

R I M S

(Research Information Management System)



ETHICS APPLICATIONS TRAINING MANUAL

How to complete an Online Ethics
Application

By The Directorate Research Development
2016

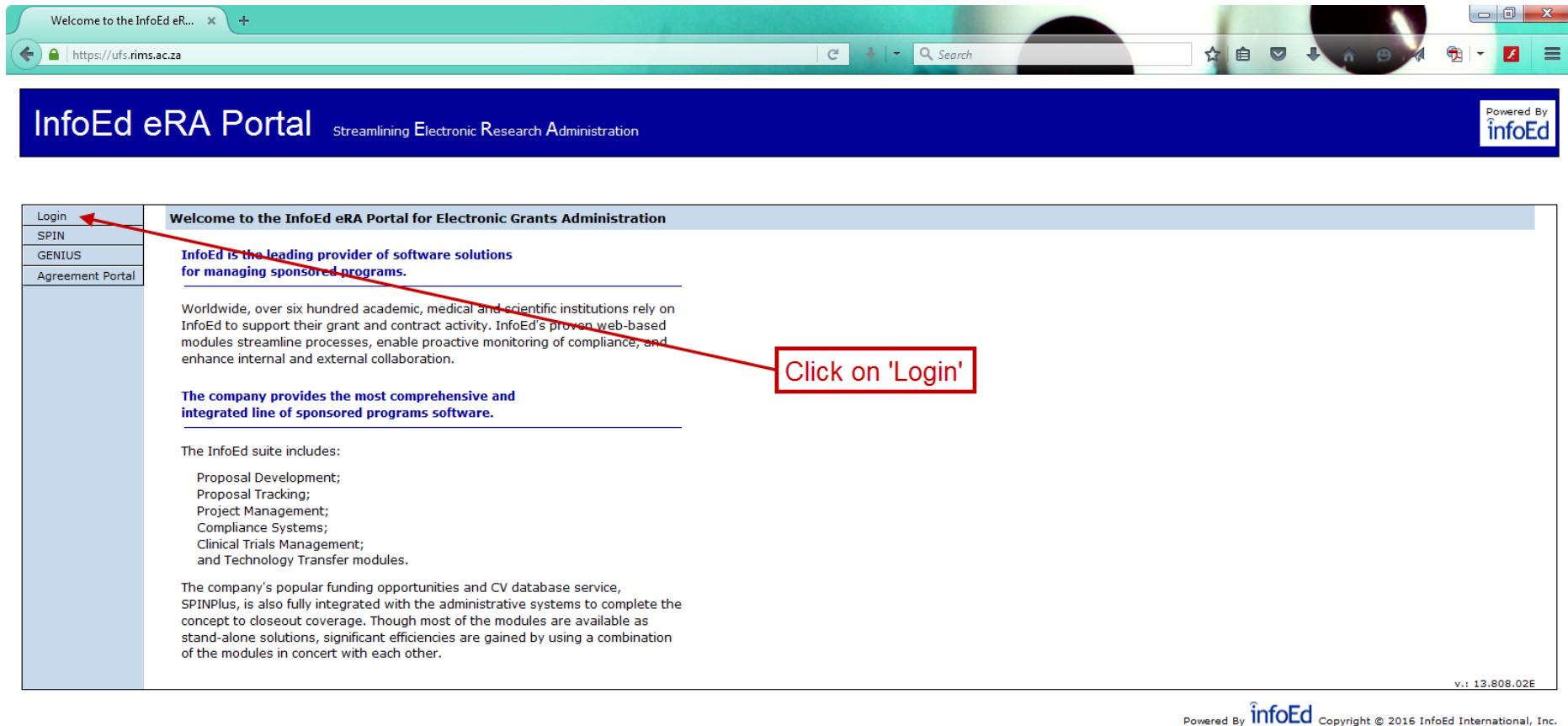
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HOW TO ACCESS RIMS

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

<https://ufs.rims.ac.za>



The screenshot shows a web browser window displaying the InfoEd eRA Portal. The browser's address bar shows the URL <https://ufs.rims.ac.za>. The page header features the "InfoEd eRA Portal" logo and the tagline "Streamlining Electronic Research Administration". A sidebar on the left contains a list of links: "Login", "SPIN", "GENIUS", and "Agreement Portal". A red arrow points from the "Login" link to a red-bordered box containing the text "Click on 'Login'". The main content area of the page includes a welcome message, a description of InfoEd's services, and a list of modules included in the InfoEd suite.

Welcome to the InfoEd eRA Portal for Electronic Grants Administration

InfoEd is the leading provider of software solutions for managing sponsored programs.

Worldwide, over six hundred academic, medical and scientific institutions rely on InfoEd to support their grant and contract activity. InfoEd's proven web-based modules streamline processes, enable proactive monitoring of compliance, and enhance internal and external collaboration.

The company provides the most comprehensive and integrated line of sponsored programs software.

