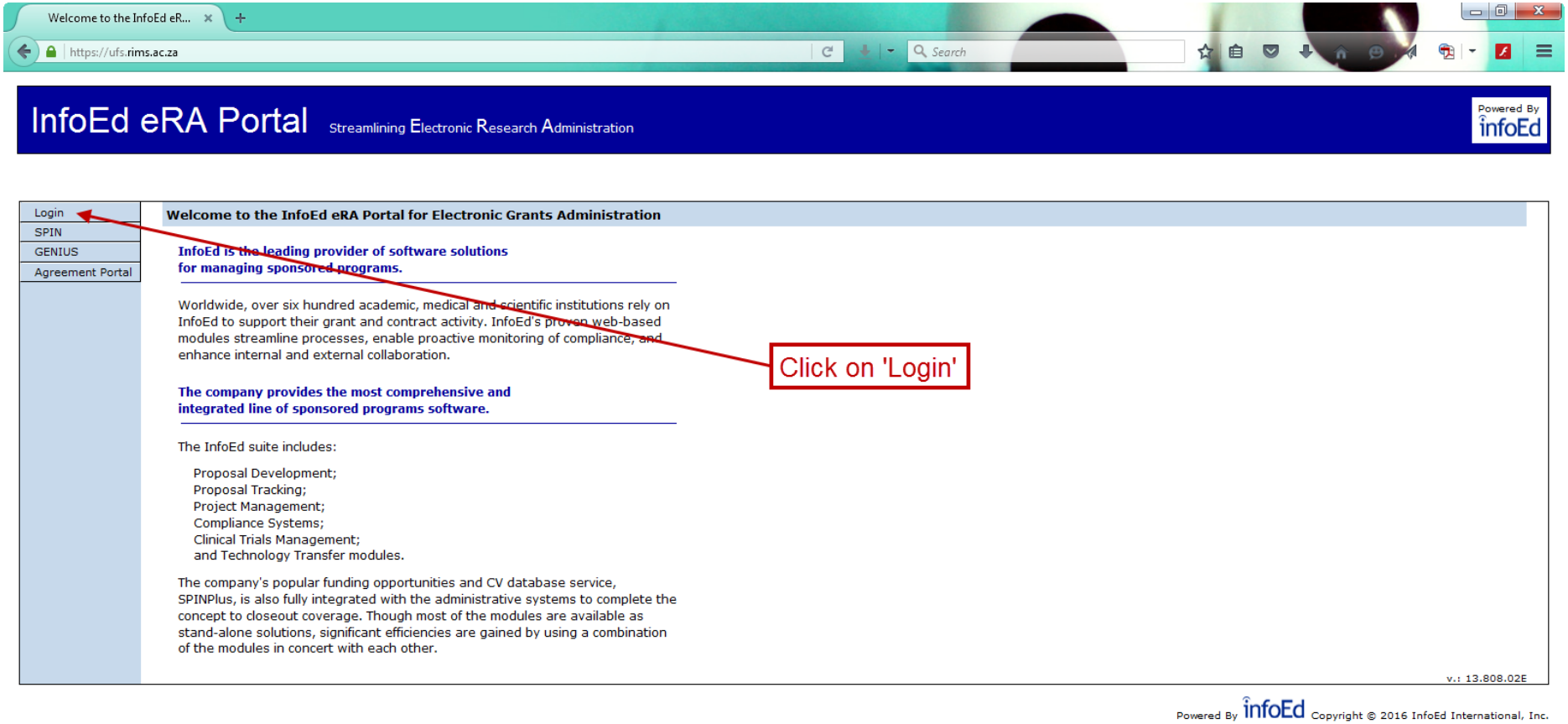
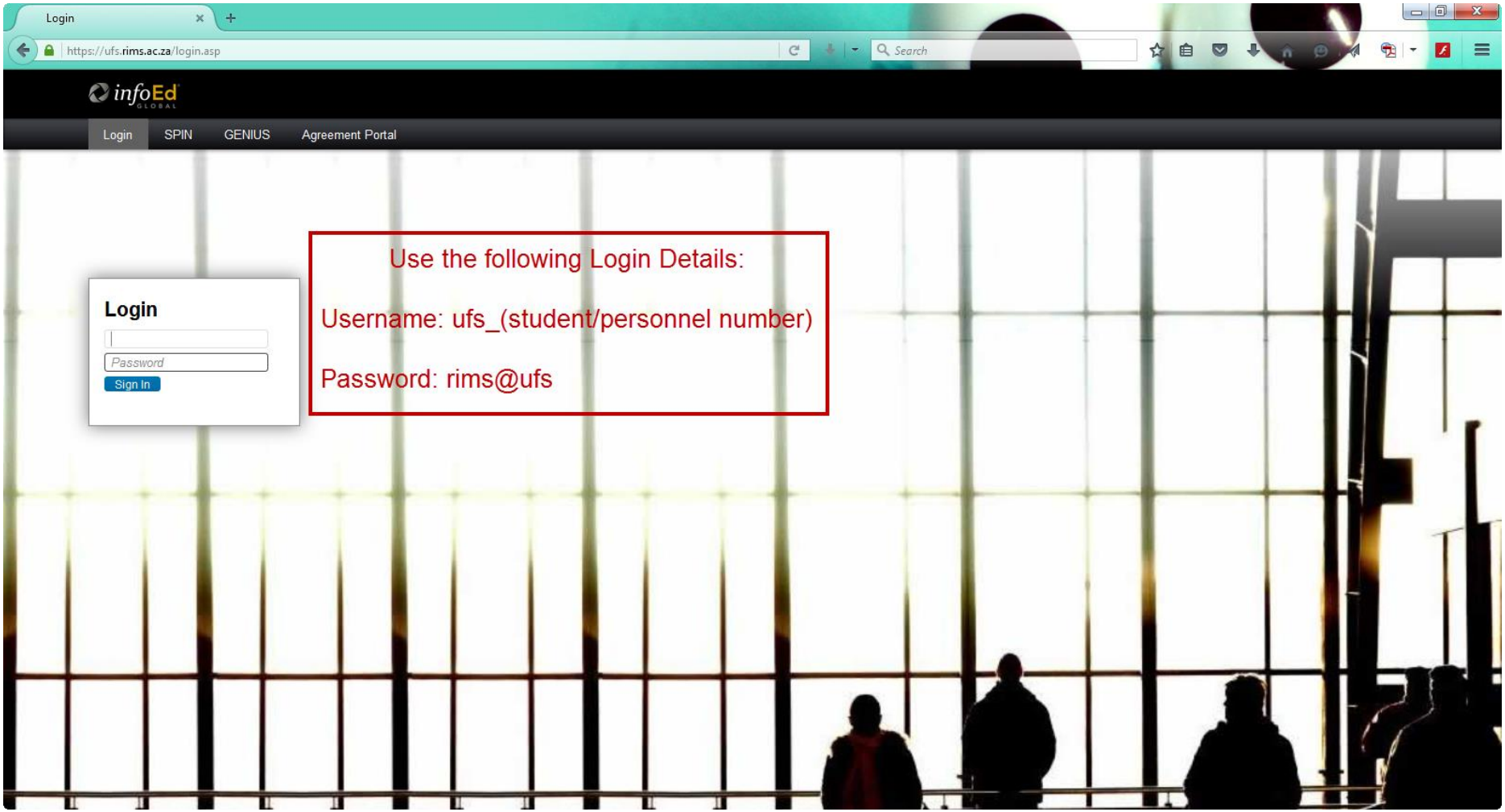
HOW TO ACCESS RIMS

Open an internet browser and type in the following web address:

https://ufs.rims.ac.za

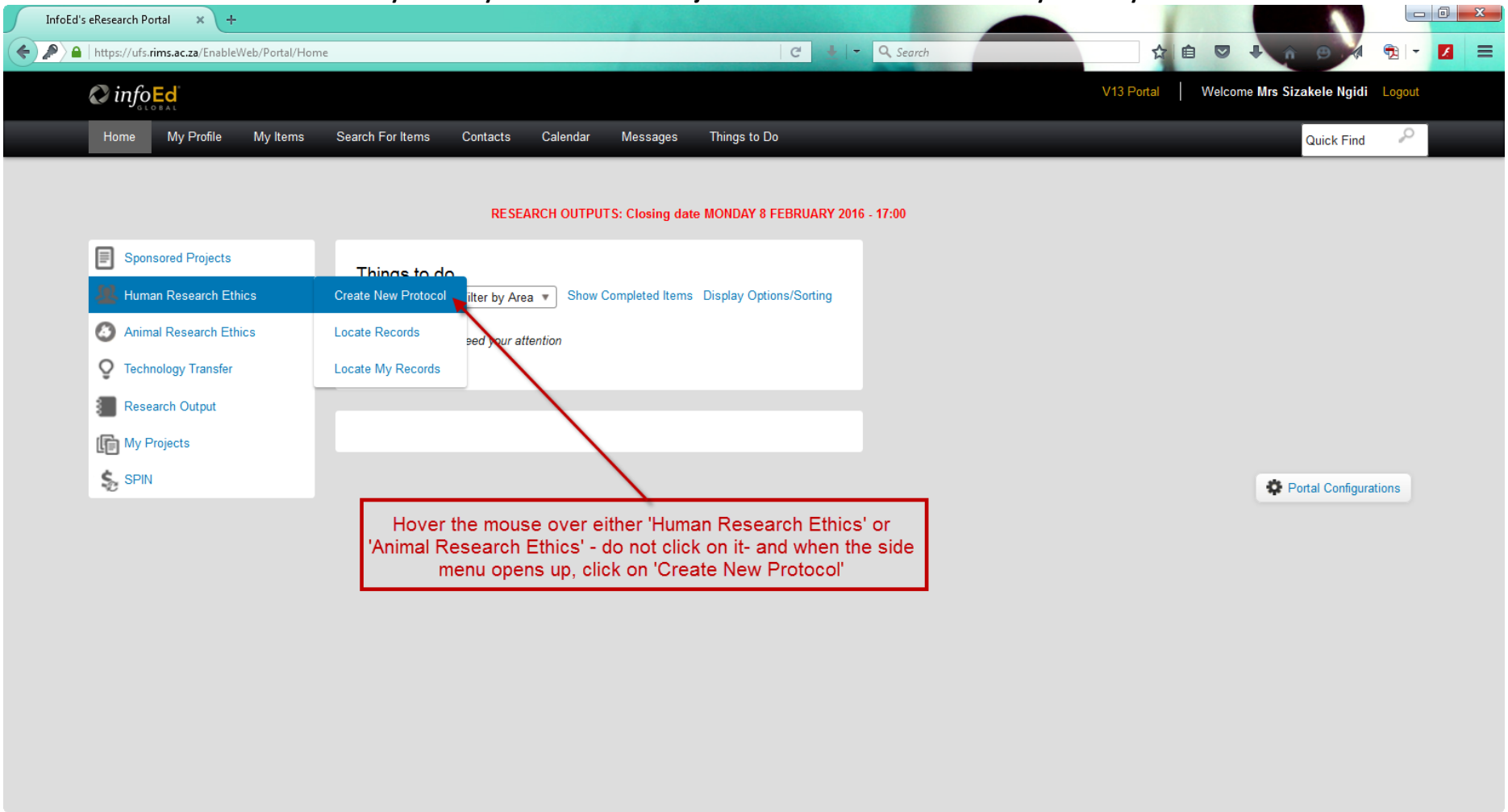




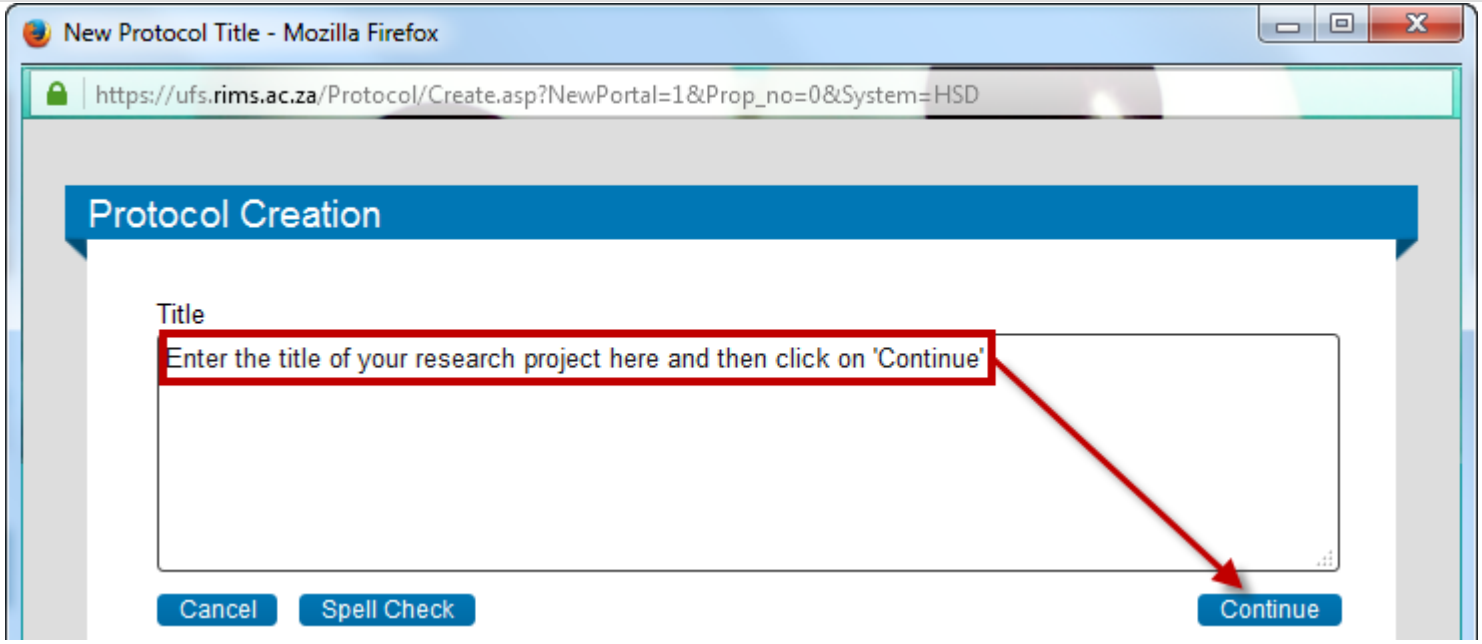
For example: if your student number is 2016011260 then your username will be ufs_2016011260. If you do have both a personnel number and a student number, then the personnel number is preferred. If you do not have access then please contact us at the Directorate Research Development

