

STELLENBOSCH UNIVERSITY

Research Information Management System



BIOLOGICAL AND ENVIRONMENTAL SAFETY (BES):

TRAINING MANUAL

Compliance/Ethics – New Application



Contents

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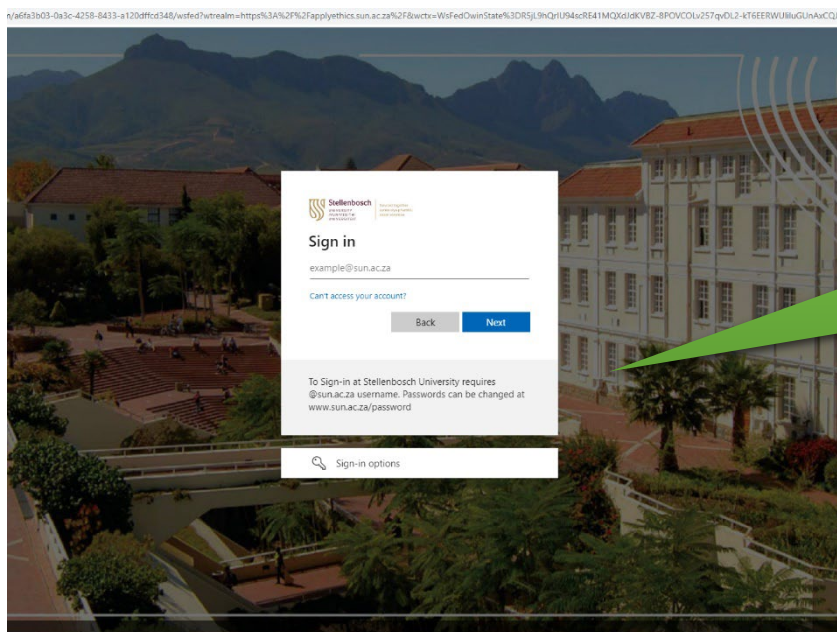
1. Login

The URL for the Infonetica website is <https://applyethics.sun.ac.za/>

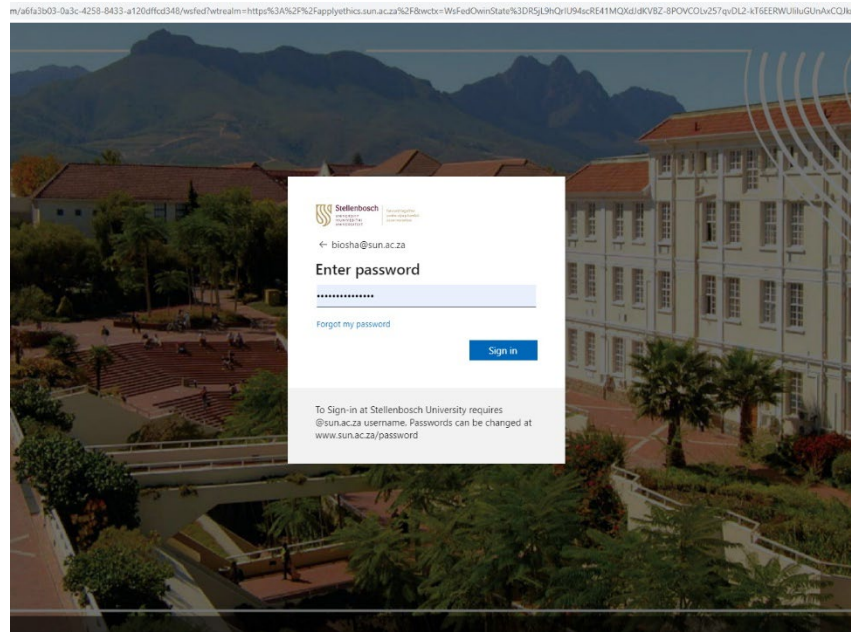
You will be required to login using your username@sun.ac.za and network password. Follow the instructions applicable to you.