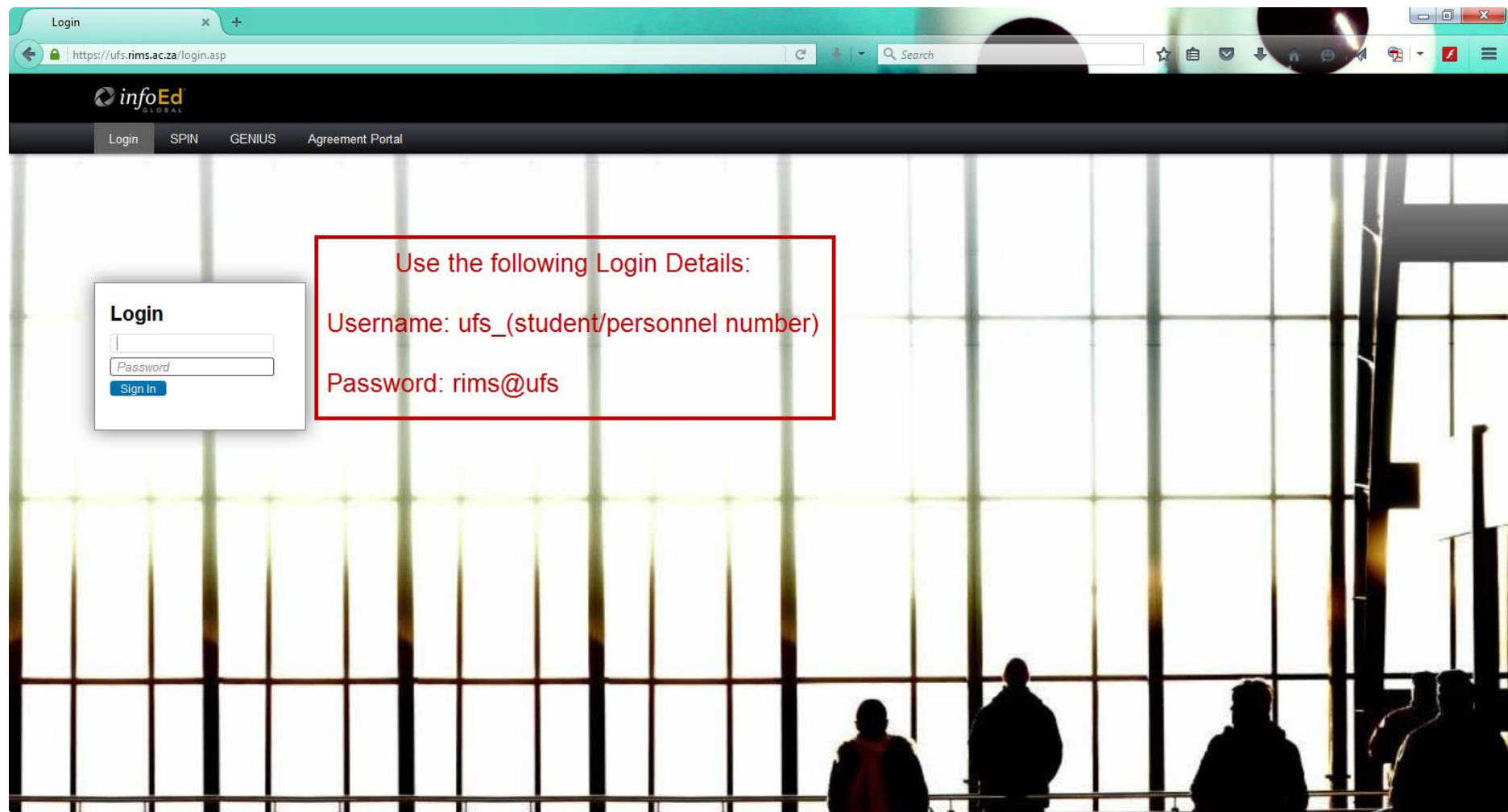
The InfoEd suite includes:

- Proposal Development;
- Proposal Tracking;
- Project Management;
- Compliance Systems;
- Clinical Trials Management;
- and Technology Transfer modules.

The company's popular funding opportunities and CV database service, SPINPlus, is also fully integrated with the administrative systems to complete the concept to closeout coverage. Though most of the modules are available as stand-alone solutions, significant efficiencies are gained by using a combination of the modules in concert with each other.

v.: 13.808.02E

Powered By **InfoEd** Copyright © 2016 InfoEd International, Inc.



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.