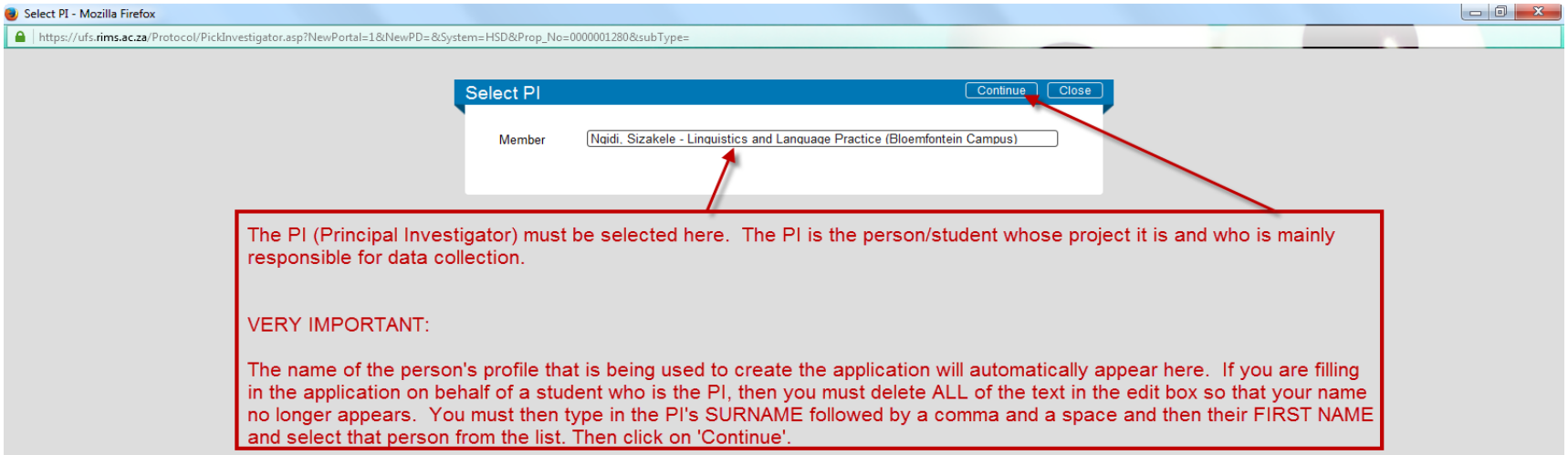
HOW TO CREATE A NEW APPLICATION

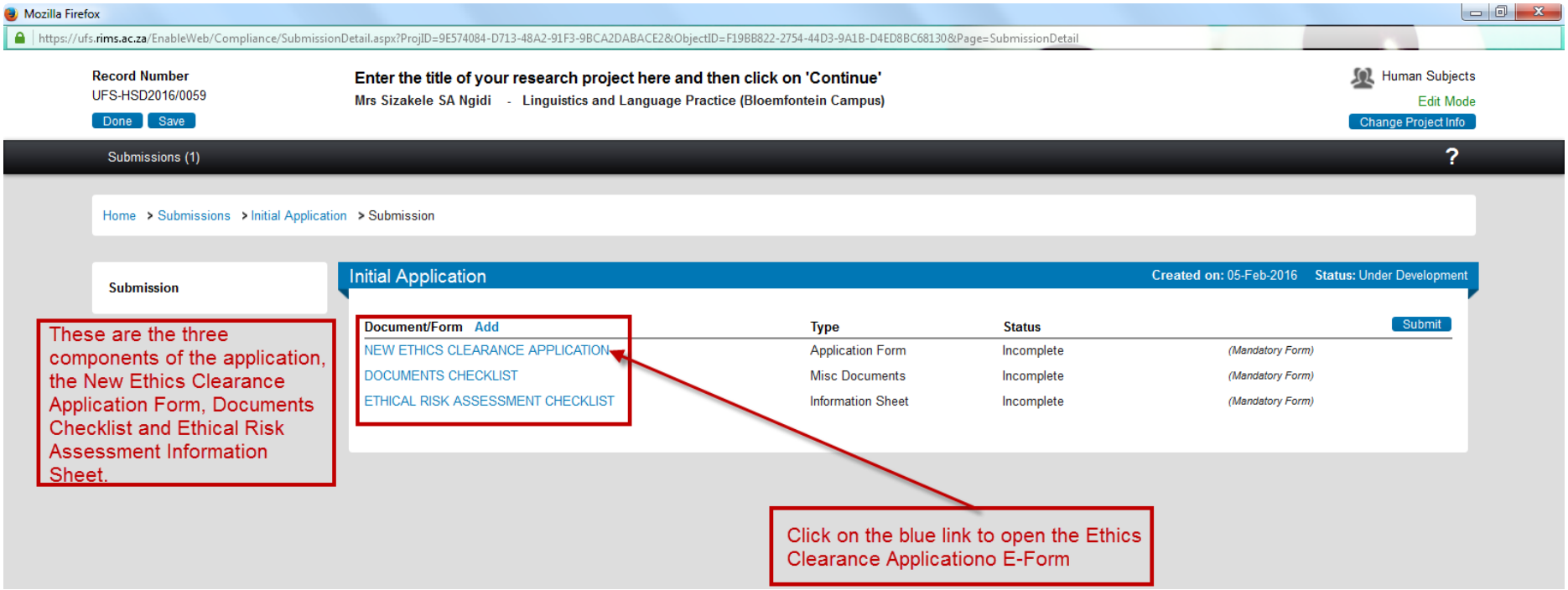
Use the link 'Human Research Ethics' if your study involves human subjects or 'Animal Research Ethics' if your study involves animals.



Create New - Mozilla Firefox
https://ufs.rims.ac.za/CreateObject.asp?NewPortal=1&system=HS&Prop_no=0
Create
Continue
New Human Protocol in Human Subjects Development
Click 'Continue'


New Protocol Title - Mozilla Firefox
https://ufs.rims.ac.za/Protocol/Create.asp?NewPortal=1&Prop_no=0&System=HSD
Protocol Creation
Title
Enter the title of your research project here and then click on 'Continue'
Cancel
Spell Check
Continue


Select PI - Mozilla Firefox
https://ufs.rims.ac.za/Protocol/PickInvestigator.asp?NewPortal=1&NewPD=&System=HSD&Prop_No=0000001280&subType=
Select PI
Continue
Close
Member
Ngidi, Sizakele - Linguistics and Language Practice (Bloemfontein Campus)
The PI (Principal Investigator) must be selected here. The PI is the person/student whose project it is and who is mainly responsible for data collection.
VERY IMPORTANT:
The name of the person's profile that is being used to create the application will automatically appear here. If you are filling in the application on behalf of a student who is the PI, then you must delete ALL of the text in the edit box so that your name no longer appears. You must then type in the PI's SURNAME followed by a comma and a space and then their FIRST NAME and select that person from the list. Then click on 'Continue'.


Mozilla Firefox
https://ufs.rims.ac.za/EnableWeb/Compliance/SubmissionDetail.aspx?ProjID=9E574084-D713-48A2-91F3-9BCA2DABACE2&ObjectID=F19BB822-2754-44D3-9A1B-D4ED8BC68130&Page=SubmissionDetail
Record Number
UFS-HSD2016/0059
Done
Save
Enter the title of your research project here and then click on 'Continue'
Mrs Sizakele SA Ngidi - Linguistics and Language Practice (Bloemfontein Campus)
Human Subjects
Edit Mode
Change Project Info
Submissions (1)
?
Home > Submissions > Initial Application > Submission
Submission
Initial Application
Created on: 05-Feb-2016
Status: Under Development
Submit
Document/Form Add
Type
Status
NEW ETHICS CLEARANCE APPLICATION
Application Form
Incomplete
(Mandatory Form)
DOCUMENTS CHECKLIST
Misc Documents
Incomplete
(Mandatory Form)
ETHICAL RISK ASSESSMENT CHECKLIST
Information Sheet
Incomplete
(Mandatory Form)
These are the three components of the application, the New Ethics Clearance Application Form, Documents Checklist and Ethical Risk Assessment Information Sheet.
Click on the blue link to open the Ethics Clearance Applicationo E-Form

HOW TO FILL IN THE APPLICATION E-FORM

Mozilla Firefox

https://ufs.rims.ac.za/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=09EC3AA2-A4D9-4622-B482-3128A4F02DFC&recordid=982479593&system=HS&COIUnique_Id=E9B96D04-34BE-441C-B&RefreshParentOnCompleteChange=1&PopUpChildSelected=1&Activate=S&Activat

Read through the E-Form carefully, answer all of the questions and click on the 'Save' icon after completing each section

Updated By: **Sizakele SA Ngidi @ 05-Feb-2016 09:49:21 AM**

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Application for Ethical Clearance — Complete

Guidelines to complete the Ethics Application

UNIVERSITY OF THE FREE STATE
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UFS UV

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.

Principal Investigator details

PI

Ngidi, Sizakele SA

Department	Linguistics and Language Practice (Bloemfontein Campus)
Employee/Student ID	UFS_2013179151
Email	SNGIDI@CUT.AC.ZA
Phone	0837665263

AFFILIATION

***Are you a B Tech student at the Central University of Technology?**

Please take note of the table in the E-Form under the heading "Principal Investigator details" which lists your department, ID number, Email and Phone Number

Principal Investigator details

PI
Ngidi, Sizakele SA

Department	Linguistics and Language Practice (Bloemfontein Campus)
Employee/Student ID	UFS_2013179151
Email	SNGIDI@CUT.AC.ZA
Phone	0837665263

The information here is not typed in by the user, but is drawn in from our RIMS data base. You have a profile on RIMS which is managed by us at the Research Development Office. If we have all of your details on your RIMS profile then they will display here. If we do not have one or more of these details then you will not be able to submit your application or receive notifications of and letters of approval for your ethics clearance or we will not be able to contact you if necessary. Therefore it is very important that ALL of these details display correctly and it is why we built the following into the E-Form in the form of a YES/NO question:

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 ☑

You cannot complete this form until your details have been corrected. Please contact the research office for assistance:

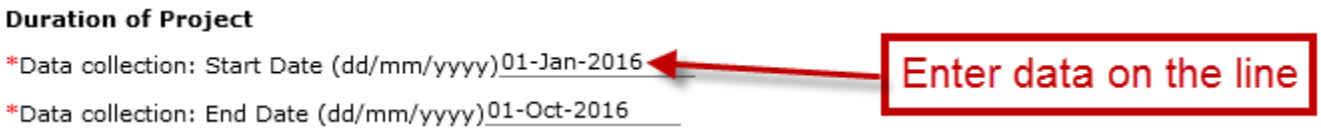
If NO then you must contact us so that we can set your details in your profile correctly, if YES and all your details are correct, then you may continue with the E-Form

E-FORM DATA FIELDS, MENUS AND ICONS OVERVIEW

Most of the questions in the E-Form are fairly straight forward and it should be immediately apparent how the answer should be entered, while some are not as straight forward. We will discuss the ways in which the various questions should be answered in the following sections:

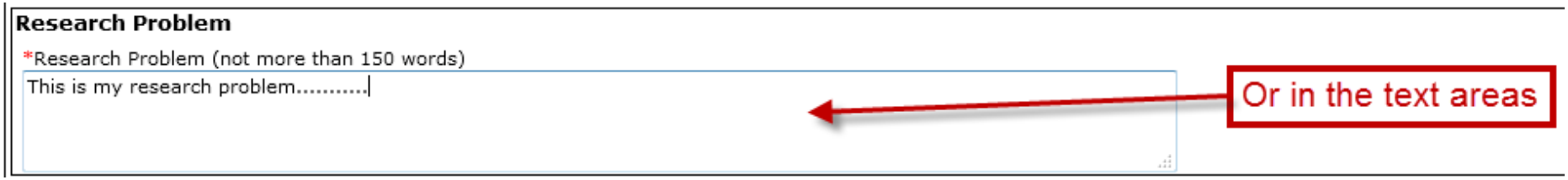
DATA FIELDS EXPLAINED

Lines



Drop-down menus

Edit boxes/Text areas



Yes/No questions

ICONS EXPLAINED

***The yellow plus icon*:**

The function of this icon is to open up a new line in the E-Form in which data can be added.

As many lines as are required may be generated so that multiple data fields can be entered in response to a question.

For example, if the question asks to select keywords that are related to your study and you would like to add three key words, then the icon should be used three times, so that three lines will be opened in which the three keywords can be selected.