NOTE: If you are NOT a registered student you will not be able to login. Please make sure you are registered before attempting to login.

Students who require applying for ethics clearance before they are registered must do this in consultation with their relevant department as the department will have to add them to the Information Technology SUNID temporary user database so that the student can be issued a username and password by IT. Please note that the SUNID process is not an ethics process, it is a completely separate process and is handled entirely by the relevant department



**ENTER YOUR LOGIN
CREDENTIALS AND SIGN
IN.**



2. Create your Project

Once logged in, you will land on the Infonetica landing page.

Work Area

Signatures 0 Transfers 0 Shared 0

Infonetica Landing Page

Projects

Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project Transfer

1. Click on 'Create Project'

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Create Project

Project Title* (Max 200 characters)

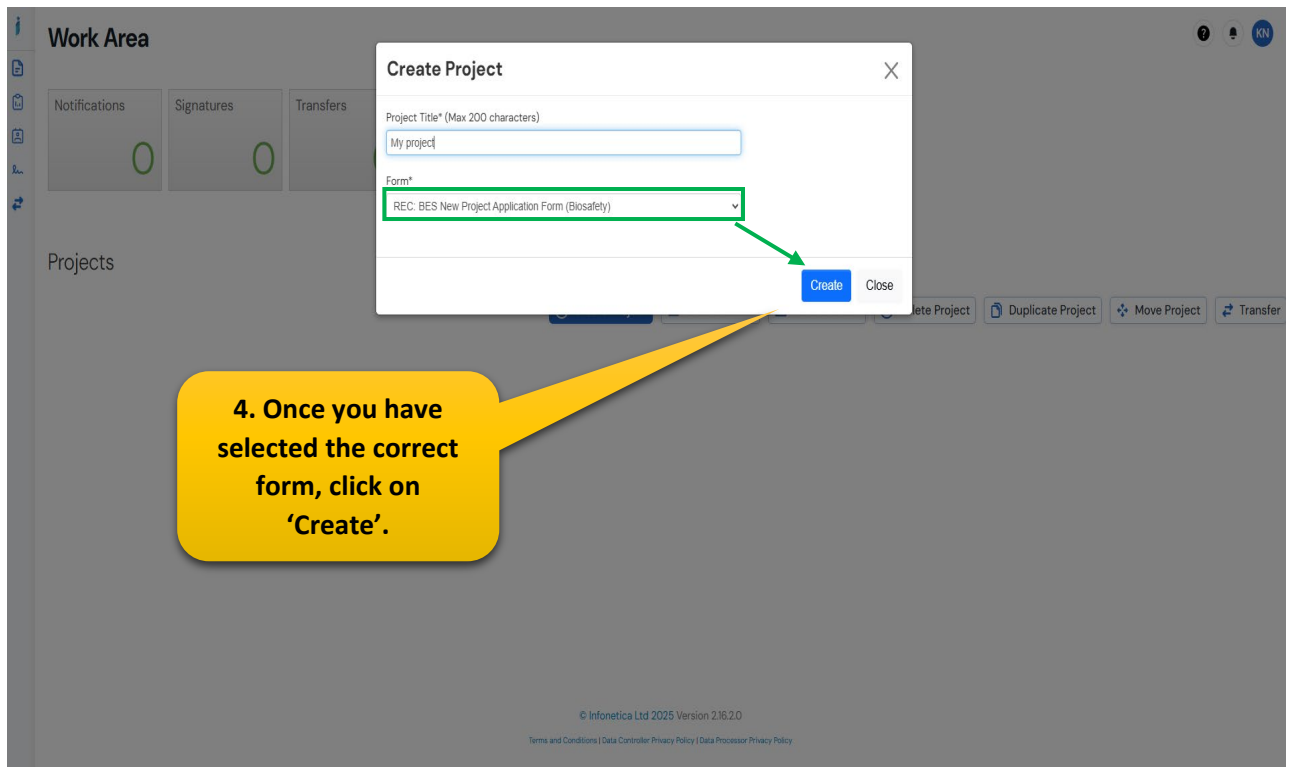
Form*

REC: BES New Project Application Form (Biosafety)