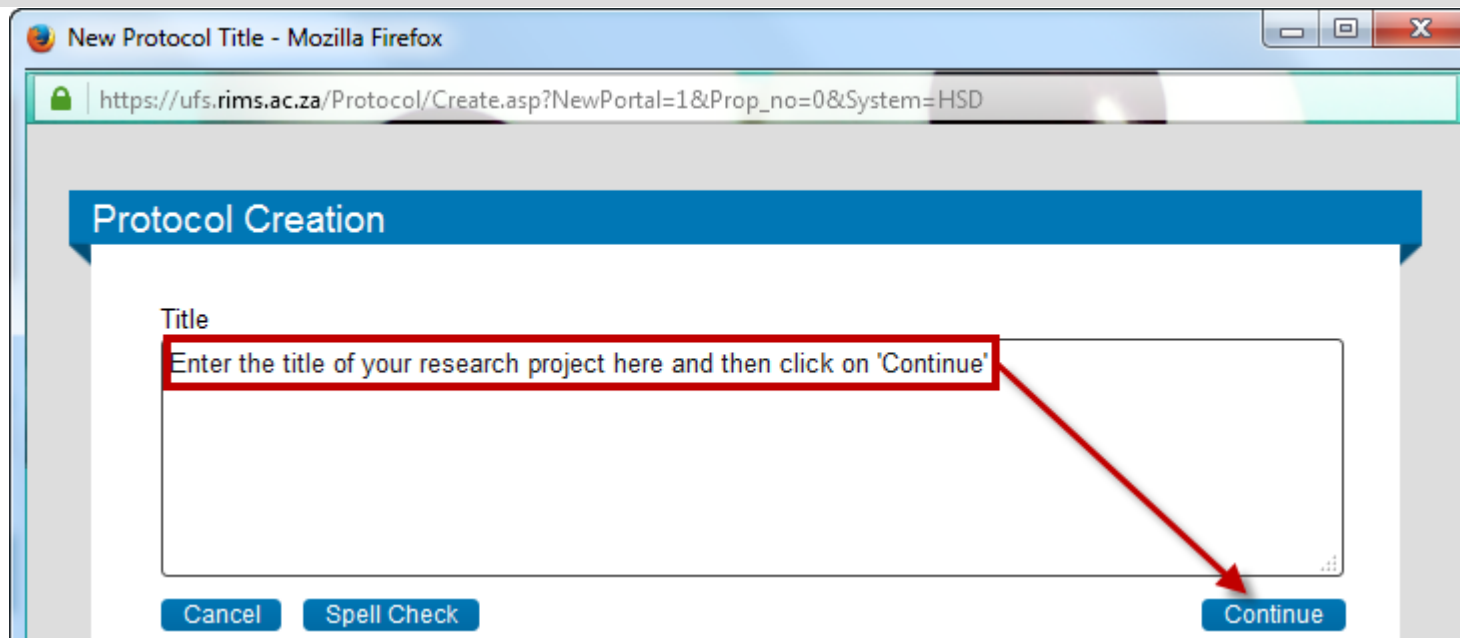
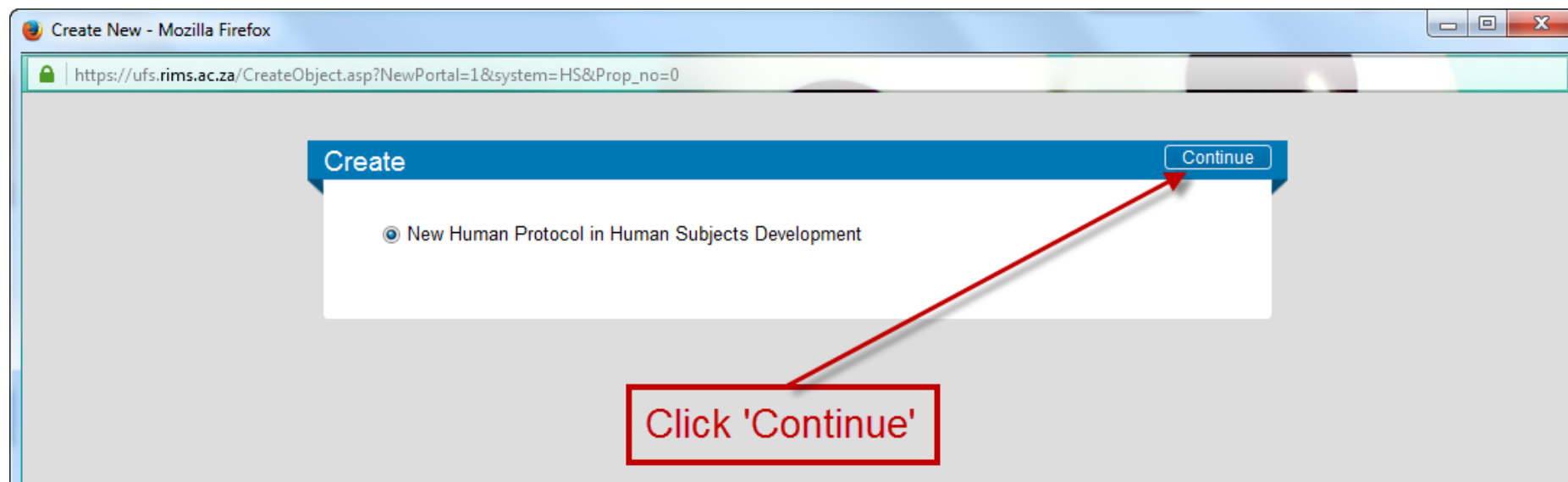
The screenshot shows the InfoEd's eResearch Portal interface. The browser address bar displays the URL <https://ufs.rims.ac.za/EnableWeb/Portal/Home>. The portal header includes the InfoEd logo, a user greeting "Welcome Mrs Sizakele Ngidi", and a "Logout" link. A navigation bar contains links for Home, My Profile, My Items, Search For Items, Contacts, Calendar, Messages, and Things to Do. A "Quick Find" search bar is also present.

A red banner at the top of the main content area reads: "RESEARCH OUTPUTS: Closing date MONDAY 8 FEBRUARY 2016 - 17:00".

On the left, a sidebar menu lists several options: Sponsored Projects, Human Research Ethics (highlighted in blue), Animal Research Ethics, Technology Transfer, Research Output, My Projects, and SPIN. A red arrow points from the "Human Research Ethics" menu item to a "Create New Protocol" button in the "Things to do" section. This button is part of a dropdown menu that also includes "Filter by Area", "Show Completed Items", "Display Options/Sorting", "Locate Records", and "Locate My Records".

A red-bordered box contains the following instruction: "Hover the mouse over either 'Human Research Ethics' or 'Animal Research Ethics' - do not click on it- and when the side menu opens up, click on 'Create New Protocol'".