These new lines will either contain some of the data fields mentioned above which need to be filled in (such as edit boxes or drop down menus), or they may contain some other icons which we will discuss now.

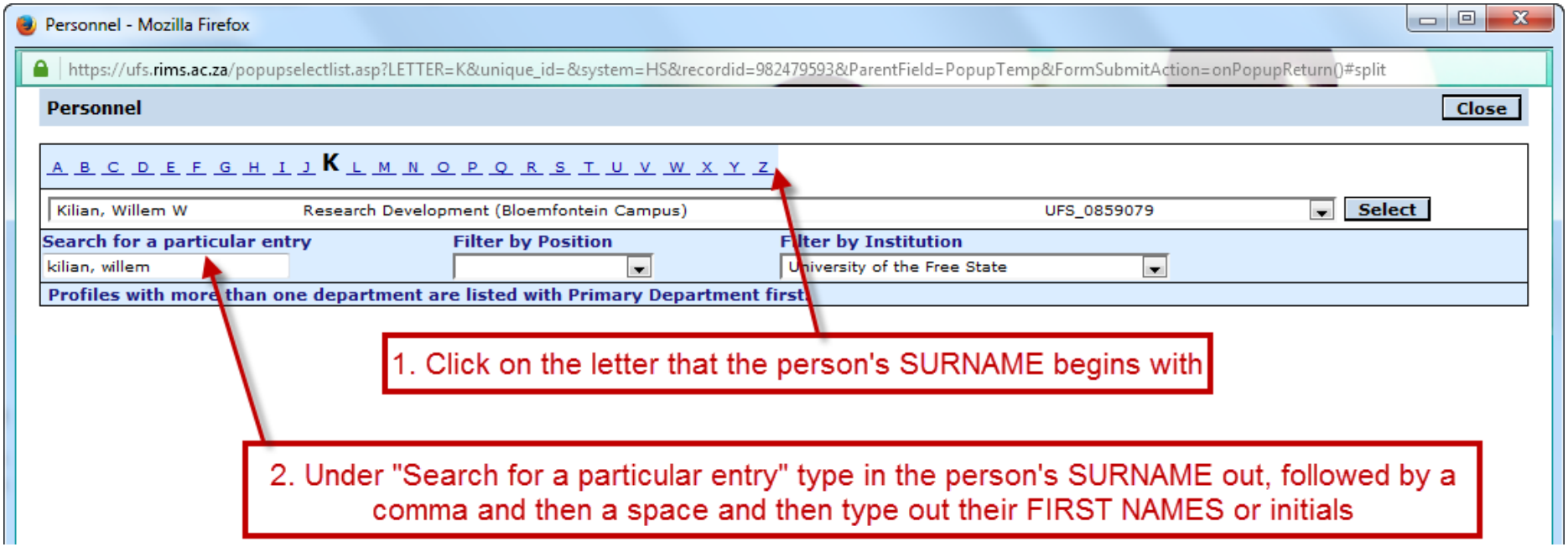
***The edit icon*:**

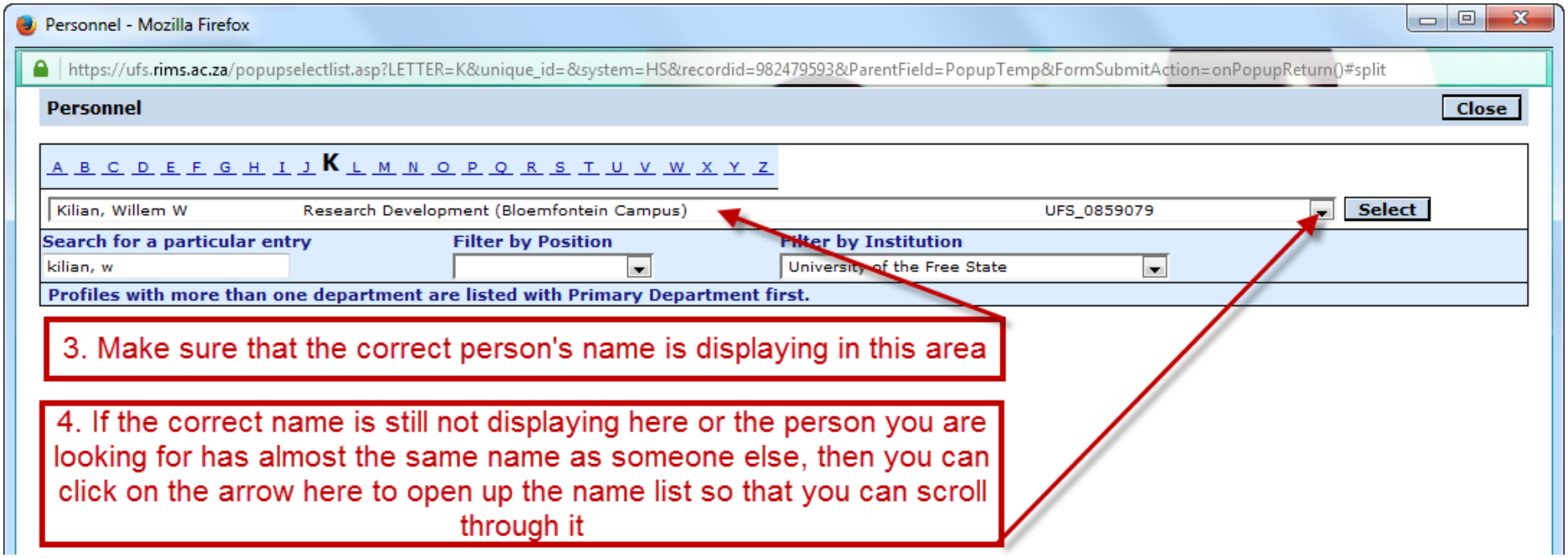
Some questions may only be answered by using the icon. In this case the answer will be selected from a menu instead of being manually typed in or selected from a drop down menu, such as in the case with edit boxes. Let us now take a look at the different menus which this icon opens:

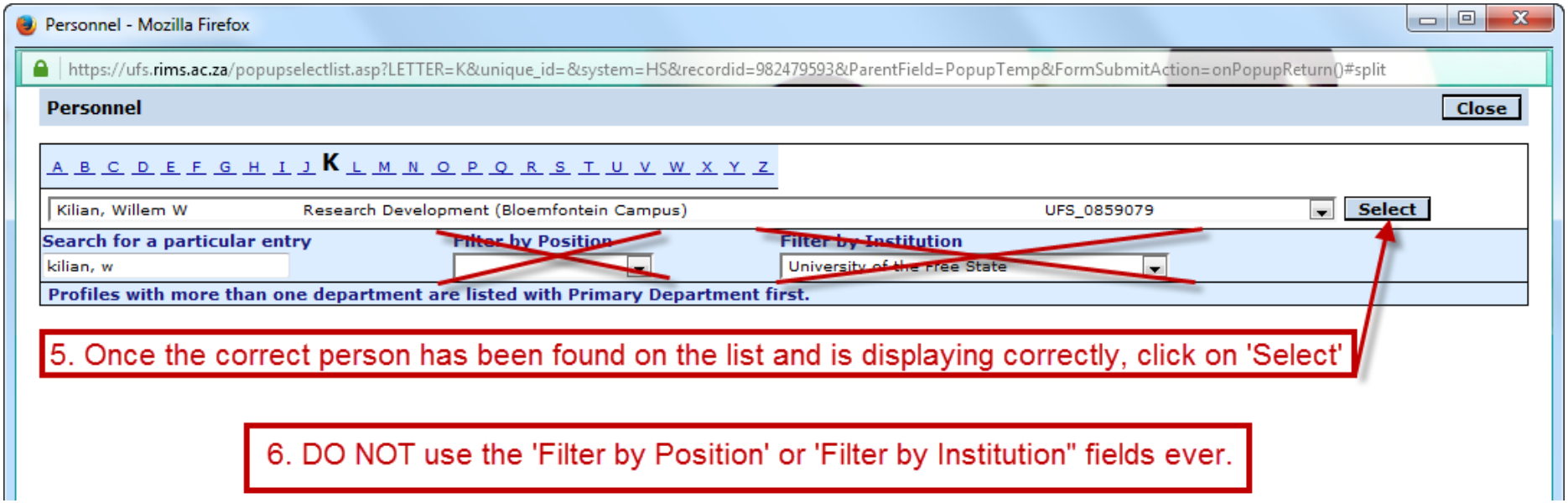
MENUS EXPLAINED

The personnel menu:

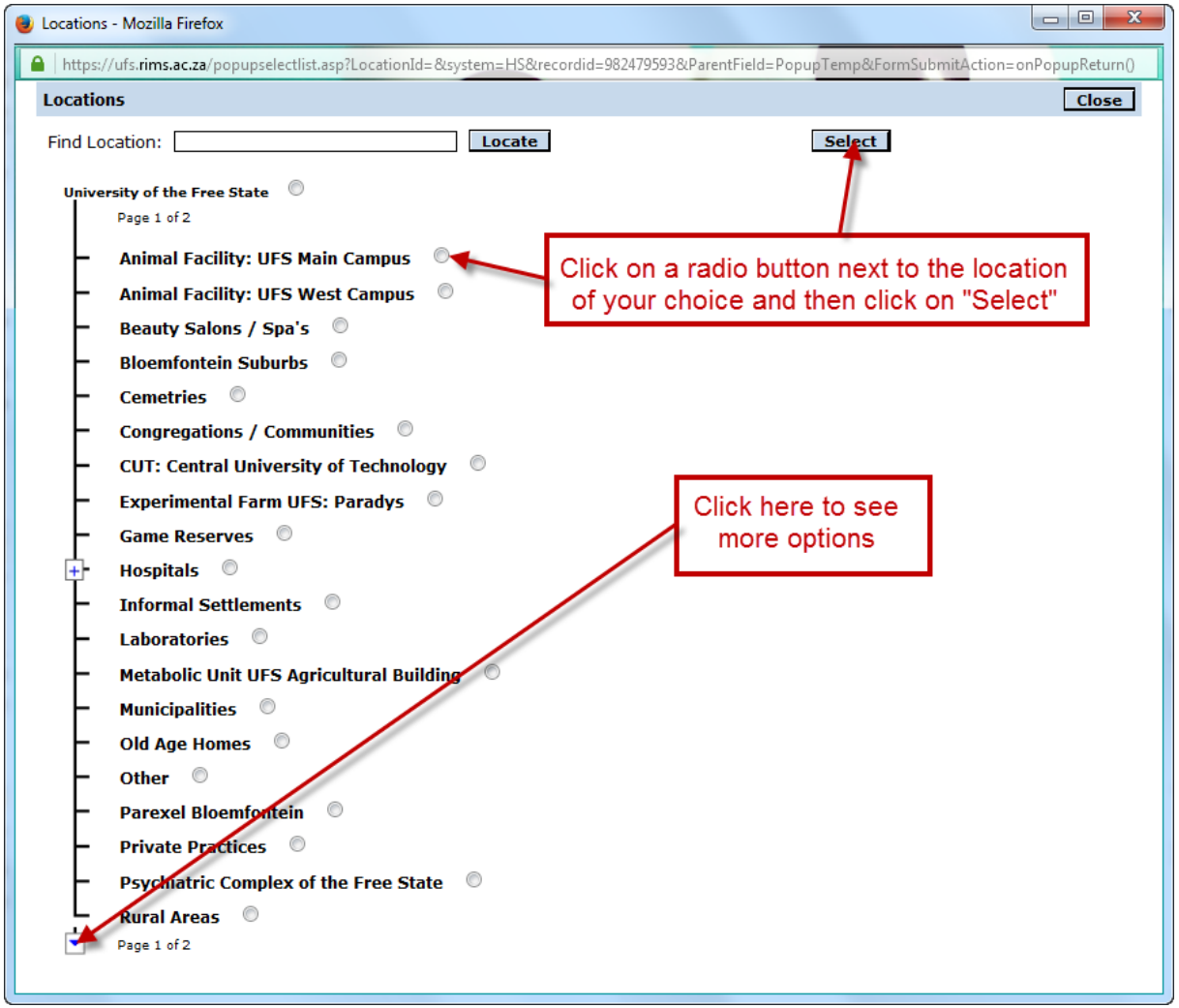
This menu is used to search for students/personnel who are on the UFS data base and will be used to either select persons who are collaborating with you on your research or to select who the supervisor of your project is




Personnel - Mozilla Firefox
https://ufs.rims.ac.za/popupselectlist.asp?LETTER=K&unique_id=&system=HS&recordid=982479593&ParentField=PopupTemp&FormSubmitAction=onPopupReturn()#split
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
Kilian, Willem W
Research Development (Bloemfontein Campus)
UFS_0859079
Select
Search for a particular entry
kilian, w
Filter by Position
Filter by Institution
University of the Free State
Profiles with more than one department are listed with Primary Department first.
3. Make sure that the correct person's name is displaying in this area
4. If the correct name is still not displaying here or the person you are looking for has almost the same name as someone else, then you can click on the arrow here to open up the name list so that you can scroll through it


Personnel - Mozilla Firefox
https://ufs.rims.ac.za/popupselectlist.asp?LETTER=K&unique_id=&system=HS&recordid=982479593&ParentField=PopupTemp&FormSubmitAction=onPopupReturn()#split
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
Kilian, Willem W
Research Development (Bloemfontein Campus)
UFS_0859079
Select
Search for a particular entry
kilian, w
Filter by Position
Filter by Institution
University of the Free State
Profiles with more than one department are listed with Primary Department first.
5. Once the correct person has been found on the list and is displaying correctly, click on 'Select'
6. DO NOT use the 'Filter by Position' or 'Filter by Institution" fields ever.