2. Enter Project Title
(N.B. The project title you provide should be the ACTUAL project title).

3. FOR NEW APPLICATIONS:
Click on drop-down list and SELECT REC: BES Project Application Form.

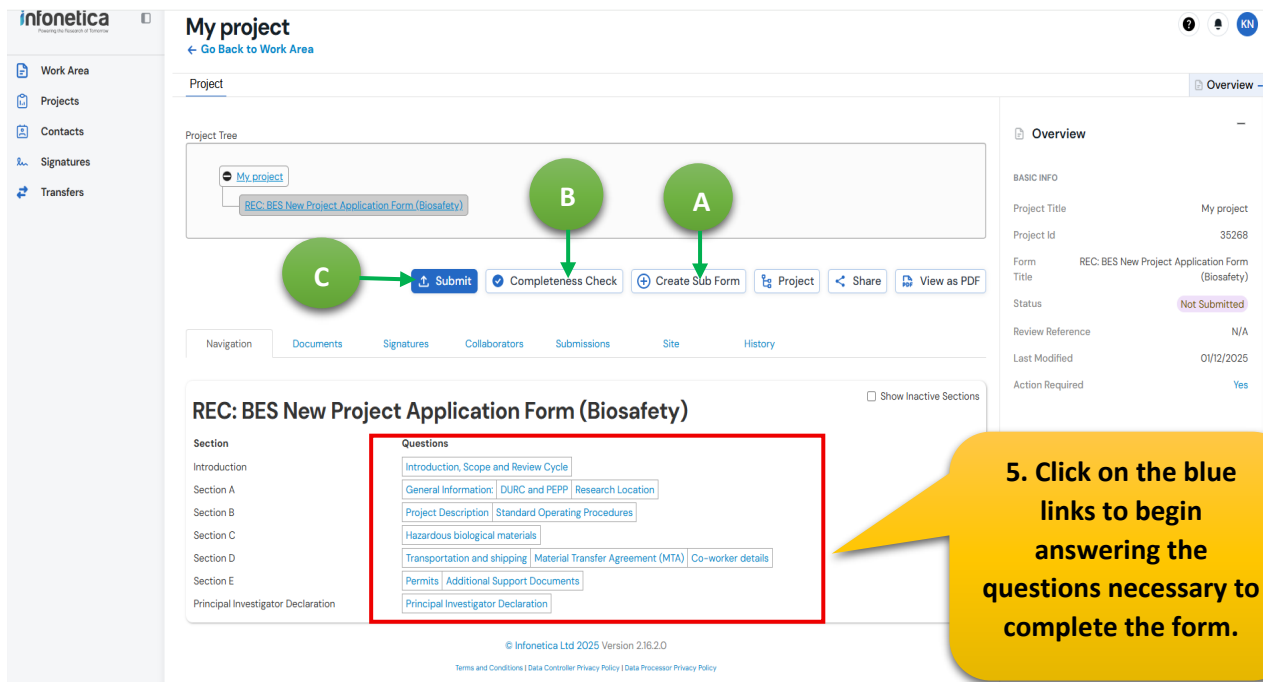
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N.B. Please ensure you have selected the correct form.

3. Complete the questions online

The system has now created a record for you with a system generated number. The next step is to complete the electronic application form.