A "Portal Configurations" button with a gear icon is located in the bottom right corner of the main content area.



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 Naidi, 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=F198B822-2754-44D3-9A1B-D4ED8BC68130&Page=SubmissionDetail

Record Number
UFS-HSD2016/0059

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

Done Save

Submissions (1) ?

Home > Submissions > Initial Application > Submission

Submission

Initial Application Created on: 05-Feb-2016 Status: Under Development

Document/Form Add

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)

Submit

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 Application 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

Application for Ethical Clearance ☐ Complete

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

Guidelines to complete the Ethics Application

UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIBESITHI YA FREISTATA

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

Duration of Project

*Data collection: Start Date (dd/mm/yyyy) 01-Jan-2016

*Data collection: End Date (dd/mm/yyyy) 01-Oct-2016

Enter data on the line

Drop-down menus

*Select your Academic Level

Click on the drop down edit box and select from the list that drops down

Edit boxes/Text areas

*Course e.g. (MSc Genetics)

MSc Genetics

Enter data in the edit box

Research Problem

*Research Problem (not more than 150 words)

This is my research problem.....


Or in the text areas

Yes/No questions


Yes ☐ No ☐  Click on the Yes or on the No box

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 **Filter by Position** **Filter by Institution**

kilian, willem University of the Free State

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

1. Click on the letter that the person's SURNAME begins with


2. Under "Search for a particular entry" type in the person's SURNAME out, followed by a comma and then a space and then type out their FIRST NAMES or initials

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 **Filter by Position** **Filter by Institution**

kilian, w  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 Filter by Position Filter by Institution

kilian, w 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:

Locations - Mozilla Firefox

https://ufs.rims.ac.za/popupselectlist.asp?LocationId=&system=HS&recordid=982479593&ParentField=PopupTemp&FormSubmitAction=onPopupReturn()

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 location of your choice and then click on "Select"

