

# STELLENBOSCH UNIVERSITY

*Research Information Management System*

*Guideline for Amending the Applicant Details*

## **TRAINING MANUAL**

RESEARCH ETHICS COMMITTEE:

ANIMAL CARE AND USE &

BIOLOGICAL AND ENVIRONMENTAL SAFETY

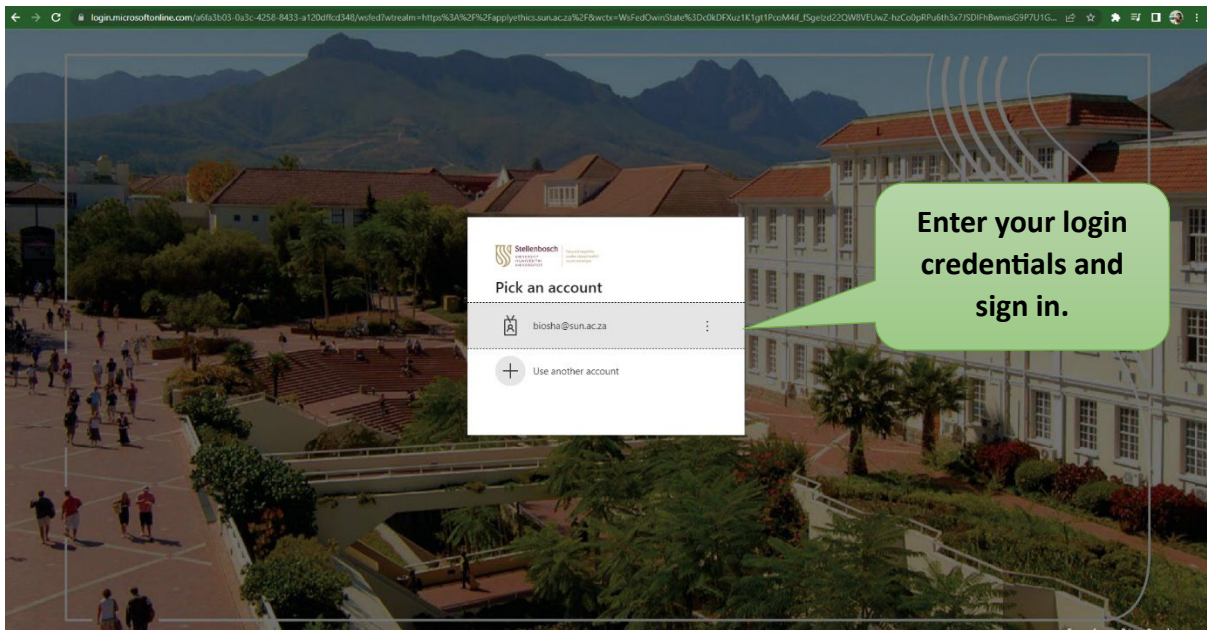


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### 1. Login

- 1.1. As the applicant, sign in to the Apply Ethics website (<https://applyethics.sun.ac.za>) using your SU username ([username@sun.ac.za](mailto:username@sun.ac.za)) and password.

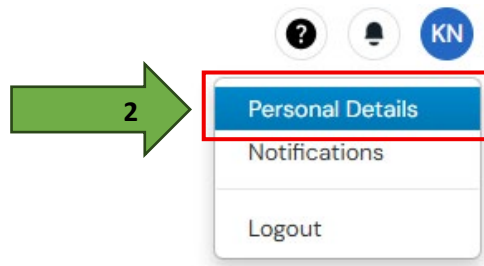


### 2. Work Area

- 2.1. Once you have signed in, you will be directed to your Applicant Work area.
- 2.2. Click on your initials at the top-right-hand-corner of the screen.



- 2.3. From the drop-down list, select Personal Details.



- 2.4. You will be directed to the page “Change Personal Details”. In the table, please provide all the necessary personal details. As completed, click on “Change Details” to save your information.

## Change Personal Details

Title	<input type="text" value="Miss"/>
First Name*	<input type="text" value="K"/>
Last Name*	<input type="text" value="Naicker"/>
Organisation	<input type="text" value="Stellenbosch University"/>
Department	<input type="text" value="Division for Research Development"/>
Faculty	<input type="text" value="DEPUTY VICE-CHANCELLOR (RESE/"/>
Campus	<input type="text" value="31017193"/>
Qualification	<input type="text" value="knaicker@sun.ac.za"/>
Telephone	<input type="text" value="n.a."/>
Fax	<input type="text" value="n.a."/>
Address 1	<input type="text" value="52 Ryneveld street"/>
Address 2	<input type="text" value="Krotoa Building (2nd floor)"/>
Town/City	<input type="text" value="Stellenbosch"/>
County/State	<input type="text" value="Western Cape"/>
Postcode	<input type="text" value="7600"/>
Country	<input type="text" value="South Africa"/>

- 2.5. Please ensure that your details have translated into your applications by checking the Principal Investigator's details (if you are a researcher) or the Co-investigator's details (if you are a co-investigator or student).