

# HOW TO DOWNLOAD REC LETTERS AND CHECK CORRESPONDENCE ON THE REC APPLICATION SYSTEM

- 1) Log in to the REC online system via <https://applyethics.sun.ac.za> using your SU email address and password.
- 2) Click on the **NOTIFICATIONS** tab to view all correspondence sent via the system. You will be able to view ALL messages sent for ALL projects submitted to the REC.
- 3) Search for all messages, which include the message 'The REC has made a decision on your application'.
- 4) You will see a small attachment icon to the right of this message. Click on the icon to view the REC letter
- 5) Once the REC letter is opened in a new window, click on **DOWNLOAD** to download a copy of the REC letter.

See below screenshots for a visual presentation of above steps:

1. On your home page, click on **NOTIFICATIONS** to access all correspondence relating to your REC projects. It will include the notifications for ALL projects submitted to the REC for review and approval, so make sure you remember the project ID for the project you need information on.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
The c Stelle to document design principles.	6694		22/03/2018 12:07	22/02/2019 10:45	

Showing 1 to 1 of 1 entries

SU Research Ethics Review x Research Ethics Applications x

https://applyethics.sun.ac.za/Notifications/Index/1 67% Search

Research Ethics Applications Home Contacts Help

Work Area

Home 8 Notifications

### Notifications

Search

Start End

Display 100 notifications  
Please note that only the specified number of notifications will show after searching.

Search

<input type="checkbox"/>	Message	Attachment	Project Short Title	
<input type="checkbox"/>	✓ The REC has reached a decision on your application.	None		25/10/2018
<input type="checkbox"/>	✓ Your amendment has been submitted for review.	None		24/10/2018
<input type="checkbox"/>	✓ Your form has been signed by I	None		24/10/2018
<input type="checkbox"/>	✓	None		20/09/2018
<input type="checkbox"/>	✓ The REC has reached a decision on your application.			18/07/2018
<input type="checkbox"/>	✓ Your amendment has been submitted for review.	None		12/07/2018
<input type="checkbox"/>	✓ Your form has been signed by I	None		12/07/2018

2. To download your REC letters, search for messages that state **The REC has reached a decision on your application**.

3) You will note a small attachment icon next to these messages. **Click on the icon to view the letter.**

review x Research Ethics Applications x

https://applyethics.sun.ac.za/Notifications/Index/1 67% Search

Applications Home Contacts Help

### Notifications

Search

Start End

Display

Please note that only the specified number of notifications will show after searching.

Search

<input type="checkbox"/>	Message	Attachment	Project Short Title	
<input type="checkbox"/>	✓ The REC has reached a decision on your application.			25/10/2018
<input type="checkbox"/>	✓ Your amendment has been submitted for review.	None		24/10/2018
<input type="checkbox"/>	✓ Your form has been signed by I	None		24/10/2018
<input type="checkbox"/>	✓	None		20/09/2018
<input type="checkbox"/>	✓ The REC has reached a decision on your application.			18/07/2018
<input type="checkbox"/>	✓ Your amendment has been submitted for review.	None		12/07/2018
<input type="checkbox"/>	✓ Your form has been signed by I	None		12/07/2018

#### Attachment

UNIVERSITEIT  
STELLENBOSCH  
UNIVERSITY

**NOTICE OF APPROVAL**  
REC Humanities Amendment Form

Project number:  
Project Title:

Dear

Your REC Humanities Amendment Form submitted on 24 October 2018 was reviewed and approved by the REC: Humanities.

Download Close

4. Click on **DOWNLOAD** to download a copy of your REC letter.