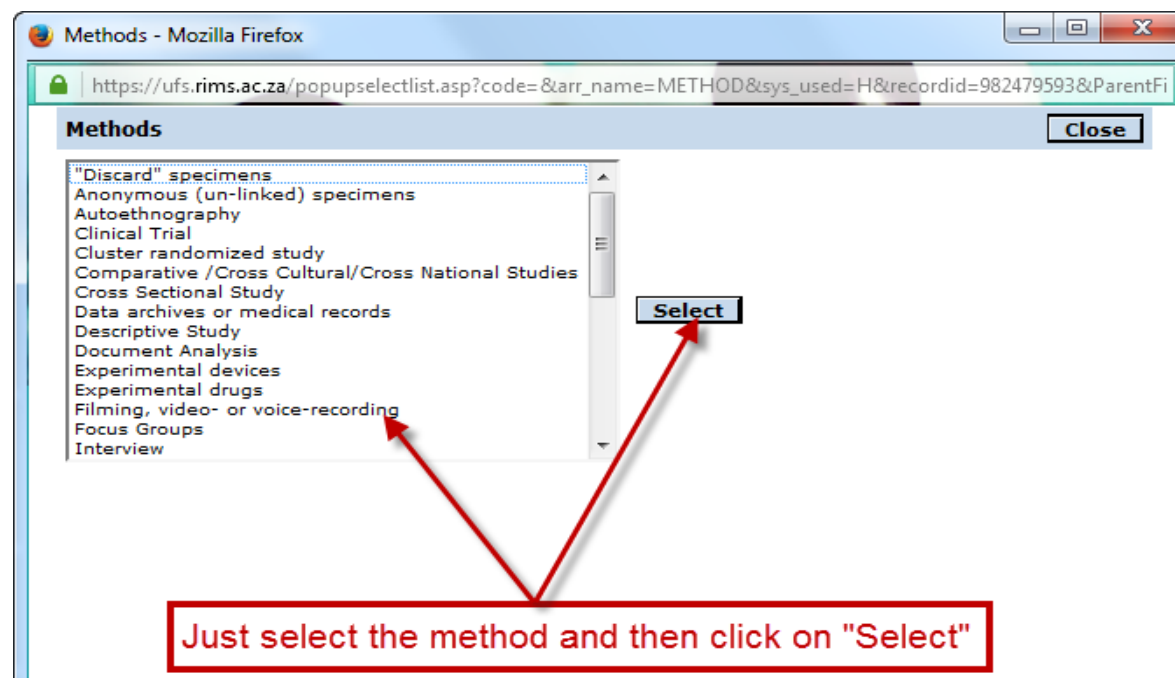
Click here to see more options

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

The screenshot shows a web browser window titled "Keywords - Mozilla Firefox" with the URL [https://ufs.rims.ac.za/popupselectlist.asp?System=HS&LETTER=~&ParentField=PopupTemp&FormSubmitAction=onPopupReturn\(\)&CategoryCode=0200000&AutoFill=&keyword_code=&SelectOne=&DataTypeDesc=](https://ufs.rims.ac.za/popupselectlist.asp?System=HS&LETTER=~&ParentField=PopupTemp&FormSubmitAction=onPopupReturn()&CategoryCode=0200000&AutoFill=&keyword_code=&SelectOne=&DataTypeDesc=). The page is titled "Keywords" and has "Save" and "Close" buttons in the top right. Below the title is a navigation bar with links: [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](#). The main content area is divided into two sections. The top section, titled "Agriculture", contains a list of keywords with a "Select" button next to each. The keywords are: ☐ Agriculture, ☐ Education, ☐ Energy, ☐ Engineering, ☐ Geographical, ☐ Humanities, ☐ Law, ☐ Management and Commerce, ☐ Medicine, ☐ Other, ☐ Science and Technology, and ☐ Social Sciences. The bottom section, titled "Selected Keywords", contains a list of keywords with a checkbox next to each. The keywords are: ☒ Agricultural Engineering. A "Remove" button is located in the top right of the "Selected Keywords" section. Red arrows point from numbered instructions to various elements: 1. Click on the category under which your key word falls (points to "Agriculture"), 2. Select the keyword from the list and click on "Select" (points to the "Select" button), 3. The keyword will then appear here (points to the "Selected Keywords" section), 4. Click "Save" (points to the "Save" button), and a note "Don't add multiple keywords here, use the yellow plus icon to select more keywords" (points to the "Other" keyword). A note "If a keyword has been accidentally added and you want to remove it, tick the box next to it and then click 'Remove'" (points to the checkbox next to "Agricultural Engineering").

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](#)

Agriculture

☐ Agriculture

☐ Education

☐ Energy

☐ Engineering

☐ Geographical

☐ Humanities

☐ Law

☐ Management and Commerce

☐ Medicine

☐ Other

☐ Science and Technology

☐ Social Sciences

Selected Keywords Remove

☒ Agricultural Engineering

Instructions:

1. Click on the category under which your key word falls
2. Select the keyword from the list and click on "Select"
3. The keyword will then appear here
4. Click "Save"


Don't add multiple keywords here, use the yellow plus icon to select more keywords

If a keyword has been accidentally added and you want to remove it, tick the box next to it and then click "Remove"

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, accidentally 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”

Mandatory Questions

Page Number	Question
3	Data collection: Start Date (dd/mm/yyyy)
3	Data collection: End Date (dd/mm/yyyy)
3	Select your Academic Level
3	Protocol role
3	Course e.g. (MSc Genetics)
3	Are there any external personnel participating in this research?
3	Do you have a Supervisor/ Promoter for this study?
3	Give the overarching research question/s of the study
3	Provide a brief DESCRIPTION OF RESEARCH DESIGN, including procedures and methodology (not more than 300 words)

Updated By: Sizakele SA Ngidi @ 05-Feb-2016 02:30:19 PM

Ethics Application

UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

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.

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8. Remember once you have 'submitted' then the application is in the route, and out of your possession.

