R I M S

(Research Information Management System)

Subsequent submissions on Ethics Clearance Applications

Directorate Research Development

2019

This manual is intended for use in adding a submission to your record on RIMS after you have received ethical approval or conditional approval from the ethics committee.

To add a submission to your record, log into your RIMS profile and then click on "Locate My Records" at the top of the screen:
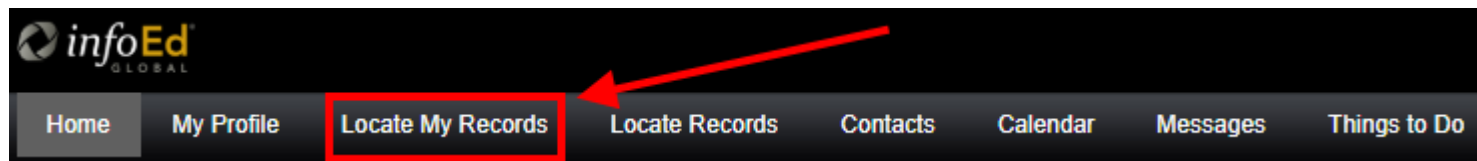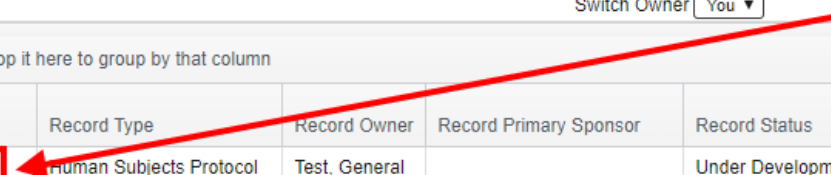

Under the list of results that display click directly on the record number for the application that you want to add a submission to:
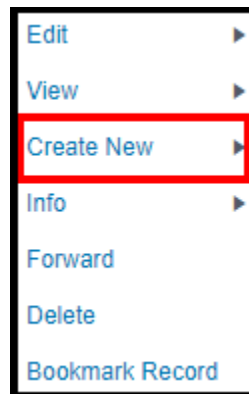
In the menu that opens up select "Create New":

```
Edit            ▶
View            ▶
Create New      ▶
Info            ▶
Forward
Delete
Bookmark Record
```

You can now click on the submission that you want to add:

Health Sciences Continuation/Report

Health Sciences Amendment

Health Sciences Final Report

Health Sciences Adverse Event/Unanticipated problems

Health Sciences Study Exception

Health Sciences Violation/Deviation

Health Sciences Safety Information Report

Health Sciences: Subsequent Documentation

Health Sciences Historical Submissions

Continuation/Report

Amendment

Final Report

Adverse Event/Unanticipated problems

Gatekeepers Approval -Student/Staff participation

Historical Submissions

Senate Appeal

NB: **If a new window does not open when you click on one of these submissions then please check the top right hand corner of your web browser to see if the pop-up window has been blocked *(if the window does open then skip to the last page of this manual)*:**
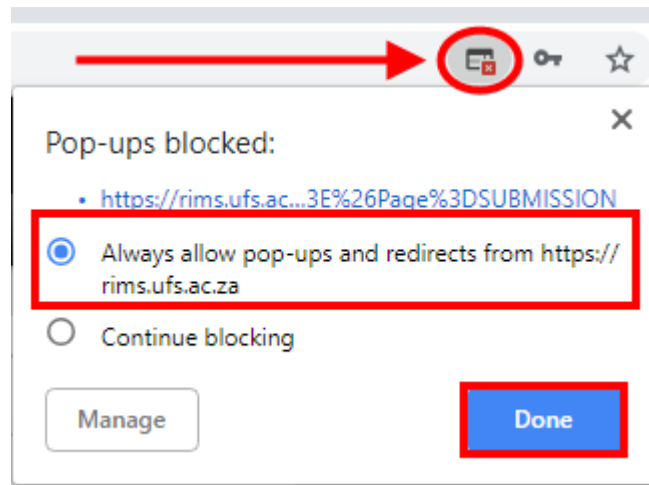
If the pop-up has been blocked click on the icon in the corner and make the selection to always allow pop-ups for rims.

NB: DO NOT click on "create new" and select the submission that you were trying to enter again if the pop-up was blocked. The submission would have been added to your record already. Click on your record number again to access it:

After clicking on the record number, navigate through the "Edit" option and the subsequent submission that you have added will be listed there. Simply click on it to open the window that was blocked by your browser's pop-up blocker:

Once the window opens you will see that there is an e-form that you must complete and you must also remember to submit it when the form is complete:

NB: Deadlines that apply for initial applications for ethical clearance do not apply for these submissions. You should receive feedback as soon as they have been reviewed.