A – To create a Sub Form

B – Use to check whether you have completed every question in the form

C – Submit at the end

The screenshot shows a web form titled 'My project' with a sidebar on the left. The main content area contains several input fields: 'Building Name:', 'Room Number:', 'Type of Facility (e.g., laboratory, tissue culture facility, storage room):', 'Biological Agents:', 'Biosafety Cabinet available?' (with a dropdown menu), and 'Biosafety Level:' (with a dropdown menu). At the bottom, there is a section titled 'Shared space?' with a text area for description. A yellow speech bubble with the text 'Complete all the questions on each page.' points to the form fields. Four green circles with letters A, B, C, and D are overlaid on the interface. Circle B points to the 'Navigate' button in the top navigation bar. Circle C points to the 'Save' button, and Circle D points to the 'Share' button, both in the top navigation bar. Circle A points to the 'Previous' and 'Next' arrows at the bottom of the form.

A – Click on 'Previous' or 'Next' arrow to move to the previous or next page.

B – Click on 'Navigate' to take you back to the original form.

C – Click on 'Save' button before continuing to the next page.

D – Click on 'Share' to share your application form with your supervisor.

Select the hazardous biological materials relevant to your study and complete the form below.

My project

Project

Submit Completeness Check Navigate View as PDF Documents Signatures Save Share More

Hazardous biological materials

Identification of potentially hazardous biological materials or agents

Select all listed potentially hazardous biological materials and agents that are applicable to your protocol and complete all the relevant sections regarding the selected materials.

If, for example, you introduce rDNA into a microorganism to change its genetic make-up, select both **A. Microorganisms** and **D. Recombinant DNA** and synthetic nucleic acid molecules, and complete the sections for these materials.

Material or Agent:

- ☒ A. Microorganisms or potentially infectious material (e.g. Bacteria, Virus, Fungus, Parasitic Agents)
- ☐ B. Clinical samples (e.g. human blood, blood components, fluids). Please select option A if the clinical samples contain any infectious microorganisms.
- ☐ C. Organ, tissue and cell cultures (OTCC)
- ☒ D. Recombinant DNA (rDNA) and synthetic nucleic acid molecules (e.g. PCR, siRNA, cDNA)
- ☐ E. Plants
- ☐ F. Animals (Vertebrates or Invertebrates)
- ☐ G. Engineered nanomaterials
- ☐ H. Other

Previous Next

A. Microorganisms or potentially infectious material (e.g. Bacteria, Virus, Fungus, Parasitic Agents)



NOTE: Even if you are working with a BSL1 or BSL2 organism, if recombination techniques are used to transform organisms, you will need to submit an application for ethical clearance.

4. Share your application with your supervisor

1. Enter your supervisor's email

2. Tick the boxes to allow your supervisor to read and make

3. Click on 'Share'.

Share

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with.

Collaborator email

wabeukes@sun.ac.za

- ☒ Read
- ☒ Write
- ☐ Submit
- ☐ Share
- ☐ Create all sub forms
- ☐ Receive notifications

Share Close

REC: BES New Project Application (Biosafety)

Section

Introduction

Questions

Introduction, Scope and Review Cycle

General Information

PI, IBC and BEEP

Research Location

Show Inactive Sections

A notice will appear that your form has been shared successfully.

Your supervisor will now be able to login, read and share comments with you while you are working on your form as shown below.

Work Area

Notifications **444** Signatures **0** Transfers **0** **Shared 8**


Projects

[Create Project](#) [Create Folder](#) [Delete Folder](#) [Delete Project](#) [Duplicate Project](#) [Move Project](#) [Transfer](#)

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified
> My project	35268	Miss K Naicker	01/12/2025 09:56	01/12/2025 10:47

When your supervisor logs in, it will appear in their shared folder.

 **Tip:** If you are working on your e-form and you want to stop and continue at a later stage, click on 'Save' button on the left panel to save your work. When you are ready to work on the e-form again, login and continue.

My project

[Project](#) [My project](#) [Overview](#)

[Submit](#) [Completeness Check](#) [Navigate](#) [View as PDF](#) [More](#)

1

Click on the speech bubble icon to view or add comments.

One comment has been added. Keep track of comments between you and your supervisor in the Overview panel.