Principal Investigator details

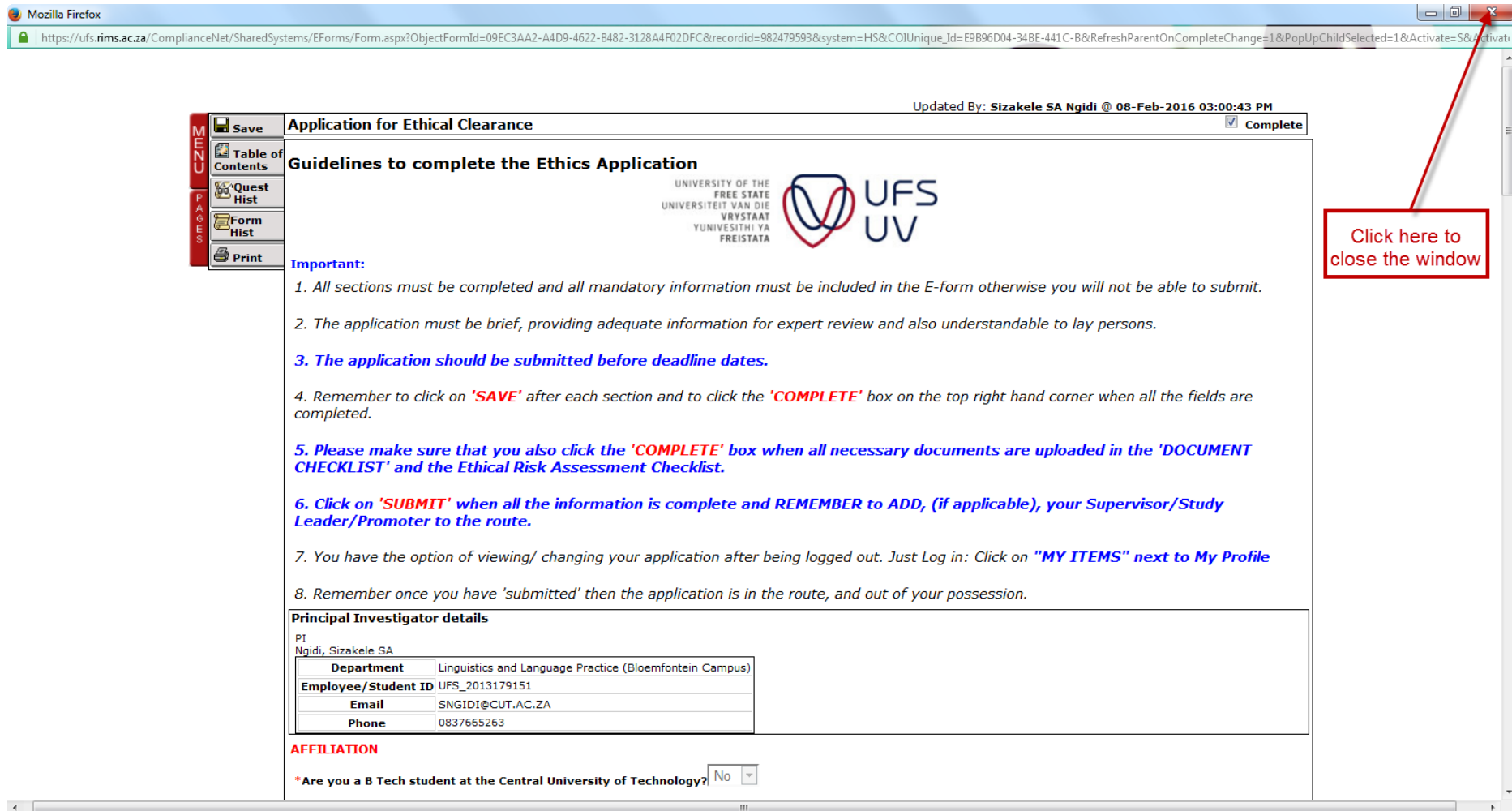
PI
Ngidi, Sizakele SA

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

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.



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

☒ Complete

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

Guidelines to complete the Ethics Application

UNIVERSITY OF THE FREE STATE
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YUNIBESITHI YA FREISTATA

Important:

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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/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

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

Submit

Notice that the status of the New Ethics Clearance Application Form is now "Completed" and it can be viewed as a PDF

The next form that should be completed is the documents checklist, its function is to upload any documents which need to accompany your application, such as your CV, Permission Letters etc. Click on it to enter.

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

DOCUMENTS CHECKLIST ☐ Complete

Attachments

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA

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 COMMITTEES

Select the applicable committee:

First, again select which Faculty's Ethics Committee will be reviewing 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](#)

PARTICIPANTS 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?

Yes
Not Applicable

2. Copies of any psychometric or other instruments 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?

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?

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?

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?

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

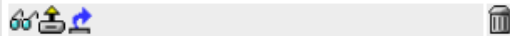
ATTACHMENTS (Attach all of the following documents relevant to your application)

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/EnableWeb/Compliance/SubmissionDetail.aspx?ProjID=9E574084-D713-48A2-91F3-9BCA2DABACE2&ObjectID=F198B822-2754-44D3-9A1B-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	Completed	PDF	(Mandatory Form)
DOCUMENTS CHECKLIST	Misc Documents	Completed	PDF	(Mandatory Form)
ETHICAL RISK ASSESSMENT CHECKLIST	Information Sheet	Incomplete		(Mandatory Form)

Notice that the documents checklist is now also complete. Just one more to go!

The last form is very brief and contains some questions pertaining to specific ethical risks that may be involved in your study. Click to open.

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

☐ Complete

MEM
PAGE
SEES

Save
 Table of Contents
 Quest Hist
 Form Hist
 Print

ETHICAL RISK ASSESSMENT CHECKLIST

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

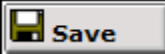
☐ *3.1 Administration of drugs, placebo or any other forms of medical treatment (including ionising radiation) to participants.

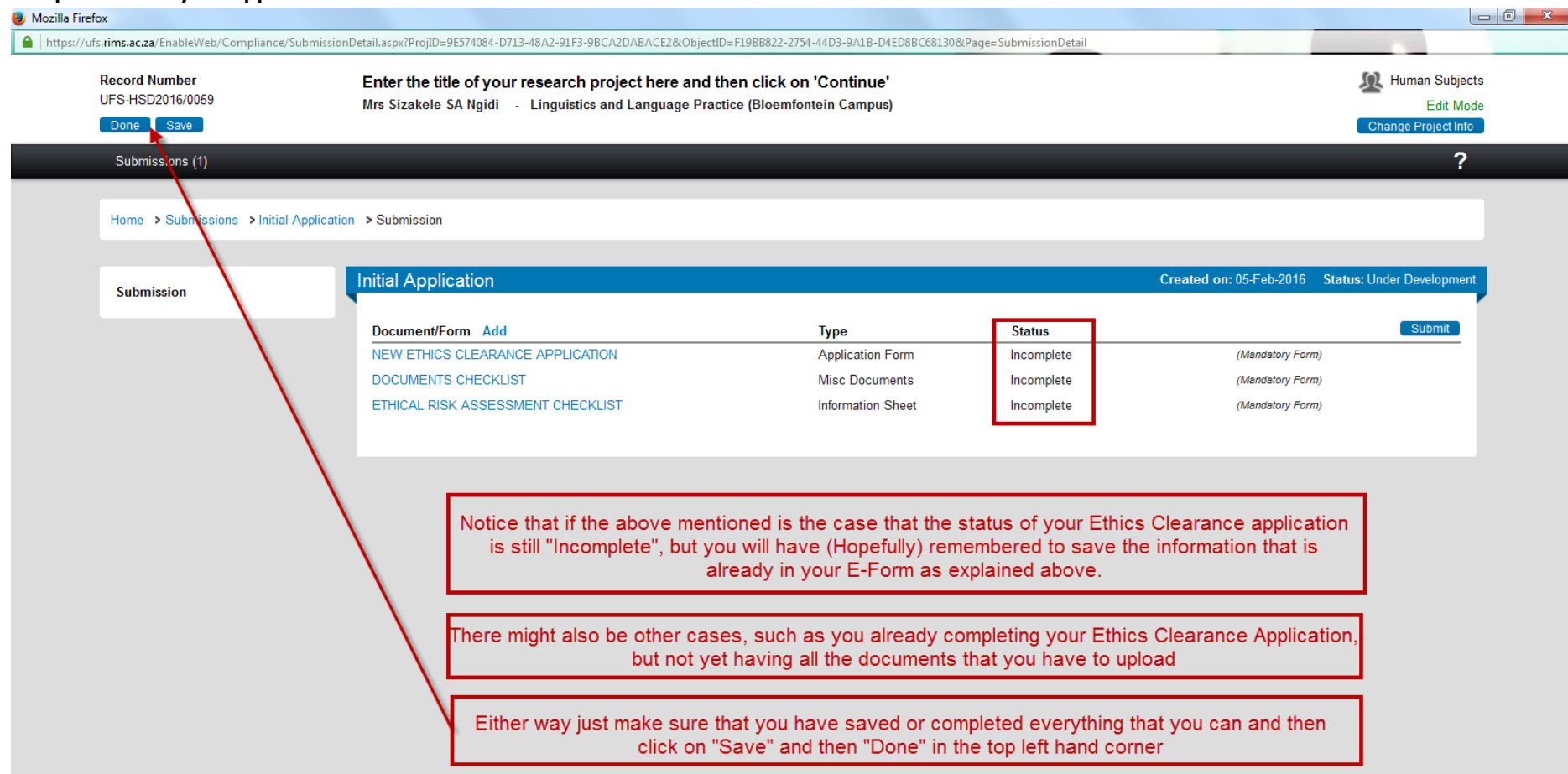
☐ *3.2 Any form or physically invasive diagnostic, therapeutic or medical procedure such as blood collection, body fluid or tissue samples, exercise regime or physical examination.