The locations menu:

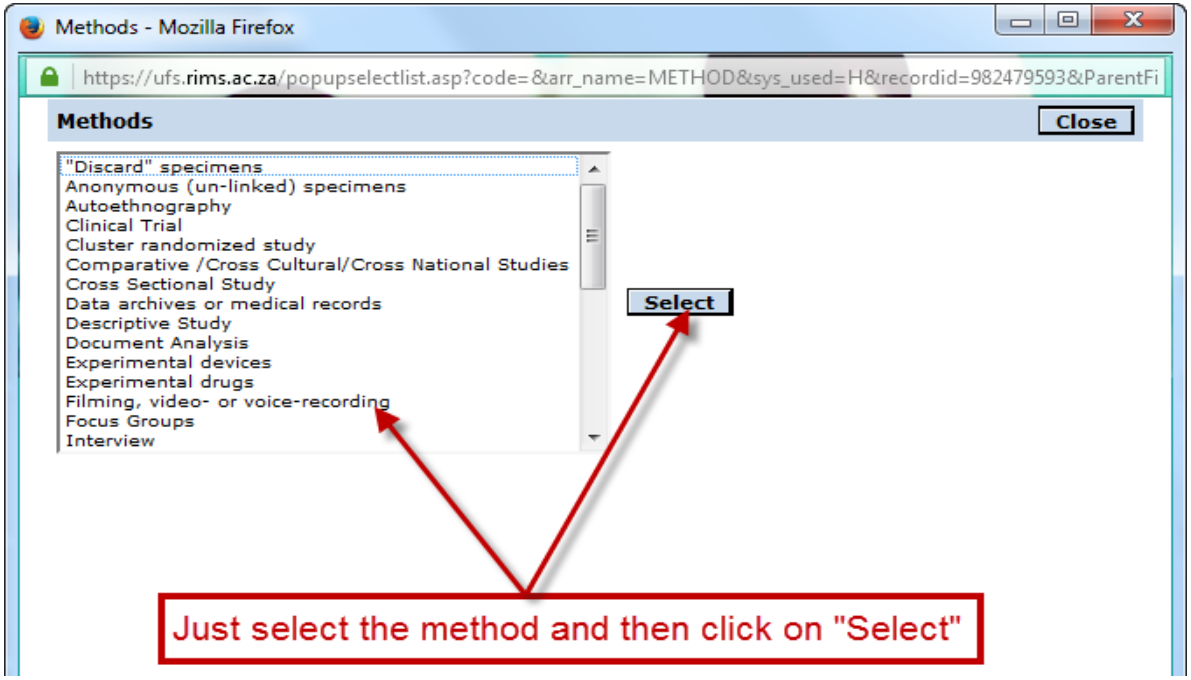


Note that not every location is listed on this menu. For example there is an option 'rural areas' on the list, however the name of every rural area in South Africa is not on the list. Also some location types might also not be on the list.

Therefore this question is followed up in the E-Form by the question "**If any other location/s are applicable, please indicate"**, which is answered by manually typing in the data in a text area.

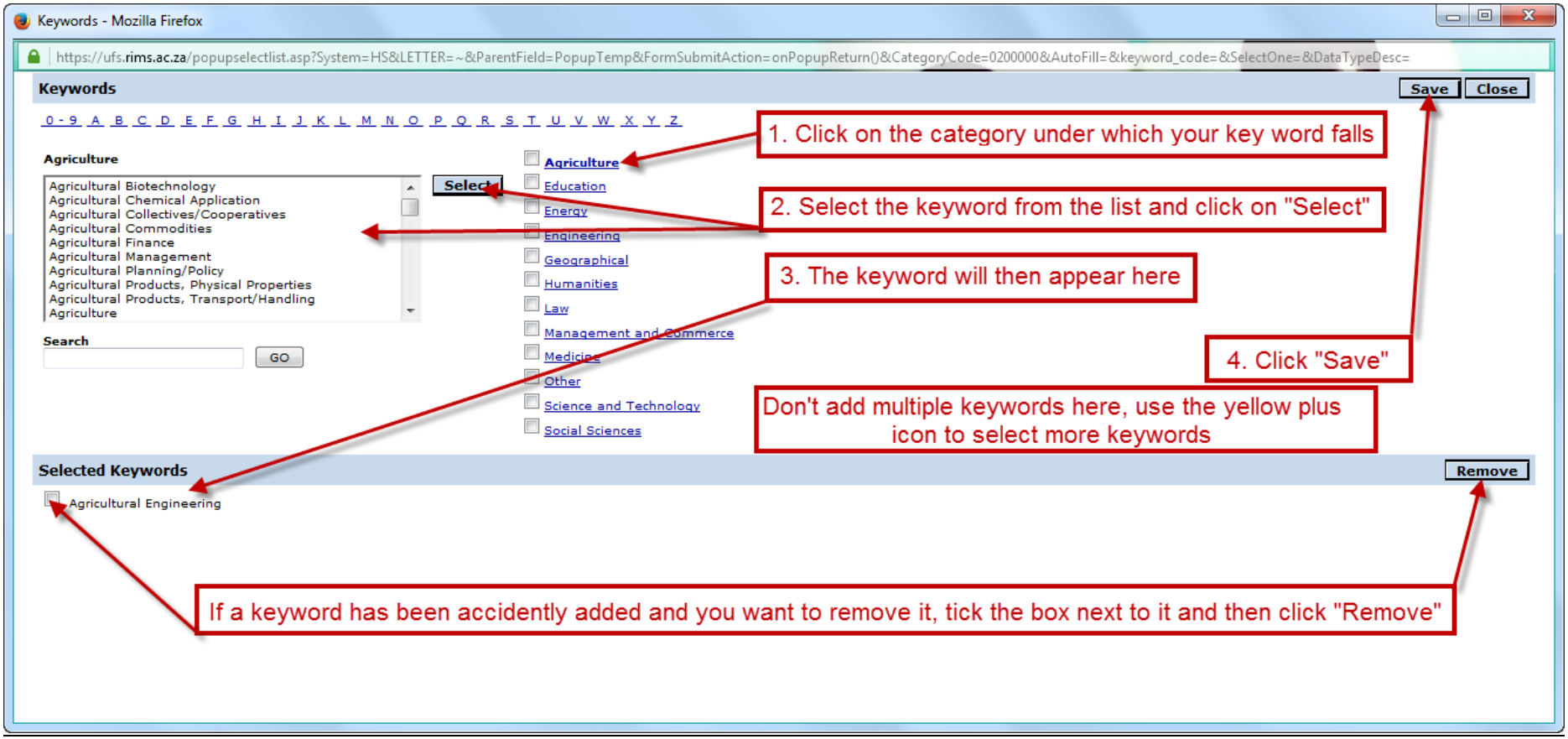
Thus any type of location that is not on the list can be entered by selecting **"Other"** from the menu list and then typing in the location in the following question. The specific name of a location can also be added in the text area so that if you chose, for example rural areas from the menu, then you can specify the name of the area in the text area.

The methods menu:



There are other menus, such as the Participants and Consent Process menus, which look and work exactly like this one.

Keywords menu



If you do not find your keywords in the list then you may select "Other" and enter your keywords in the follow up question, as is the case with the Locations question.

ICONS EXPLAINED CONTINUED

The remove icon **:**

This icon is used to remove data that has been entered by choosing it from a menu that is accessed through the edit icon.

The edit icon will still be available and can be clicked on to make a new choice in the menu.

The delete icon **:**

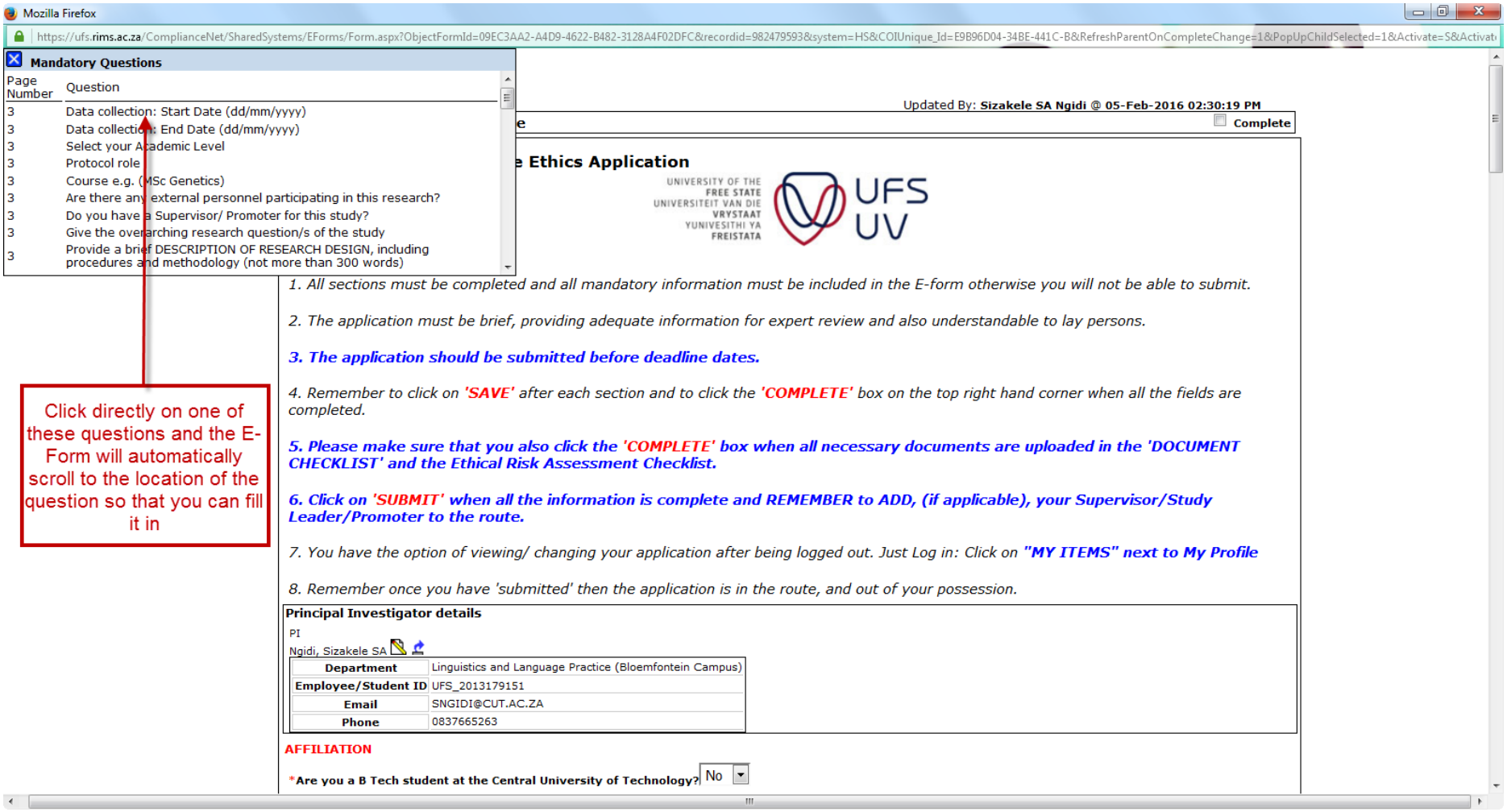
This icon should be used when you want to completely delete the line in the E-Form in which an answer appears. It will remove everything, including the edit and remove icons. This is useful if you have, for example, accidently used the icon too many times and have too many lines opened up.

Once you have completed all of the questions in the E-Form, you will see the following message:

You have reached the end of the E-Form
Scroll up to the top of the Form and click on the tick-box next to the caption "Complete" in the top right hand corner.
Once the Form is completed you can close the window and continue with the rest of the submission package.

HOW TO COMPLETE THE APPLICATION E-FORM

Use these data fields, menus and icons discussed above to complete the E-Form. If you have done so and you see the message "Incomplete mandatory field(s) found" it means that you have missed at least one mandatory question and not filled it in. You will see a small window in the top left hand corner of the email with the heading "Mandatory Questions"



If you have not missed any questions and the E-Form is complete, then the message "Form Complete Successful" will appear and the box next to the caption "Complete" in the top right hand corner will be checked. You may now close the window.

Mozilla Firefox

https://ufs.rims.ac.za/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=09EC3AA2-A4D9-4622-B482-3128A4F02DFC&recordid=982479593&system=HS&COIUnique_Id=E9B96D04-34BE-441C-B&RefreshParentOnCompleteChange=1&PopUpChildSelected=1&Activate=S&Activat

Updated By: **Sizakele SA Ngidi @ 08-Feb-2016 03:00:43 PM**

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Application for Ethical Clearance — Complete

Guidelines to complete the Ethics Application

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UFS UV

Click here to close the window

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*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.

