R I M S

(Research Information Management System)

UFS·UV

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Ethics Clearance Application Manual

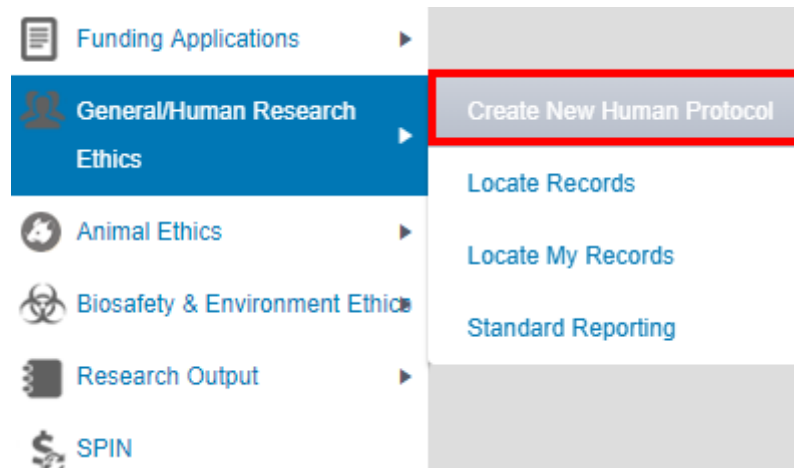Directorate Research Development
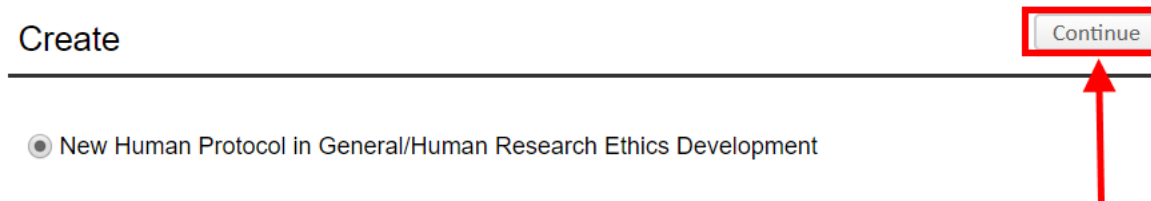
2019

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Creating a new application

1) Once you have logged into RIMS, select the appropriate ethics module at the left hand side of the screen and click on "Create New Protocol":

2) Click on "continue" to start creating the application:

3)

Title

Enter the title of your research here and then click Continue

Cancel | Spell Check | Continue

4) In the next screen, please make sure that your name and department are displaying correctly and if so, click on Continue:

Select PI   Continue | Close

Member   Test, General - Research Development Department (Bloemfontein Campus)

NB: If your department is not correct next to your name here then please DO NOT click on Continue. Call the RIMS office to assist you in linking you to the correct department:

Email - RIMS@ufs.ac.za
Phone - 051 401 9398 / 3682 / 9451 / 3942 / 7619

Please take note of your application's record number. This will help the admins to locate it quickly should you have a query.

Filling out the application forms

All forms listed under the "Document/Form" heading must be completed before the application can be submitted:

Click on the blue link of the form's name to enter the e-form:

Please read the guidelines within the e-form before filling it out and complete the form as required.

E-Form basics

NB: **most of the content in the electronic forms will initially be hidden and sections will be revealed as you start filling out the form and answering questions.**

Icons:

➕ or Add Click to add a line where data can be filled in or selected

✏️　　　　Click to open up a picklist from which an option can be selected

✖️　　　　Click to remove an item that was selected from a picklist or a document that was uploaded

🗑️　　　　Click to delete a line that has been added

⬆️　　　　Click to upload a document

👓　　　　Click to view a document that has been uploaded

Press the "Save" button at the top of the screen regularly while working on the form!　Save

Adding your supervisor

If you have a supervisor to send your application to, they must be added on the application form in the section shown here below:

1) Choose the "PI" role next to your name, which will already be displaying automatically.

CHOOSE 'PI' FROM THE DROP-DOWN MENU NEXT TO YOUR NAME BELOW AND THEN CLICK ON THE YELLOW + ICON TO ADD YOUR SUPERVISOR'S NAME AND CHOOSE THE CORRECT ROLE FOR THEM.