☐ *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  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:



The screenshot shows the RIMS application interface in a Mozilla Firefox browser. The address bar displays the URL: <https://ufs.rims.ac.za/EnableWeb/Compliance/SubmissionDetail.aspx?ProjID=9E574084-D713-48A2-91F3-9BCA2DABACE2&ObjectID=F19B8822-2754-44D3-9A1B-D4ED8BC68130&Page=SubmissionDetail>. The page header includes the Record Number UFS-HSD2016/0059, the project title 'Enter the title of your research project here and then click on 'Continue'' (Mrs Sizakele SA Ngidi - Linguistics and Language Practice (Bloemfontein Campus)), and user information 'Human Subjects' with 'Edit Mode' and 'Change Project Info' links. The main content area shows 'Submissions (1)' and a navigation breadcrumb 'Home > Submissions > Initial Application > Submission'. A table titled 'Initial Application' lists documents and their status. The 'Status' column is highlighted with a red box. Three text boxes with red borders provide additional instructions: the first notes that the status is 'Incomplete' and advises saving information; the second mentions other cases like completing the application but not yet uploading documents; the third advises saving or completing everything and clicking 'Save' and 'Done'.

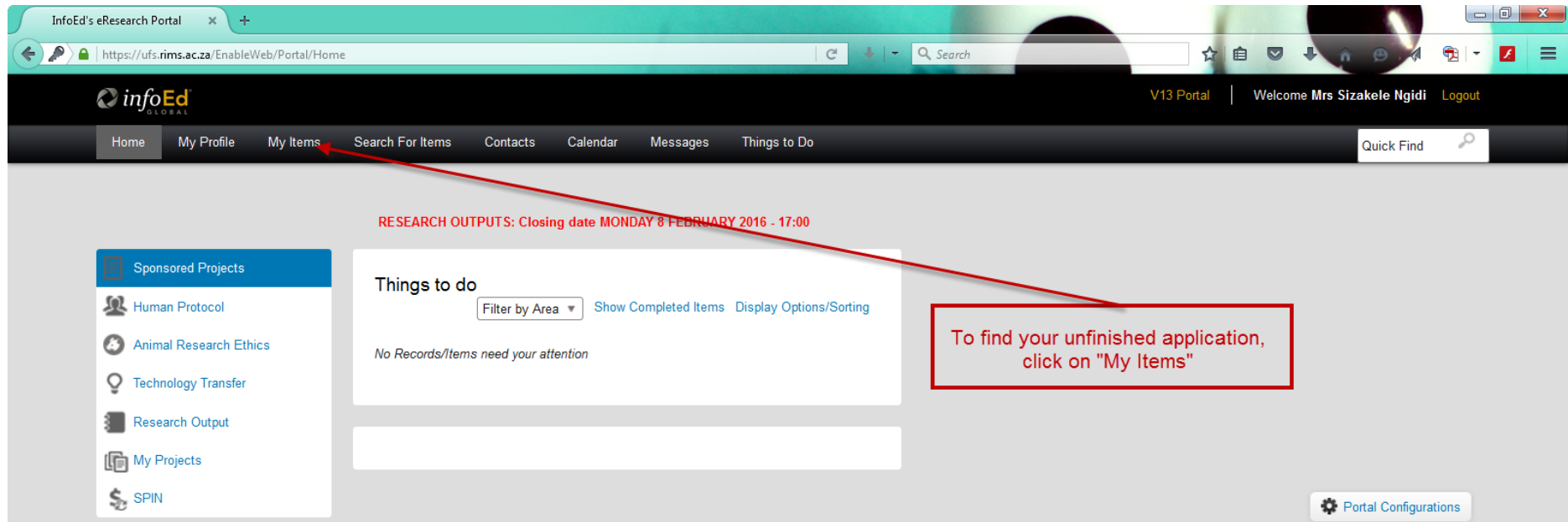
Document/Form	Type	Status	
NEW ETHICS CLEARANCE APPLICATION	Application Form	Incomplete	(Mandatory Form)
DOCUMENTS CHECKLIST	Misc Documents	Incomplete	(Mandatory Form)
ETHICAL RISK ASSESSMENT CHECKLIST	Information Sheet	Incomplete	(Mandatory Form)

Notice that if the above mentioned is the case that the status of your Ethics Clearance application is still "Incomplete", but you will have (Hopefully) remembered to save the information that is already in your E-Form as explained above.