Principal Investigator details

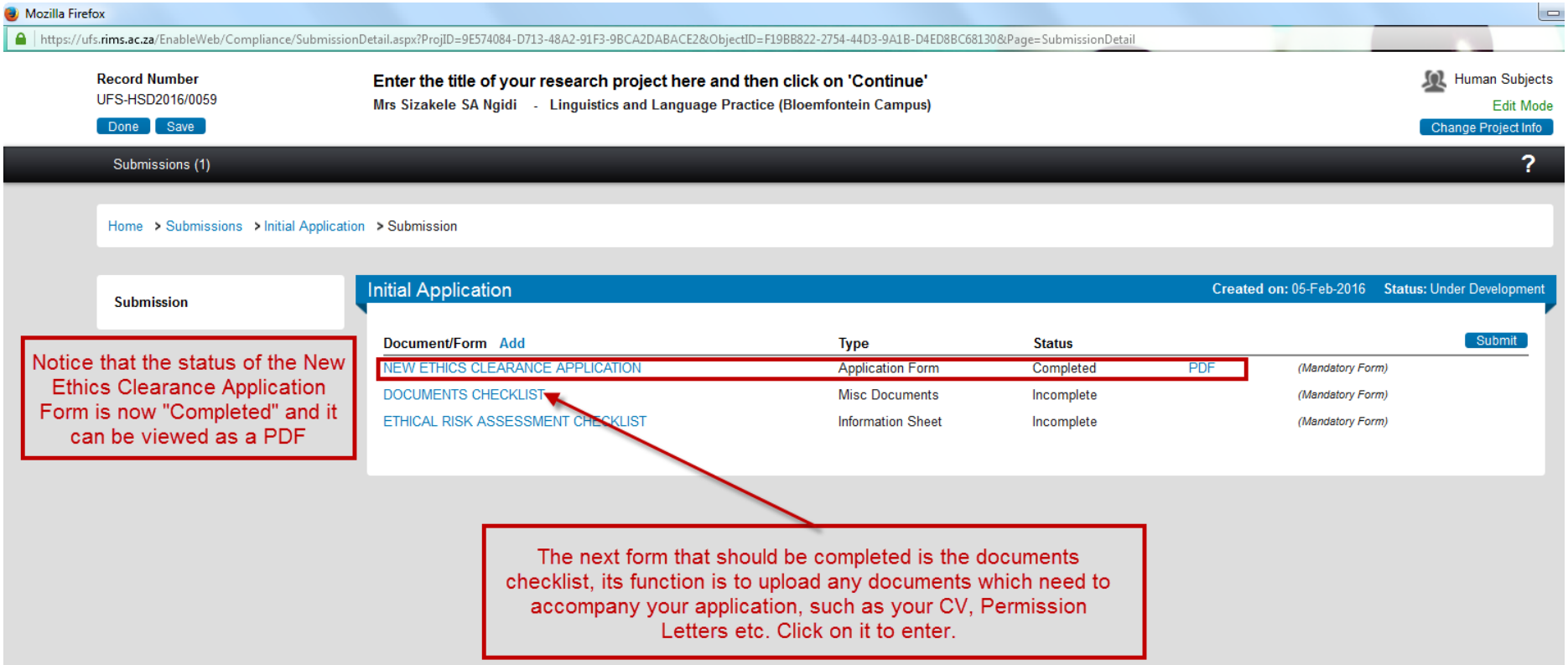
PI
Ngidi, Sizakele SA

Department	Linguistics and Language Practice (Bloemfontein Campus)
Employee/Student ID	UFS_2013179151
Email	SNGIDI@CUT.AC.ZA
Phone	0837665263

AFFILIATION

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

HOW TO COMPLETE THE DOCUMENTS CHECKLIST



Mozilla Firefox

https://ufs.rims.ac.za/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=1317BA09-B88A-43BB-8B48-F82349A2E451&recordid=982479593&system=HS&COIUnique_Id=E9B96D04-34BE-441C-B&RefreshParentOnCompleteChange=1&PopUpChildSelected=1&Activate=S&Activate

Updated By: **Sizakele SA Ngidi @ 05-Feb-2016 09:49:21 AM**

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DOCUMENTS CHECKLIST Complete

Attachments

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IMPORTANT NOTICE

Attach sample copies of all consent and information forms to this application. Once you have received all the signed copies of informed consent from participants, these are to be kept on record by the researcher for at least a year after the completion of the research.

Note that prospective participants should have consent forms provided in the language they are familiar with and illiterate participants will require a detailed verbal description of the consent form.

Also keep in mind that minors must sign 'assent' forms indicating their willingness to participate, and that they fully understand what the research involves, but only their legal guardians may sign an informed consent form on their behalf.

Participants need to be aware what the research entails, why it is being done, what risks and benefits are inherent in participating, and the fact that they may withdraw from the study at any point. Confidentiality also needs to be addressed.

ETHICS COMMITEES

Select the applicable committee

First, again select which Faculty's Ethics Committee will be revieweing your application by selecting it in the drop down menu here

ETHICS DOCUMENTS
Humanities Ethics Committee

UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA
UFS·UV
HUMANITIES
GEESTESWETENSKAPPE

EXAMPLES OF TEMPLATES & INFORMATION SHEETS

To make use of the Example Templates for Participants Consent forms and Information Sheets, select the link for the templates. Please note you must customise the templates as they are JUST A GUIDE. You will have to upload your forms at the appropriate sections on the form before selecting the 'Complete' check box.

INFORMED CONSENT DOCUMENT - Click HERE

PARENTAL INFORMED CONSENT DOCUMENT - Click HERE

PARTICPANTS INFORMED CONSENT DOCUMENT - Click HERE

GENERAL ASSENT FORM FOR CHILD PARTICIPANTS DOCUMENT - Click HERE

INSTITUTIONAL PERMISSION LETTER DOCUMENT - Click HERE

CONSENT TO PARTICIPATE DOCUMENT - Click HERE

CURRICULUM VITAE TEMPLATE - Click HERE

This section of the form contains examples of some documents that you may be using in your application and is meant to be a guideline should you have any questions as to how a consent form or CV etc. should look like. Feel free to use these forms or a modified version thereof which suits your needs for your application

ATTACHMENTS (Attach all of the following documents relevant to your application)

1. Copies of all data collection instruments, including survey forms, interview questions, etc.

*Do you have copies to attached?

2. Copies of any psychometric or c by research subjects

*Do you have copies to attached?

Yes

Not Applicable

3. Copies of all consent and information forms, including translated forms needed.

*Do you have copies to attached?

4. Copies of all written text, advertising or script used to recruit subjects.

*Do you have copies to attached?

5. Copies of any third party or sponsorship agreements related to this research.

*Do you have copies to attached?

6. Signed approval from any relevant authorities required for this project

*Do you have copies to attached?

7. Short CV of principal researcher.

*Upload a short CV of the Principal Researcher: One page (click on the icon to upload the document)

8. Short CV of all research contributors and/or assistants

*Do you have copies to attached?

9. Copies of prior ethical clearance or denial (A letter noting revisions made since may be attached).

*Do you have copies to attached?

10. Any relevant budgetary outlines, resources or equipment lists that may impact on the research

*Do you have copies to attached?

11. Any other relevant documentation which may impact on the research itself

*Do you have copies to attached?

12. Research Proposal

*Do you have a Research Proposal?

This section of the form is for uploading your documents. There are 12 types of documents that may or may not have to be included in your application. For example, if you are using surveys in your study then the answer to question 1 will be "Yes"

ATTACHMENTS (Attach all of the following documents relevant to your application)

1. Copies of all data collection instruments, including survey forms, interview questions, etc.

*Do you have copies to attached? Yes

Click on the yellow + to add copies of all data collection instruments, including survey forms, interview question, etc.

*Upload copies of all data collections instruments

2. Copies of any psychometric or other tests to be used by research subjects

*Do you have copies to attached?

3. Copies of all consent and information forms, including translated forms needed.

*Do you have copies to attached?

4. Copies of all written text, advertising or script used to recruit subjects.

*Do you have copies to attached?

5. Copies of any third party or sponsorship agreements related to this research.

*Do you have copies to attached?

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12. Research Proposal

*Do you have a Research Proposal?

Once you have clicked "Yes" a section will appear where you can upload a document, FIRST click on the yellow plus icon and then on the upload icon to upload your document. Use the plus icon again to add another document e.g. when you have two or more different surveys or interviews or combination thereof to attach

ATTACHMENTS (Attach all of the following documents relevant to your application)

1. Copies of all data collection instruments, including survey forms, interview questions, etc.

*Do you have copies to attached? Yes

Click on the yellow + to add copies of all data collection instruments, including survey forms, interview question, etc.

*Upload copies of all data collections instruments

2. Copies of any psychometric or other tests to be used by research subjects

*Do you have copies to attached? Not Applicable

3. Copies of all consent and information forms, including translated forms needed.

*Do you have copies to attached?

4. Copies of all written text, advertising or script used to recruit subjects.

*Do you have copies to attached?

5. Copies of any third party or sponsorship agreements related to this research.

*Do you have copies to attached?

6. Signed approval from any relevant authorities required for this project

*Do you have copies to attached?

7. Short CV of principal researcher.

*Upload a short CV of the Principal Researcher: One page (click on the icon to upload the document)

8. Short CV of all research contributors and/or assistants

*Do you have copies to attached?

9. Copies of prior ethical clearance or denial (A letter noting revisions made since may be attached).

*Do you have copies to attached?

10. Any relevant budgetary outlines, resources or equipment lists that may impact on the research

*Do you have copies to attached?

11. Any other relevant documentation which may impact on the research itself

*Do you have copies to attached?

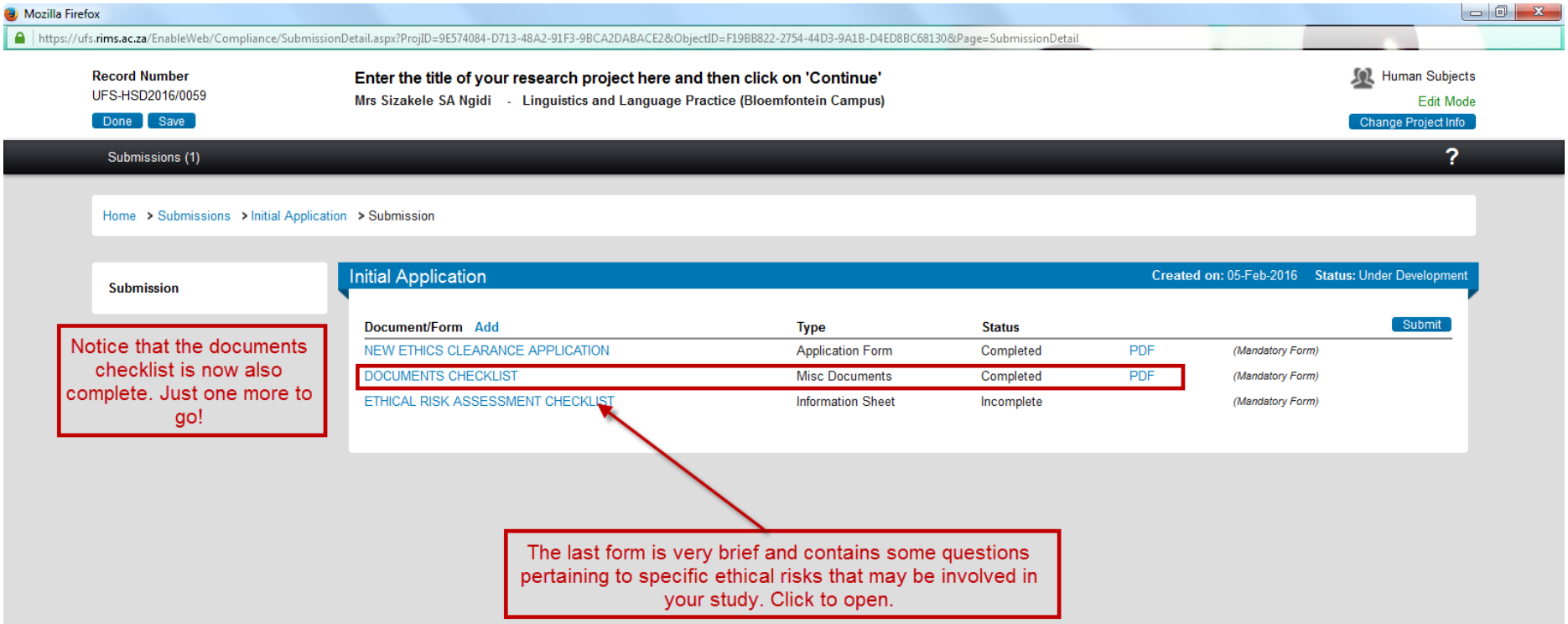
12. Research Proposal

*Do you have a Research Proposal?

If one of the types of documents are not applicable to you, e.g. you are not going to use any psychometric or other tests in your study, then select "Not Applicable" and move on to the next question

Once you have answered all 12 questions here and uploaded everything, complete and close the form exactly as you did for the Ethical Clearance Application form and you will once again see the components of your application.

HOW TO COMPLETE THE ETHICAL RISK ASSESSMENT CHECKLIST



Mozilla Firefox

https://ufs.rims.ac.za/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=3ECFE4C9-5517-4332-9F9C-833333AED5B3&recordid=982479593&system=HS&COIUnique_Id=E9B96D04-34BE-441C-B&RefreshParentOnCompleteChange=1&PopUpChildSelected=1&Activate=S&Activate

MENU PAGES

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

Updated By: **Sizakele SA Ngidi @ 05-Feb-2016 09:49:21 AM**

ETHICAL RISK ASSESSMENT CHECKLIST

☐ Complete

Please Complete Each Section to Indicate your Risk Level

NOTE: You will not be able to complete the checklist if you have not answered all the questions!

1. PARTICIPANTS

*1.1 It is possible that an individual or definable group will be identified during research process and it is likely to be of concern.

*1.2 The participation of children and young people (under 18 years of age) other than in normal instructional or educational activities.

*1.3 Participants may include children or young people (under 18 years of age) without parent consent.

*1.4 Participants may include those who are unable to give informed consent and consent will only be obtained at a later stage.