Delete

* Name
Test, General

* Role

PI
Supervisor / Study Leader
Co-Supervisor

2) To add your supervisor, click on either the ✚ or Add button. Find your supervisor by first entering their surname, followed by a comma and a space and then their full names:

Personnel Listing   Select   Close

mashamba, mpho

Mashamba, Mpho ML - UFS_0874498 - Centre for Africa Studies Sen Prof Department (Bloemfontein Campus)

Click on their name and then on the Select button. Their name will now display below yours in the application form. Please make sure to select the "supervisor/study leader" role next to their name. You can also add your co-supervisor in the same way:

CHOOSE 'PI' FROM THE DROP-DOWN MENU NEXT TO YOUR NAME BELOW AND THEN CLICK ON THE YELLOW + ICON TO ADD YOUR SUPERVISOR'S NAME AND CHOOSE THE CORRECT ROLE FOR THEM.
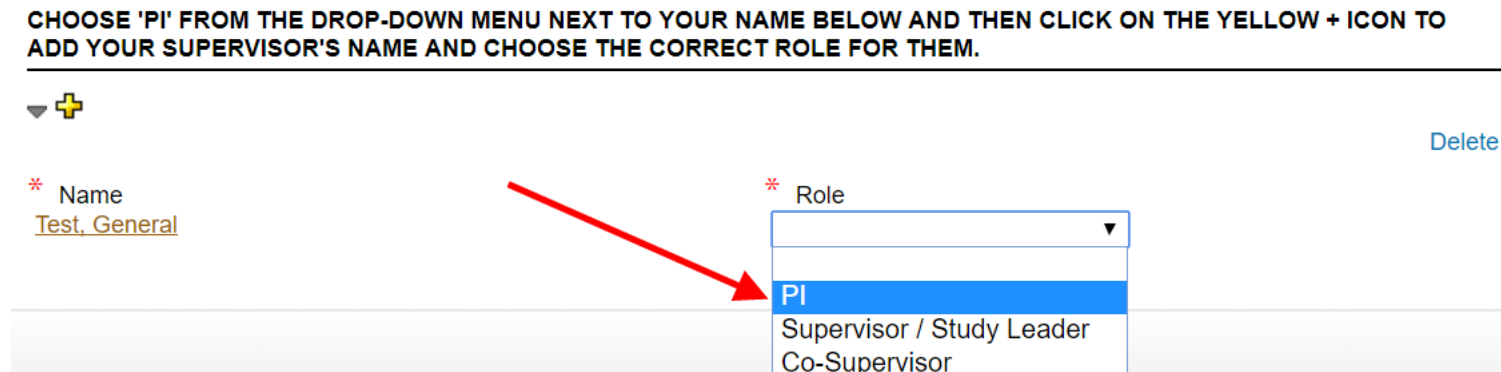
Delete

* Name
Test, General

* Role
PI ▼

Delete

* Name
Mashamba, Mpho ML

* Role
▼

PI
Supervisor / Study Leader
Co-Supervisor

Completing the e-forms

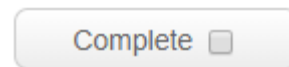Once all the questions in an E-form have been answered, confirm that the form has been completed by clicking on the tick-box in the top right hand corner:

Complete ☐

If you cannot see the "Complete" tick-box then make sure that the window in which the E-form is open is maximised so that it is not cut off.

If there are still mandatory fields that have not yet been completed in the E-form you will see the following message after clicking on "Complete":
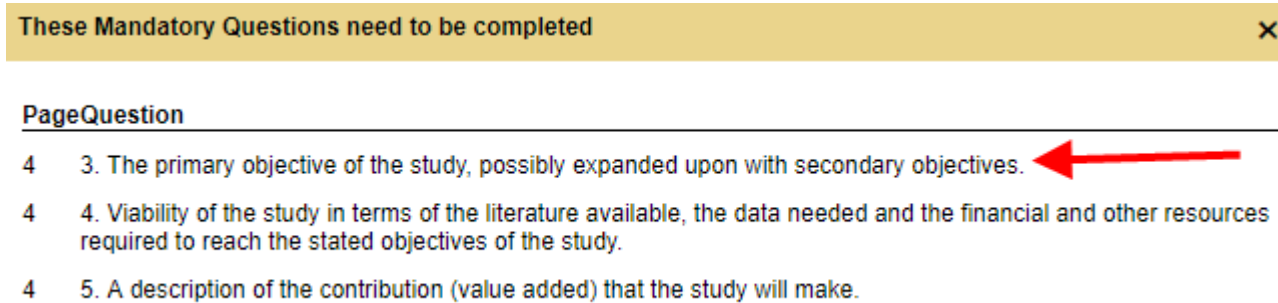
rims.ufs.ac.za says

Incomplete mandatory field(s) found

OK

If you see this click on "OK"

After clicking on OK a window will appear that lists all of the mandatory questions that have not been completed:

These Mandatory Questions need to be completed ✕

PageQuestion

4   3. The primary objective of the study, possibly expanded upon with secondary objectives. ⟵

4   4. Viability of the study in terms of the literature available, the data needed and the financial and other resources required to reach the stated objectives of the study.