There might also be other cases, such as you already completing your Ethics Clearance Application, but not yet having all the documents that you have to upload

Either way just make sure that you have saved or completed everything that you can and then click on "Save" and then "Done" in the top left hand corner

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

UFS-HSD2016/0059 Edit Master Record Linguistics and Language Practice (Bloemfontein Campus)
 Enter the title of your research and then click on 'Continue'
 Default Sponsor Not Specified Status: Under Development

UFS-HSD2015/0671 Info 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 Science 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


Now click on the application that you wish to continue with and then "Edit" and then "Master Record"

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

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=F19B8822-2754-44D3-9A1B-D4ED88C68130&Page=SubmissionDetail

Record Number
UFS-HSD2016/0059

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

Done Save

Submissions (1) ?

Home > Submissions > Initial Application > Submission

Submission

Initial Application Created on: 05-Feb-2016 Status: Under Development

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)

Submit

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

HOW TO SUBMIT YOUR 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

Document/Form Add	Type	Status		
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)

[Submit](#)

You will now notice that your whole application is completed, all that is left to do is to SUBMIT your application. Click "SUBMIT" to do so. The steps that you have to take after clicking on SUBMIT is EXTREMELY IMPORTANT as it will determine who your application ends up going to for review.

Protocol - Mozilla Firefox

https://ufs.rims.ac.za/Protocol/SubmissionLogin.asp?ObjectID=F198B822-2754-44D3-9A1B-D4ED8BC68130

Certification Close

Click on 'Accepted' and then 'Continue'

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 (meversgj@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 application 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](#)

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](#)

Inserted Step	Inserted Step		
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=F198B822-2754-44D3-9A1B-D4ED8BC68130&Page=SubmissionDetail

Record Number
UFS-HSD2016/0059

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

Done Save

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 an 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 hazards: 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

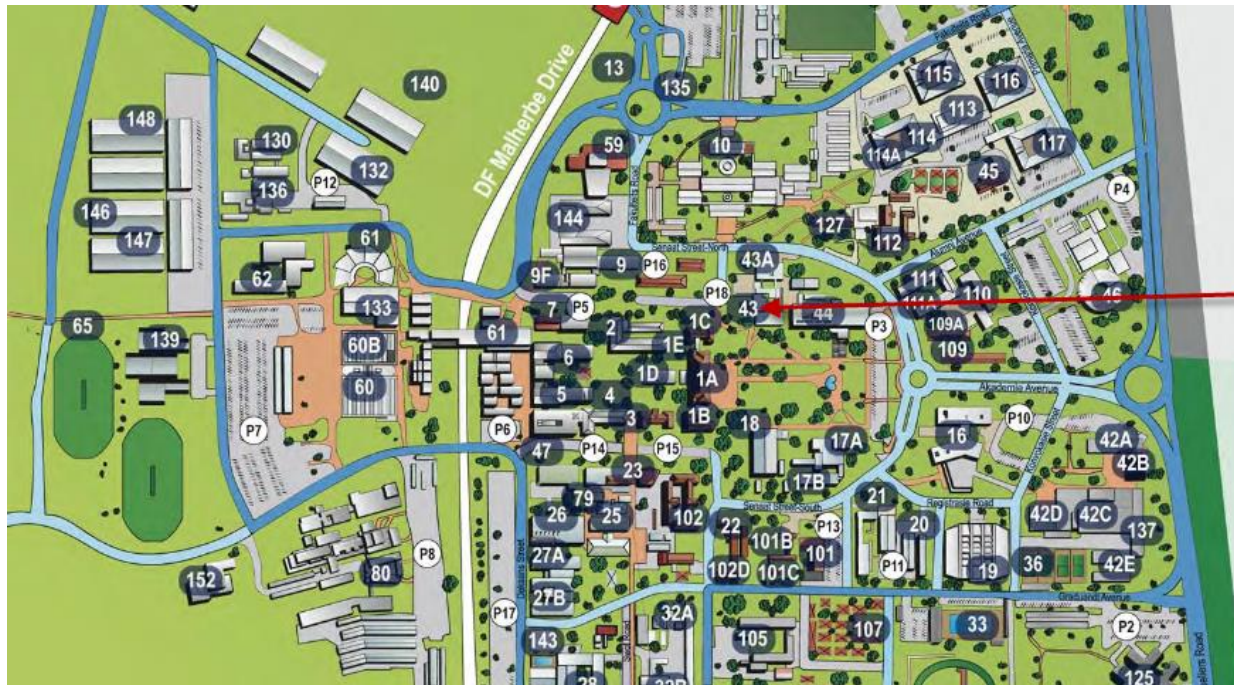
Contact Details

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

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

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

Or visit us at our offices



We are here in number 43, the Johannes Brill Building's first floor, across the main UFS building (1A) and next to the CR swart building (44)

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