*1.5. Participants may include those who are in a dependent relationship (such as student/ lecturers, patients/ doctors, employees/ employers).

*1.6 Recruitment of participants from vulnerable groups such as the elderly, pregnant women, the dying, unconscious patients, the mentally ill or handicapped, prisoners, ext.

2. DATA COLLECTION

*2.1 Collection, use or disclosure of personal information from an organisation without consent of the participant.

*2.2 Collection, use or disclosure of personal information from a private sector organisation without consent of the participant.

*2.3 Audio-visual recording of participants which may be of a sensitive or compromising nature.

*2.4 Use of a questionnaire, survey or interview (where the identity of the participant may or may not be recorded) that might be expected to cause discomfort, embarrassment, or psychological stress or harm.

*2.5 The usage of potentially identifiable (including coded) storage methods

3. PROCEDURES

*3.1 Administration of drugs, placebo or any other forms of medical treatment (including ionising radiation) to participants.

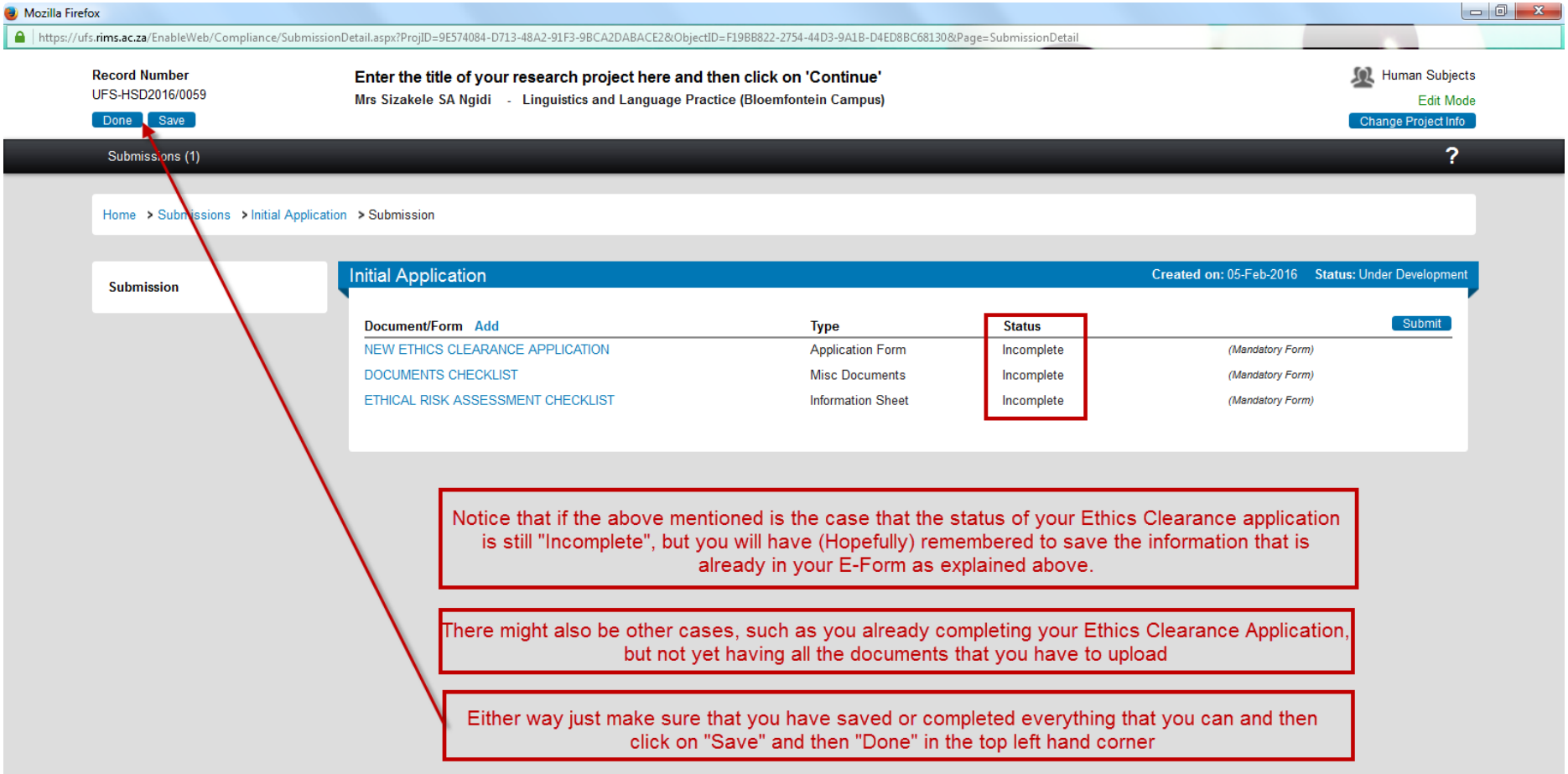
*3.2 Any form or physically invasive diagnostic, therapeutic or medical procedure such as blood collection, body fluid or tissue samples, exercise regime or physical examination.

*3.3 Physical pain (i.e. more than mild discomfort) or psychological stress is likely to result from participation.

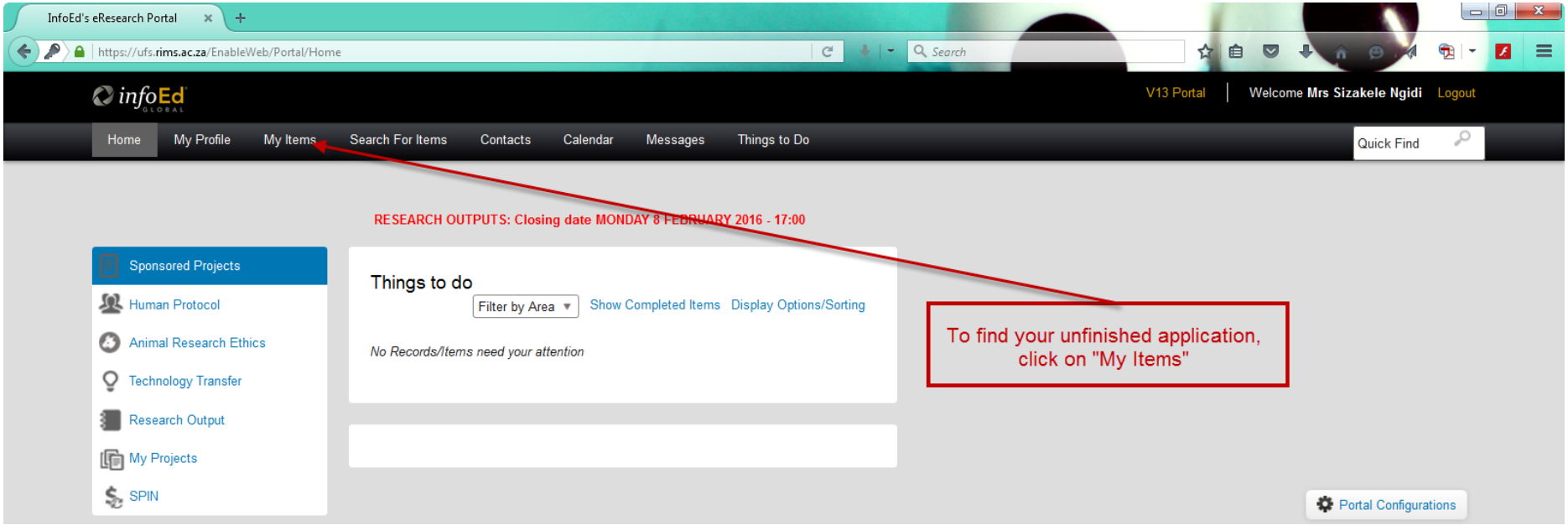
For each question, just click on the drop down menu next to it and select either 'Yes' or 'No' then complete and close the form the same as the previous two

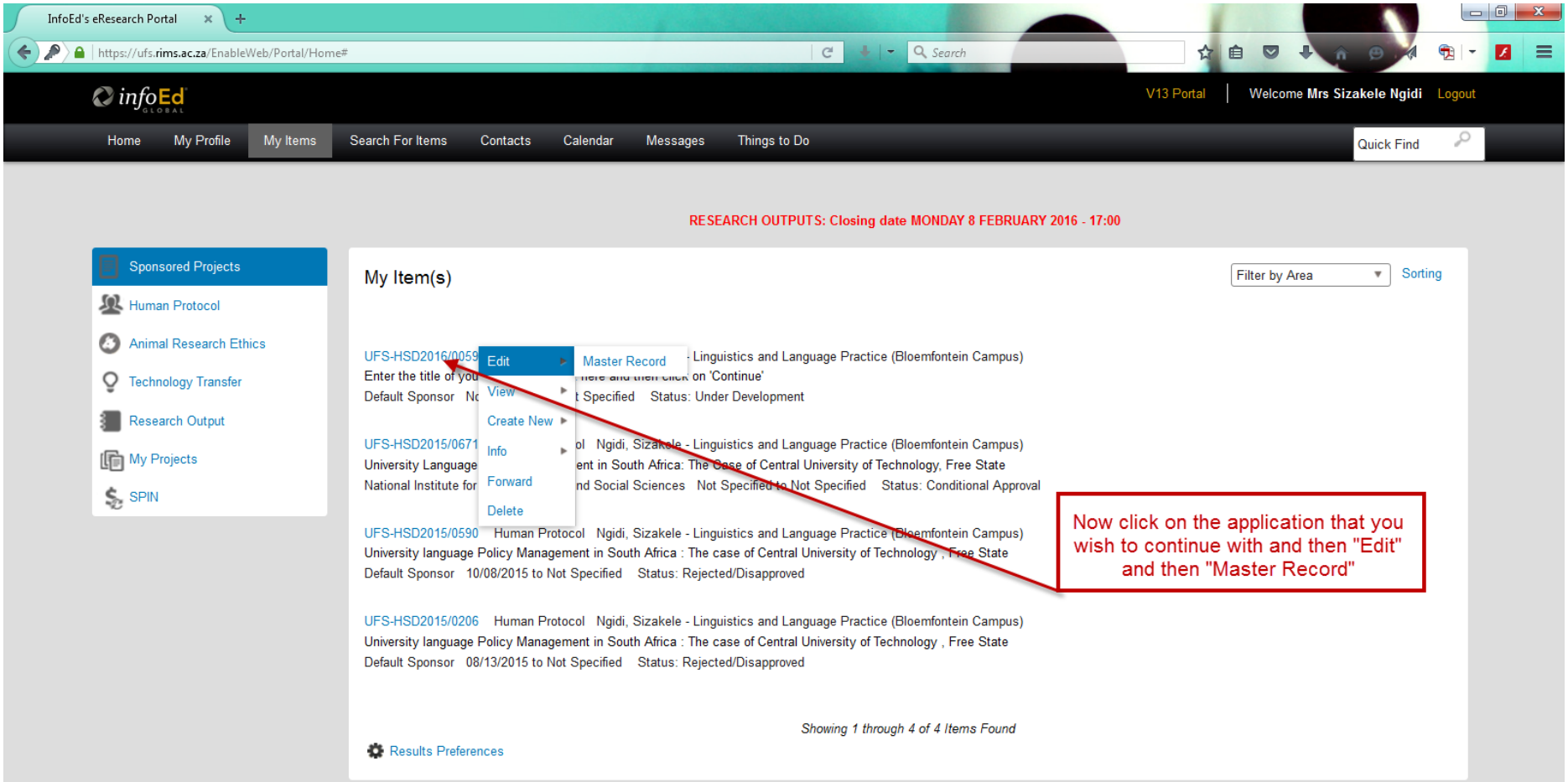
WHAT IF I DID NOT FINISH MY ENTIRE APPLICATION IN ONE SITTING AND I WANT TO EXIT RIMS AND GO BACK TO FINISH THE REST OF MY APPLICATION LATER???

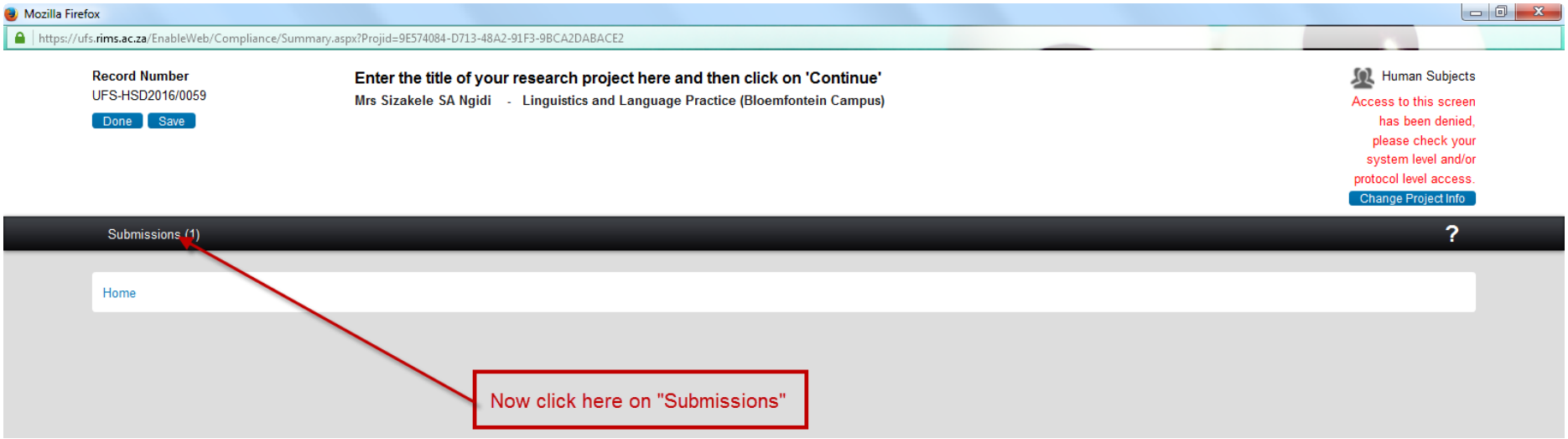
If you have, for example only finished some of the questions in the E-Form and you are unsure of what to answer in some other questions then you must just make sure to click the save Save button in the E-Form in the top left hand corner. You may then close the window and you will see the components for your application:



Now you may log back in to RIMS (as described at the beginning of this manual on page 3) in some point in the future.




