

# RIMS

(Research Information Management System)



UFS·UV



How to respond to Modifications Required or  
a Conditional Approval on your ethics  
application

Directorate Research Development

2019

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# Where to access the application

Log into your RIMS profile and find your application under your “Things to do”:

Things to do - 2 Items Filter by Area ▾ [Show Completed Items](#) [Display Options/Sorting](#)

**UFS-HSD2019/0937 (General/Human Research Ethics) - Conditional Approval (Initial Application)**  
test title 21 Test, General  
Action Item Assigned 1 minute ago

**UFS-HSD2019/0898 (General/Human Research Ethics) - MODIFICATIONS REQUIRED - Initial Application**  
test title Test, General  
Action Item Assigned 11 minutes ago



Click on it to open the “Task/Assignment” window:

**Task/Assignment** I am done Close

UFS-HSD2019/0898 General/Human Research Ethics - Initial Application  
Subject: MODIFICATIONS REQUIRED - Initial Application  
test title  
Test, General - Psychology Department (Bloemfontein Campus)  
Status: Modifications Required  
Submitted By: Mr General Test

**NB: Note that you will receive a PDF letter via email from the ethics committee that stipulates everything that you have to change or add to your application.**

# Making changes to your application

On the Task/Assignment screen you will see your application forms. They should be in the “Completed” status. Clicking on a form link will open it.

Document/Form <a href="#">Add</a>	Type	Status		<a href="#">Show Route</a> ( <a href="#">Route History</a> )
<a href="#">ETHICS CLEARANCE APPLICATION</a>	Application Form	Completed	<a href="#">PDF</a>	(Mandatory Form)
<a href="#">DOCUMENTS CHECKLIST</a>	Application Form	Completed	<a href="#">PDF</a>	(Mandatory Form)

**If you have a documents checklist and your study is NOT a desktop/literature study then open the documents checklist form first:**

1) Click on the tick-mark in the top right hand corner of the documents checklist e-form:

Complete


2) Find the following question and select “Yes”:


\* Are you responding to Modifications as asked for or Conditional Approval from the Ethics Committee?

You will then be asked to upload the letter that you received from the ethics committee as well as a summary of changes document, which you can download by clicking on the link pointed out here:  
(continued on net page)

GHREC SUMMARY OF CHANGES- Click [HERE](#)



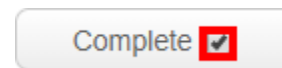
\* Click the link above and download the Summary of Changes Template, complete it and upload here 

\* Also please upload the letter of the Modifications that were required or the Conditional Approval from the Ethics Committee that you received here. 

Fill out the summary of changes form after making all the changes that the committee has asked for and then upload it:

GHREC DETERMINATION: MODIFICATIONS REQUIRED		
<b>Comment date</b> <i>Enter the date the researcher received the comments in RIMS</i>	<b>GHREC comments</b> <i>Copy each HSREC comment from your HSREC letter into this column. One comment per row.</i>	<b>Researcher response</b> <i>Respond to each point in this column. If an updated document resulted from the comment, refer to it by document name as well as page number where the update can be found.</i>
17 May 2019	Pleas upload consent forms	They have now been uploaded on the documents checklist
17 May 2019	Please specify why the proposed population of research participants are going to be used	An explanation was provided in the appropriate section in the ethics clearance application form

When all changes have been made, click on the “Complete” tick-box again:



Any of the e-forms can be “Un-Completed” and again “Completed” in the same way to make the necessary changes to them.

# Sending your application back to the ethics committee

1) Make sure that you have done everything required by the ethics committee according to the letter that you received from them and that the status of all the e-forms are “Completed”:

Document/Form <a href="#">Add</a>	Type	Status		Show Route <a href="#">(Route History)</a>
<a href="#">ETHICS CLEARANCE APPLICATION</a>	Application Form	Completed	<a href="#">PDF</a>	<i>(Mandatory Form)</i>
<a href="#">DOCUMENTS CHECKLIST</a>	Application Form	Completed	<a href="#">PDF</a>	<i>(Mandatory Form)</i>

2) Scroll down the “Task/Assignment” window to the “Finalize Task/Assignment” section:

### Finalize Task/Assignment

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**Supporting Attachments (Optional)** [Add](#)

*No Attached Documents*

Comments:

Next Step/Decision:

Assign to:

-->Select Person<--

Mulondo, Mutshidzi Abigail M - Office of the Dean: Health Sciences Department (Bloemfontein Campus)

Smith, Amanda AM - Experimental Farm Department (Bloemfontein Campus)

Select the name of the applicable admin next to “Assign to” from the drop-down menu.

**NB: If you are NOT sending your application back to the Health Sciences Research Ethics Committee then select Mrs Smith, Amanda AM. Otherwise make the other selection (Miss Mulondo or Mrs Du Plessis).**

3) Once you have selected the correct admin, scroll up to the top of the “Task/Assignment” screen and then click on “I am done”:



**Please note that once you have clicked on “I am done” you will no longer be able to make any changes to your application and it will immediately be sent to the selected ethics admin who will send out your application to be reviewed again by the ethics committee reviewers.**

**You will not have to wait until the next ethics committee meeting to receive feedback on your response.**