4   5. A description of the contribution (value added) that the study will make.

Clicking directly on any of the questions will cause the E-form to automatically scroll to the question.

Make sure that you then complete the mandatory questions. They will be marked with a red asterisk icon (*)

Once all of the questions have been answered in the E-Form the form will successfully complete and automatically close if you click on the "Complete" tick-box.
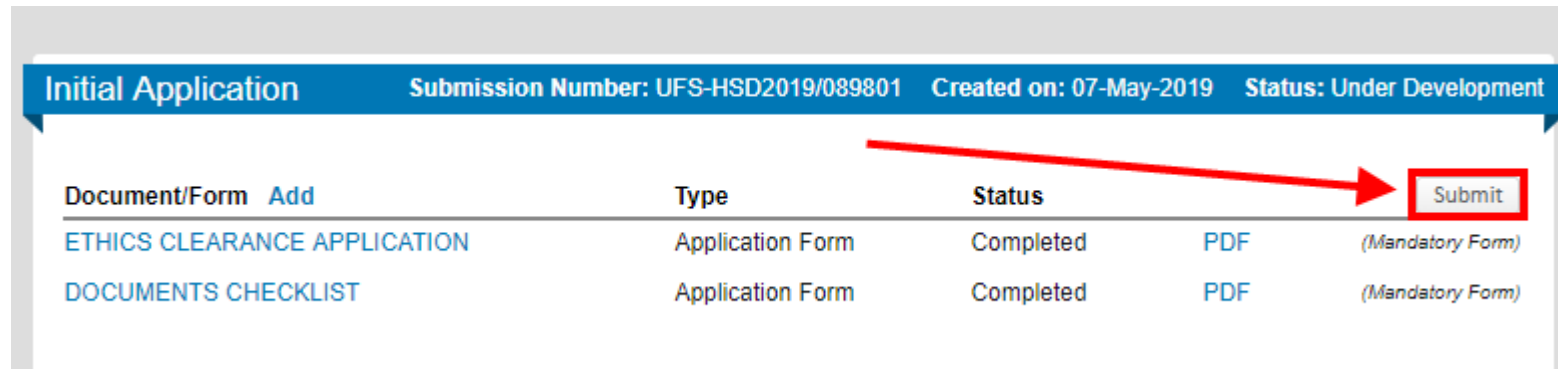
The status of the form will then have changed to "Completed" and it will also generate a PDF link that you can click on to open up the application form as a PDF document that can be saved or printed:

Initial Application	Submission Number: UFS-HSD2019/089801	Created on: 07-May-2019	Status: Under Development

Document/Form Add	Type	Status		Submit
ETHICS CLEARANCE APPLICATION	Application Form	Completed	PDF	(Mandatory Form)
DOCUMENTS CHECKLIST	Application Form	Incomplete		(Mandatory Form)

Submitting the application

NB: <u>**your application will not automatically be submitted after completing the E-forms!**</u>

After completing the E-forms it is still necessary to click on the "Submit" button to send in your application:

The application cannot be submitted if all the E-Forms have not been completed. If one or more of the forms are still incomplete the following message will be displayed after clicking on "Submit":

Once the E-forms have been completed, clicking on the "Submit" button will open a window that displays the route through which the application will be submitted:

If you have a supervisor to which your application must go to then you should see their name here next to "Supervisor Approval". If you do not see their name here then it means that they have not been added to the application form – *See page 8 of this manual and make sure that you add them*.

To complete the submission you must click on the "Submit" button again in this window.

NB: do not manually add anyone to the route here!

After clicking on the "Submit" button as shown above the status of the Initial Application will change to "Submitted":

Click on "Done" in the top left corner to exit the screen.

NB: if your application is going to a supervisor then they must sign off on the application on RIMS or it will not reach the ethics committee!

You will receive an email containing a PDF letter from the ethics committee after their review.