

STELLENBOSCH UNIVERSITY

Research Information Management System

Guideline for Sharing and Transferring REC: BES and REC: ACU Applications

TRAINING MANUAL

RESEARCH ETHICS COMMITTEE:

ANIMAL CARE AND USE &

BIOLOGICAL AND ENVIRONMENTAL SAFETY



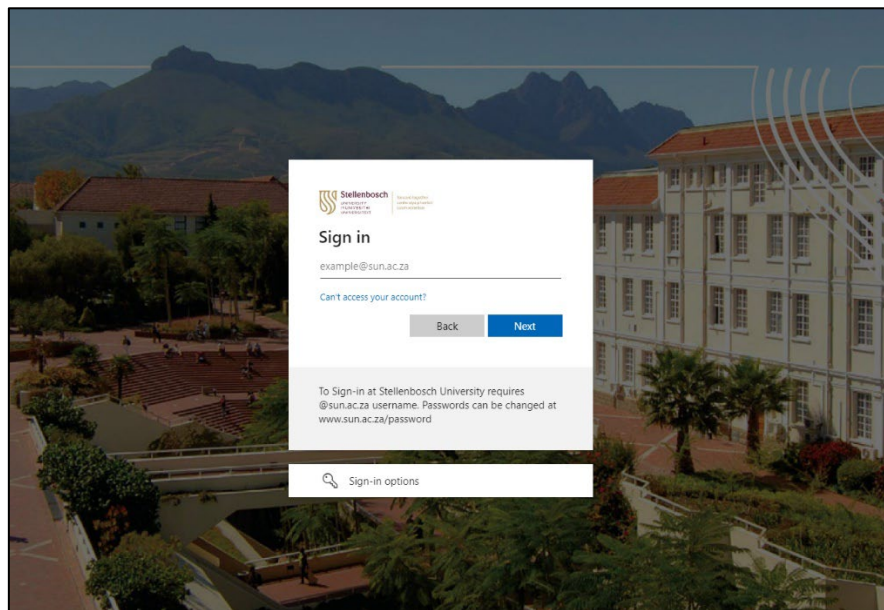
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1. Sharing the Application

Sharing a form enables others to view and/or edit the same form depending on the level of access you give them.

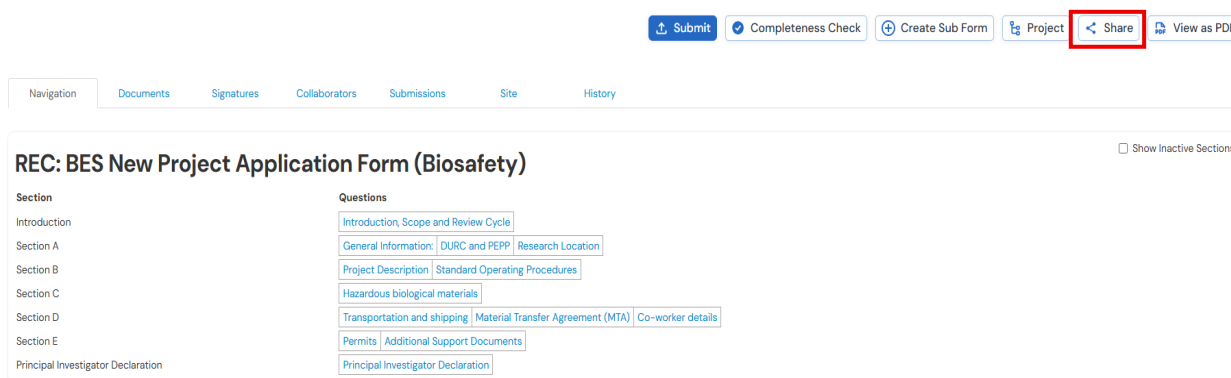
- 1.1. Sign in to the Apply Ethics webpage (<https://applyethics.sun.ac.za/>) using your SU username and password.



