

## HOW TO REVISE YOUR ONLINE REC FORM

Below is a table of contents which shows you all the steps you need to follow to revise and resubmit your online application.

**READ THE INSTRUCTIONS CAREFULLY TO AVOID UNNECESSARY DELAYS.**

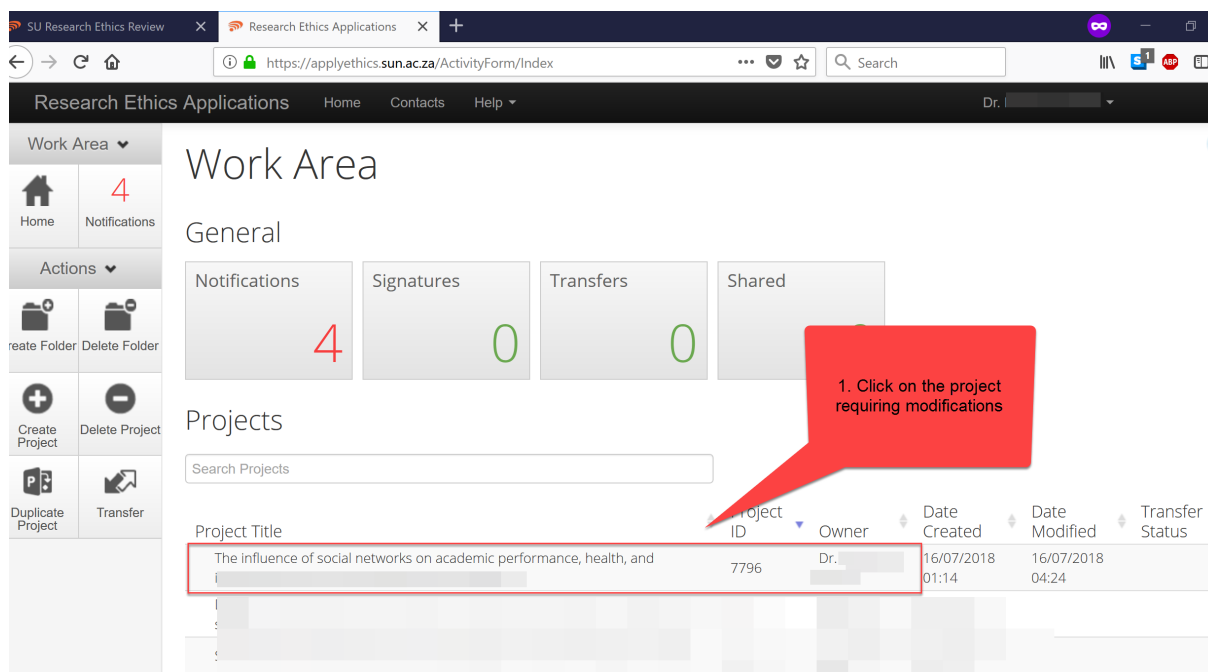
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## 1. Sign into the online system: <https://applyethics.sun.ac.za>

If you experience issues logging in or need a reminder on how to log in, please download the Sign-in Troubleshoot guide available here: [\[DOWNLOAD\]](#)

## 2. Scroll down to Projects and click on the project title you want to edit



## 3. Scroll down to the form's section list and click on the sections you need to edit (also see screenshot below)

3.1) If you need to revise an attachment or document uploaded to the application form, please **delete** the original attachment first and then upload your revised attachment.

3.2) Please remember to highlight the revised sections in the attachment so that it is convenient for the reviewer to find the revised content.

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Share Completeness Check Submit

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Project Tree

REC Humanities New Application Form

Form Status Review Reference Date Modified

Modifications required N/A 07/09/2018 13:59

Navigation Documents Signatures

REC Humanities New Application Form

Section

SECTION 1

SECTION 2

SECTION 3

SECTION 4

SECTION 5

SECTION 6

SECTION 7

SECTION 8

SECTION 9

Questions

REC/DESC/FESC Information

Project details

Investigator information

Application screening questions

Participant recruitment | Participation of Minors | Informed consent process | Mitigation of risk of harm

Privacy, confidentiality and anonymity

Data collection methods

Permission from authorities

Additional information/documents

Show inactive Sections

#### 4. Attach your Response/cover letter to section 9.2 of the online form

##### 4.1) Why do I need to attach a response letter?

The response/cover letter assists with expediting the review of your revised form. By including a response letter, you guide the reviewer to the specific section(s) that you have revised. It also gives you the opportunity to explain or motivate the reason(s) for your response/revision. Please ensure that you write your response in a **numbered-format** (based on the numbering of the comments in the feedback letter) and that you indicate which section, or page number you made your edits to the form/attachments.

##### 4.2) To download a template for such a response/cover letter, please click here:

[\[DOWNLOAD HERE\]](#)

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Project Share Completeness Check

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REC: Social, Behavioural and Education Research (SBER) - Initial Application Form

Section

SECTION 1

SECTION 2

SECTION 3

SECTION 4

SECTION 5

SECTION 6

SECTION 7

SECTION 8

SECTION 9

SECTION 10

INVESTIGATOR DECLARATION

SUPERVISOR DECLARATION

Questions

Committee filter questions

Project details

Investigator information

SBER form filter questions

Participant selection and recruitment

Data management plan

Data collection

Gatekeeper permission

Additional information/documents

Overall project risk classification

Investigator declaration and signature

Supervisor declaration and signature

Show inactive Sections

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## 5. Final step: Submit your form for review (also see screenshot below)

The application system is set up to automatically submit your online form to the committee after all required signatures are in place.

5.1) To submit your form, please sign the **INVESTIGATOR DECLARATION** section.

5.2) If you are a student, you will need to sign the **INVESTIGATOR DECLARATION** section AND you need to request your supervisor's signature in the **SUPERVISOR DECLARATION** section.

Your form will only be submitted after both you and your supervisor have signed the form.

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### REC: Social, Behavioural and Education Research Application Form

Section	Questions
SECTION 1	Committee filter questions
SECTION 2	Project details
SECTION 3	Investigator information
SECTION 4	SBER form filter questions
SECTION 5	Participant selection and recruitment
SECTION 6	Data management plan
SECTION 7	Data collection
SECTION 8	Gatekeeper permission
SECTION 9	Additional information/documents
SECTION 10	Overall project risk classification
INVESTIGATOR DECLARATION	Investigator declaration and signature
SUPERVISOR DECLARATION	Supervisor declaration and signature

4. To submit your form, please sign the INVESTIGATOR section.

If you are a student, you need to sign the INVESTIGATOR DECLARATION section AND you need to request your supervisor's signature in the SUPERVISOR DECLARATION section

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## 6. How do I know my form has been submitted?

The system will send you an auto-generated email confirming the successful submission of your application.

STUDENTS REMEMBER, the system will only send this confirmation email AFTER both you and your supervisor have signed the form. If you do not receive such an email within 3-4 days, please follow up with your supervisor.

If you do not receive the submission email, please contact the REC helpdesk for assistance: [applyethics@sun.ac.za](mailto:applyethics@sun.ac.za).

Below a screenshot of what the system email will look like:

