

## 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.**

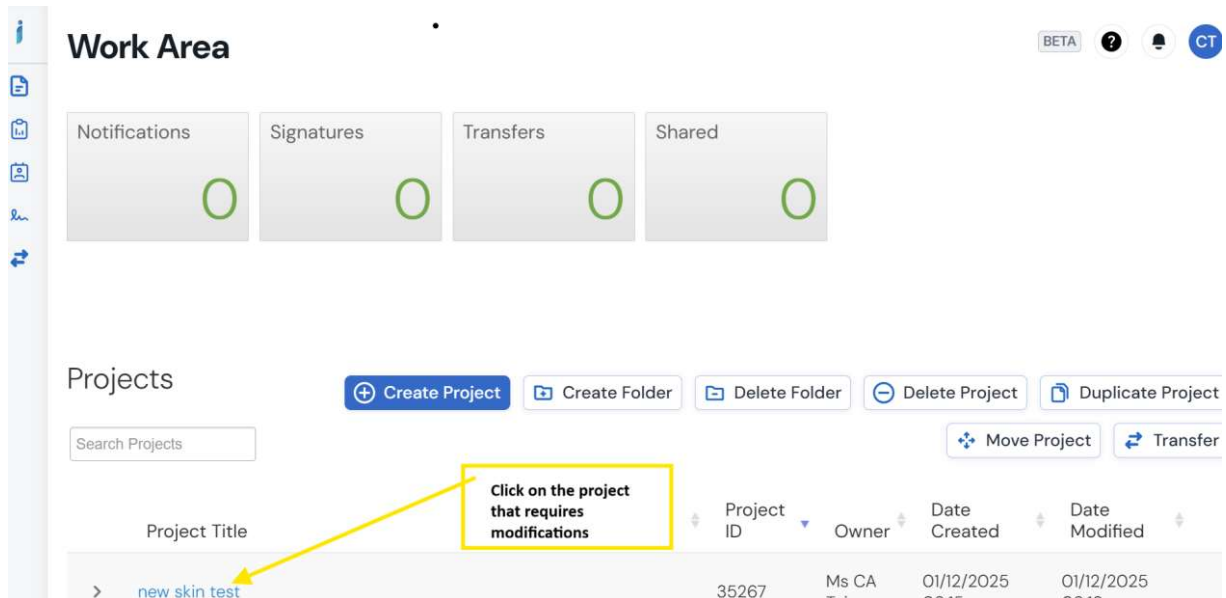
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## 1. Sign into the online system: <https://applyethics.sun.ac.za>

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

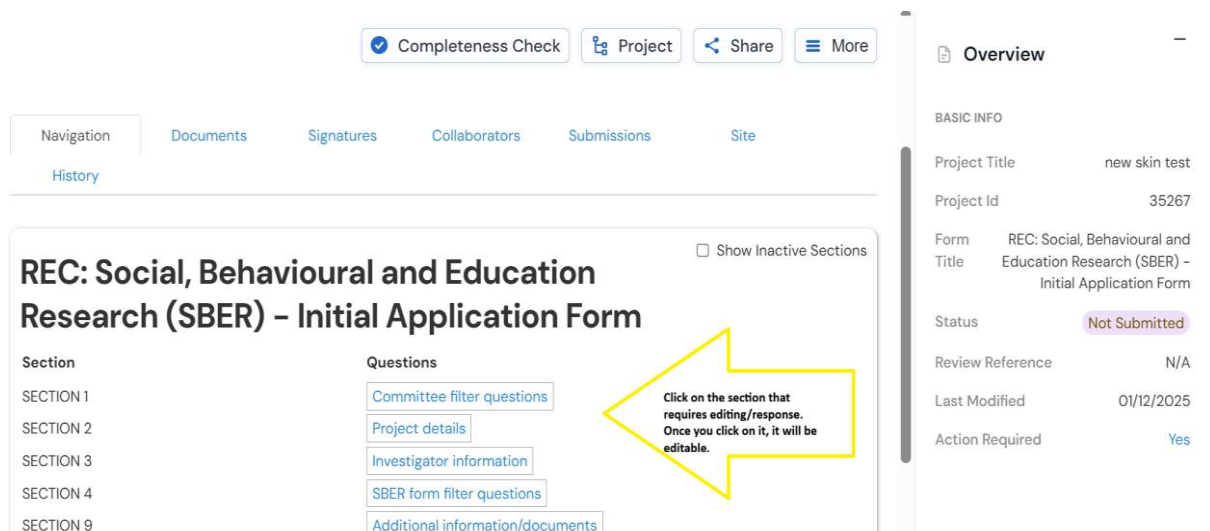
## 2. Scroll down to Projects and click on the project title you want to edit



## 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.



## 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:

[\[DOWNLOAD HERE\]](#)

The screenshot shows the 'new skin test' online form interface. The form is titled 'REC: Social, Behavioural and Education Research (SBER) – Initial Application Form'. It has a navigation bar with tabs: Navigation, Documents, Signatures, Collaborators, Submissions, Site, and History. The main content area shows a list of sections on the left and a table of questions on the right. A yellow arrow points to the 'Additional information/documents' question in Section 9, with the text 'Attach your response letter to section 9.2 of the 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, Research involving minors, Informed consent processes and forms, Assessment of potential risks and benefits
SECTION 6	Research Data Management (RDM) Plan
SECTION 7	Data Collection Activities and Tools
SECTION 8	Gatekeeper permission and Local ethics approvals
SECTION 9	Additional information/documents
SECTION 10	Overall project risk classification
INVESTIGATOR DECLARATION	Investigator declaration and signature
SUPERVISOR DECLARATION	Supervisor declaration and signature

## 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.

**Project**

Completeness Check Project Share Refresh View as PDF More

Navigation Documents Signatures Collaborators Submissions Site History

**REC: Social, Behavioural and Education Research (SBER) - Initial 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 Research involving minors Informed consent processes and forms Assessment of potential risks and benefits

SECTION 6 Research Data Management (RDM) Plan

SECTION 7 Data Collection Activities and Tools

SECTION 8 Gatekeeper permission and Local ethics approvals

SECTION 9 Additional information/documents

SECTION 10 Overall project risk classification

INVESTIGATOR DECLARATION Investigator declaration and signature

SUPERVISOR DECLARATION Supervisor declaration and signature

Show Inactive Sections

To submit your form, please sign the INVESTIGATOR declaration. If you are a student you must sign the INVESTIGATOR declaration and request your supervisor's signature in the SUPERVISOR declaration section.

Overview

BASIC INFO

Project Title

Project Id

Form Title REC: Soc Research (S

Status

Review Reference

Last Modified

Action Required

## 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:

