RIMS

(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:

Home	My Profile	Locate My Records	Locate Records	Contacts	Calendar	Messages	Things to Do

Under the list of results that display click directly on the record number for the application that you want to add a submission to:

Results found: 7			Switch Owne	Switch Owner You 🔻			
Drag a column header and drop it here to group by that column							
	Record Number	Record Type	Record Owner	Record Primary Sponsor	Record Status	Record Title	
•	UFS-HSD2019/1014	Human Subjects Protocol	Test, General		Under Development	TEST 20MAY	
•	UFS-HSD2019/0937	Human Subjects Protocol	Test, General		Conditional Approval	test title 21	





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:

Record Number UFS-HSD2019/1014 Done Save	TEST 20MAY Mr General Test - Psych	nology Department (Bloemfontein Campus)		Human Subjects Edit Mode Change Project Info
Submissions (2)				?
Home > Submissions >	Amendment > Submission			
Submission	Amendment	Submission Number: UFS-HSD2019/10	01403 Created on: 21-May-	2019 Status: Under Development
	Document/Form Add AMENDMENT Show Existing Protocol Att	Type Application Form achments	Status Incomplete	Submit (Mandatory Form)

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.