InfoEd's eResearch Portal
https://ufs.rims.ac.za/EnableWeb/Portal/Home#
infoEd GLOBAL
V13 Portal
Welcome Mrs Sizakele Ngidi
Logout
Home
My Profile
My Items
Search For Items
Contacts
Calendar
Messages
Things to Do
Quick Find
RESEARCH OUTPUTS: Closing date MONDAY 8 FEBRUARY 2016 - 17:00
Sponsored Projects
Human Protocol
Animal Research Ethics
Technology Transfer
Research Output
My Projects
SPIN
My Item(s)
Filter by Area
Sorting
Edit
View
Create New
Info
Forward
Delete
Master Record
Now click on the application that you wish to continue with and then "Edit" and then "Master Record"
Showing 1 through 4 of 4 Items Found
Results Preferences


Mozilla Firefox
https://ufs.rims.ac.za/EnableWeb/Compliance/Summary.aspx?Projid=9E574084-D713-48A2-91F3-9BCA2DABACE2
Record Number
UFS-HSD2016/0059
Done
Save
Enter the title of your research project here and then click on 'Continue'
Mrs Sizakele SA Ngidi - Linguistics and Language Practice (Bloemfontein Campus)
Human Subjects
Access to this screen has been denied, please check your system level and/or protocol level access.
Change Project Info
Submissions (1)
?
Home
Now click here on "Submissions"

Mozilla Firefox

https://ufs.rims.ac.za/EnableWeb/Compliance/Submissions.aspx?Projid=9E574084-D713-48A2-91F3-9BCA2DABACE2&Page=Submissions

Record Number
UFS-HSD2016/0059

Done Save

Enter the title of your research project here and then click on 'Continue'

Mrs Sizakele SA Ngidi - Linguistics and Language Practice (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	Date From	Date To	Access Log	
Initial Application	N/A	N/A	N/A	N/A	Under Development	N/A	N/A	N/A	Log	Delete

User-Defined Fields

Risk Category

UFS Academic Status — Academic Staff

Supervisor

Set | Clear

Click on "Initial Application"

Mozilla Firefox

https://ufs.rims.ac.za/EnableWeb/Compliance/SubmissionDetail.aspx?ProjID=9E574084-D713-48A2-91F3-9BCA2DABACE2&ObjectID=F19BB822-2754-44D3-9A1B-D4ED8BC68130&Page=SubmissionDetail

Record Number
UFS-HSD2016/0059

Done Save

Enter the title of your research project here and then click on 'Continue'
Mrs Sizakele SA Ngidi - Linguistics and Language Practice (Bloemfontein Campus)

Human Subjects
Edit Mode
Change Project Info

Submissions (1) ?

Home > Submissions > Initial Application > Submission

Submission

Initial Application

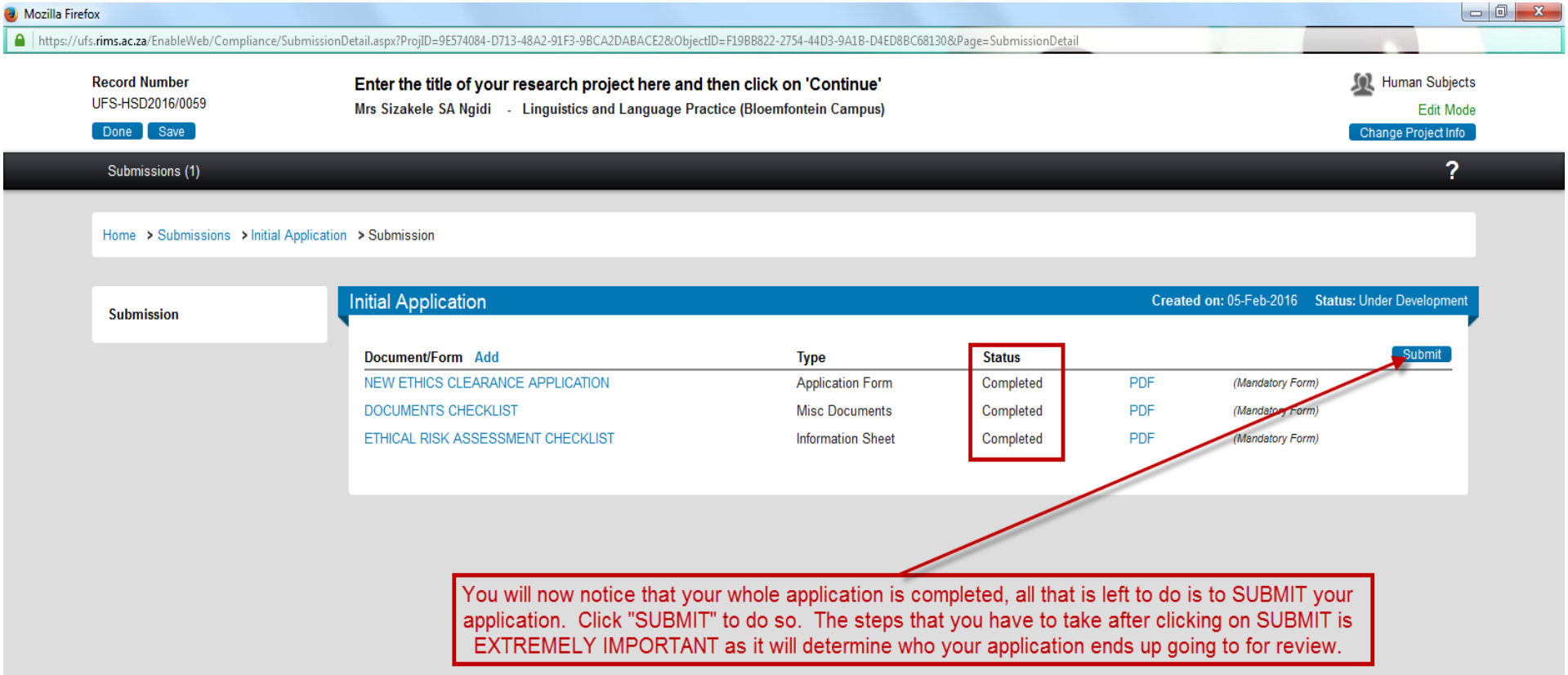
Created on: 05-Feb-2016 **Status:** Under Development

Submit

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

Now you are back to your application components, you may now open and complete them

HOW TO SUBMIT YOUR APPLICATION



Protocol - Mozilla Firefox

https://ufs.rims.ac.za/Protocol/SubmissionLogin.asp?ObjectID=F19BB822-2754-44D3-9A1B-D4ED8BC68130

Certification

Click on 'Accepted' and then 'Continue'

Close

IMPORTANT NOTICE:

Remember to ADD THE SUPERVISOR / STUDY LEADER / PROMOTER (if applicable) to the route to check and accept this protocol.

CLICK ON: *'Add new person to review path'* and select name from the list. DO NOT SUBMIT THIS PROTOCOL WITHOUT ADDING THE SUPERVISOR.
(If a Supervisor is not applicable, just submit)

If you need help, contact Geraldine Meyers (meyersgj@ufs.ac.za / 051 401 9398)

Accepted Declined

Continue

This is to remind you to add your supervisor to the route. You may have selected who your supervisor is in the E-Form, but that does not influence who the applilcation is submitted to and is informative only. That is why this step is built in after you click on "SUBMIT"

Submit - Mozilla Firefox

https://ufs.rims.ac.za/messaging/Submit.asp?ObjectID=F19BB822-2754-44D3-9A1B-D4ED8BC68130

Protocol **UFS-HSD2016/0059** - **Mrs Sizakele SA Ngidi** "Enter the title of your research project here and then click on 'Continue'" (Under Development)

Refresh Route

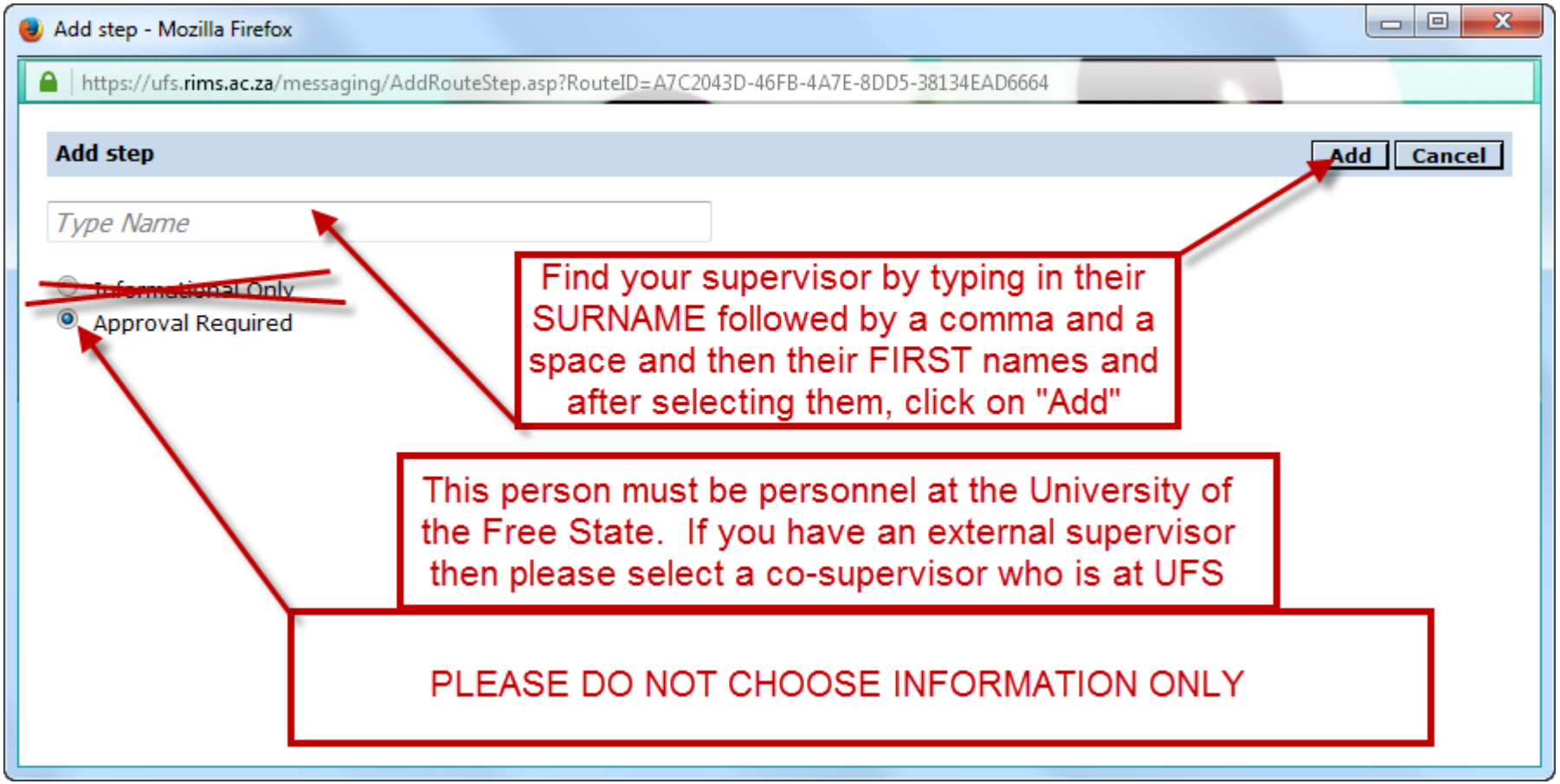
Route Path - **Humanities** Add New Person to Review Path

Submit

Step 1	**Admin check**	admincheck RIMS
Step 2	**PI Notification**	Mrs Sizakele SA Ngidi

No comments have been recorded yet

If you want your application to go to your supervisor so that He/She can approve it, you MUST add that person to the Review Path by clicking here


Add step - Mozilla Firefox
https://ufs.rims.ac.za/messaging/AddRouteStep.asp?RouteID=A7C2043D-46FB-4A7E-8DD5-38134EAD6664
Add step
Add
Cancel
Type Name
Informational Only
Approval Required
Find your supervisor by typing in their SURNAME followed by a comma and a space and then their FIRST names and after selecting them, click on "Add"
This person must be personnel at the University of the Free State. If you have an external supervisor then please select a co-supervisor who is at UFS
PLEASE DO NOT CHOOSE INFORMATION ONLY

Submit - Mozilla Firefox

https://ufs.rims.ac.za/messaging/Submit.asp?ObjectID=F19BB822-2754-44D3-9A1B-D4ED8BC68130&RouteAltered=1

Protocol **UFS-HSD2016/0059** - **Mrs Sizakele SA Ngidi** "Enter the title of your research project here and then click on 'Continue'" (Under Development)