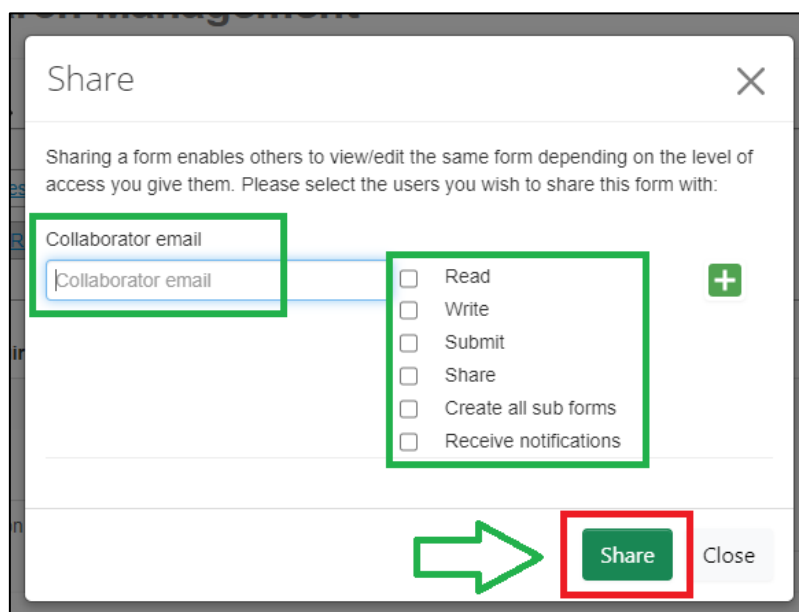
- 1.2. When you have been directed to your 'Work Area, select the application you would like to share with the co-investigator.

Project Title	Project ID	Owner	Date Created	Date Modified
My project	35268	Miss K Naicker	01/12/2025 09:56	02/12/2025 08:17

1.3. On the project application form, select 'Share' on the top, right-hand panel.



1.4. On the pop-up, provide the SU email address for the individual you would like to share the application with. Additionally, select the boxes (Read, Write, Submit, Share, Create all sub forms, Receive notifications) relevant to the level of access you would like to share with the co-investigator. Thereafter, click 'Share'.



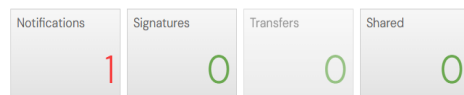
1.5. Thereafter, your form will be shared with the co-investigator.

2. Transfer the Application

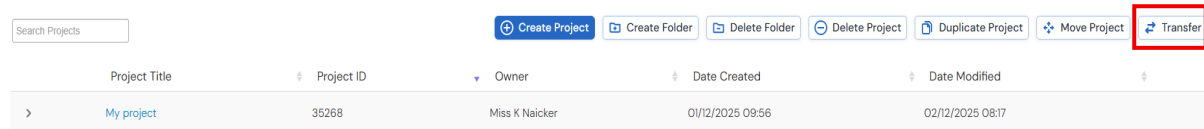
When you transfer your REC: ACU or REC: BES to another individual, please note that you will lose all access to the application form.

- 2.1. After sharing the form with another individual, go back to your 'Work Area'.
- 2.2. On the right-hand panel, click on the tile 'Transfer'.

Work Area



Projects



- 2.3. On the pop-up, 1) provide the email address of the individual you would like to transfer the application to, 2) select the project or projects you would like to transfer and 3) click 'Transfer'.

Transfer Projects

Please note that you will lose all access to this project.

Email Address:

Email Address

Message:

Enter a message (optional)

Search Projects

	Id	Project Title
<input type="checkbox"/>	27764	Doctoral Office testing
<input type="checkbox"/>	27792	BES - Tygerberg Doctoral Office - 2
<input type="checkbox"/>	27937	ACU proj
<input type="checkbox"/>	28782	Research Management

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Transfer

Close

2.4. Thereafter, your application will be transferred to the chosen individual.

Should you have any queries related to this process, please feel free to contact Mrs Biosha Thompson-Graham at biosha@sun.ac.za.