Refresh Route

Route Path - **Humanities**

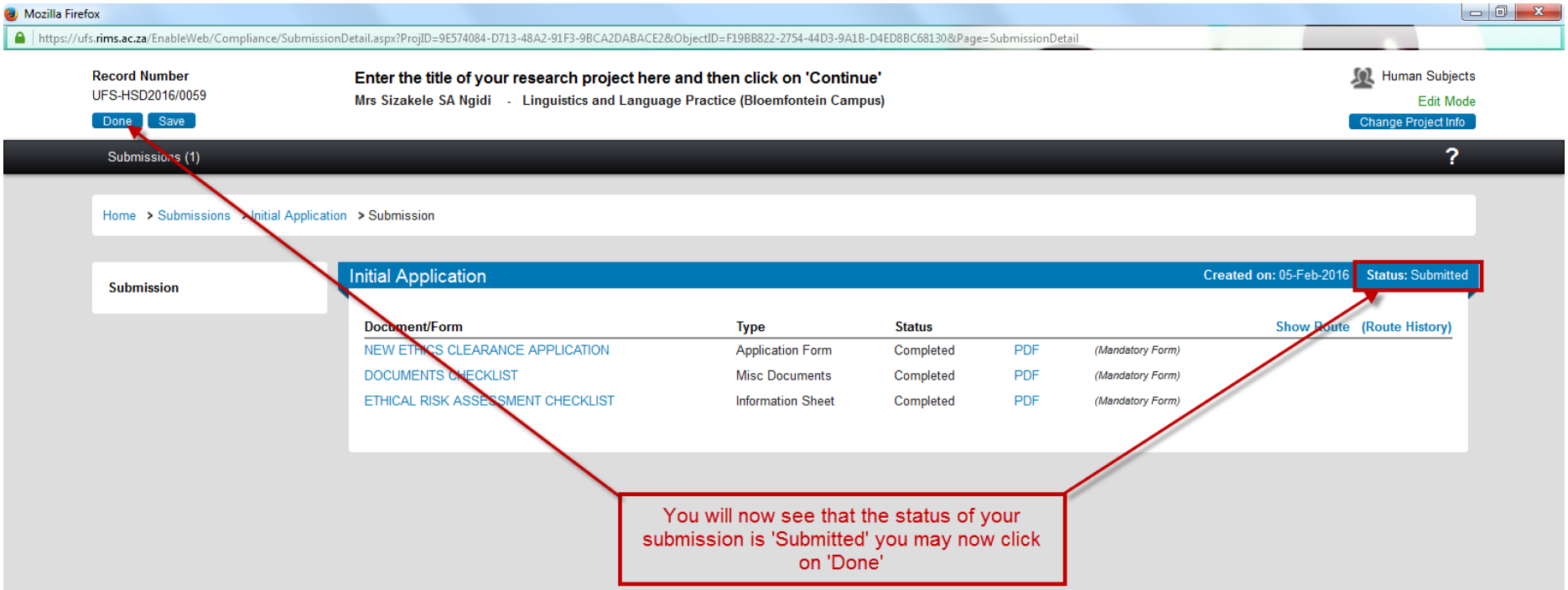
Add New Person to Review Path

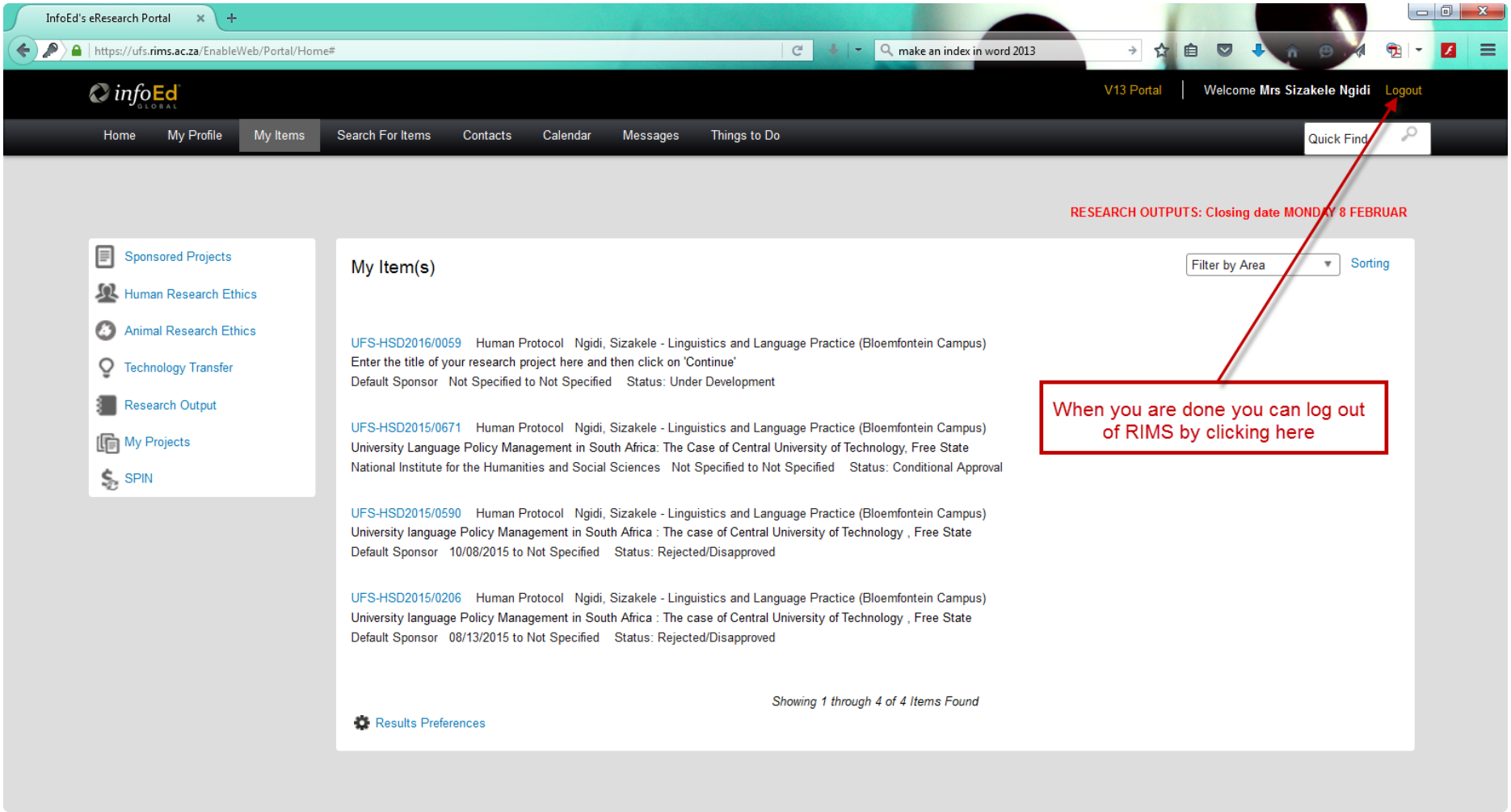
Submit

Inserted Step	**Inserted Step**	Mr Willem W Kilian
Step 1	**Admin check**	admincheck RIMS
Step 2	**PI Notification**	Mrs Sizakele SA Ngidi

No comments have been recorded yet

Now you can see that your supervisor has been added to the Review Path and your application will be sent directly to that person for approval. You may now click on "Submit" and then the application is out of your hands and in your supervisor's


Mozilla Firefox
https://ufs.rims.ac.za/EnableWeb/Compliance/SubmissionDetail.aspx?ProjID=9E574084-D713-48A2-91F3-9BCA2DABACE2&ObjectID=F19BB822-2754-44D3-9A1B-D4ED8BC68130&Page=SubmissionDetail
Record Number
UFS-HSD2016/0059
Done
Save
Enter the title of your research project here and then click on 'Continue'
Mrs Sizakele SA Ngidi - Linguistics and Language Practice (Bloemfontein Campus)
Human Subjects
Edit Mode
Change Project Info
Submissions (1)
?
Home > Submissions > Initial Application > Submission
Submission
Initial Application
Created on: 05-Feb-2016
Status: Submitted
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)
You will now see that the status of your submission is 'Submitted' you may now click on 'Done'


InfoEd's eResearch Portal
https://ufs.rims.ac.za/EnableWeb/Portal/Home#
make an index in word 2013
infoEd GLOBAL
V13 Portal
Welcome Mrs Sizakele Ngidi
Logout
Home
My Profile
My Items
Search For Items
Contacts
Calendar
Messages
Things to Do
Quick Find
RESEARCH OUTPUTS: Closing date MONDAY 8 FEBRUAR
Sponsored Projects
Human Research Ethics
Animal Research Ethics
Technology Transfer
Research Output
My Projects
SPIN
My Item(s)
Filter by Area
Sorting
UFS-HSD2016/0059 Human Protocol Ngidi, Sizakele - Linguistics and Language Practice (Bloemfontein Campus)
Enter the title of your research project here and then click on 'Continue'
Default Sponsor Not Specified to Not Specified Status: Under Development
UFS-HSD2015/0671 Human Protocol Ngidi, Sizakele - Linguistics and Language Practice (Bloemfontein Campus)
University Language Policy Management in South Africa: The Case of Central University of Technology, Free State
National Institute for the Humanities and Social Sciences Not Specified to Not Specified Status: Conditional Approval
UFS-HSD2015/0590 Human Protocol Ngidi, Sizakele - Linguistics and Language Practice (Bloemfontein Campus)
University language Policy Management in South Africa : The case of Central University of Technology , Free State
Default Sponsor 10/08/2015 to Not Specified Status: Rejected/Disapproved
UFS-HSD2015/0206 Human Protocol Ngidi, Sizakele - Linguistics and Language Practice (Bloemfontein Campus)
University language Policy Management in South Africa : The case of Central University of Technology , Free State
Default Sponsor 08/13/2015 to Not Specified Status: Rejected/Disapproved
Showing 1 through 4 of 4 Items Found
Results Preferences
When you are done you can log out of RIMS by clicking here

After the submission of your application you will receive and email that notifies you that the submission was successful similar to this one:

Dear Miss Jorinda J Van Rooyen

This is a notification:

You have submitted the following ethics clearance application through RIMS: 'TEST: Investigation of exposure of Livelihood Assets to veldfire harzads: A cautionary tale of Mtubatuba Local Municipality'.

It will be reviewed by the Ethics Committee and you will be notified of the decision after the next Ethics Meeting.

Regards
Research Office

DIRECTORATE RESEARCH DEVELOPMENT CONTACT AND LOCATION

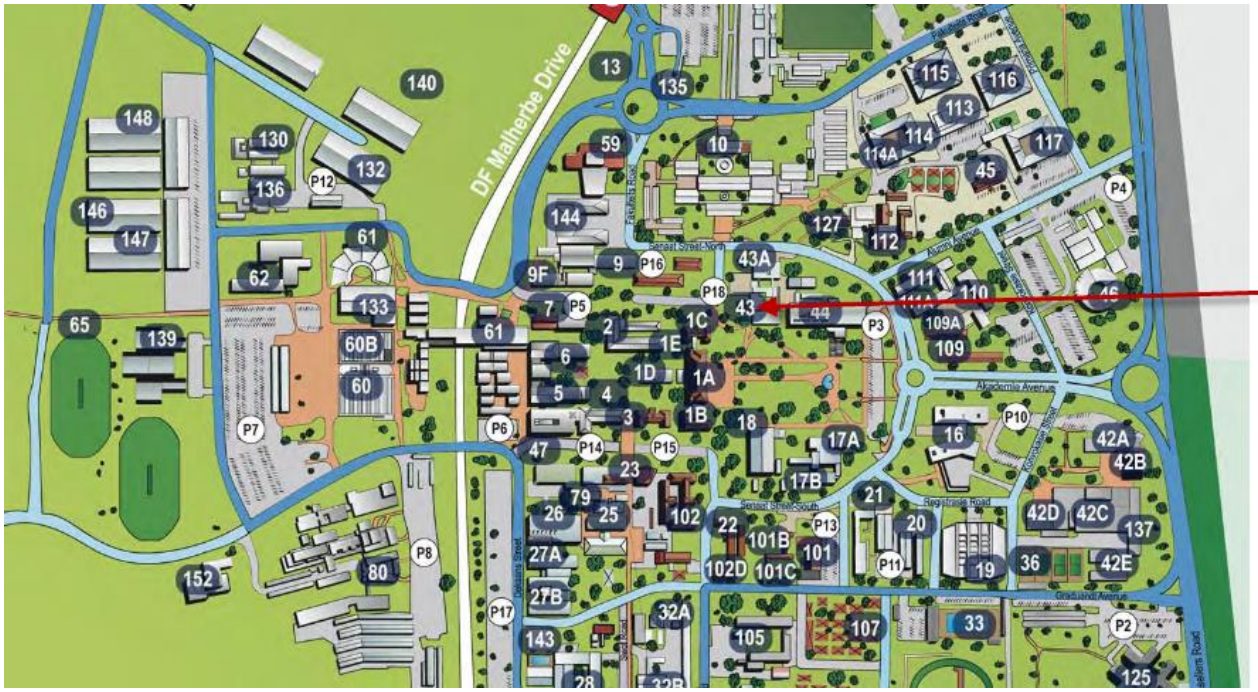
Contact Details

Willem Kilian: kilianw@ufs.ac.za; 051 401 3682

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

Maricel Van Rooyen: vanrooyenm2@ufs.ac.za, 051 401 9451

Or visit us at our offices



Full map @ http://www.ufs.ac.za/about-the-ufs/visit-the-ufs/maps-of-our-campuses