Overview

INSIGHTS

Comments 1

BASIC INFO

Project Title My project

Project Id 35268

Version 17.7

Form REC: BES New Project

Title Application Form (Biosafety)

Status **Not Submitted**

Review Reference N/A

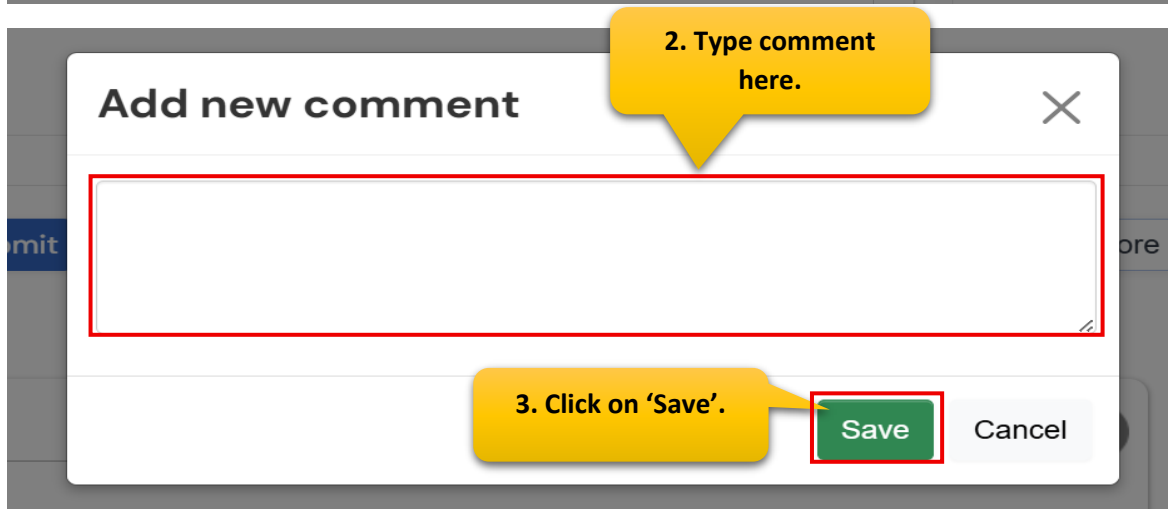
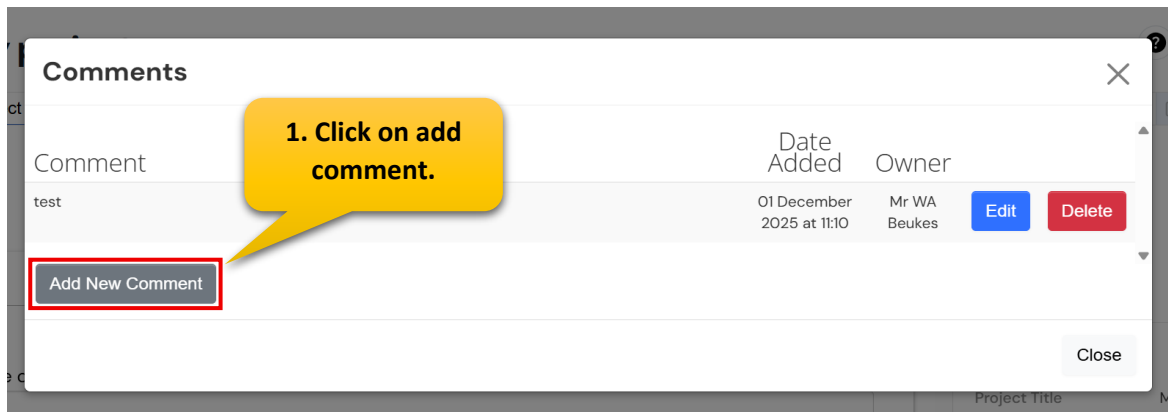
Last Modified 01/12/2025

Title of Project:

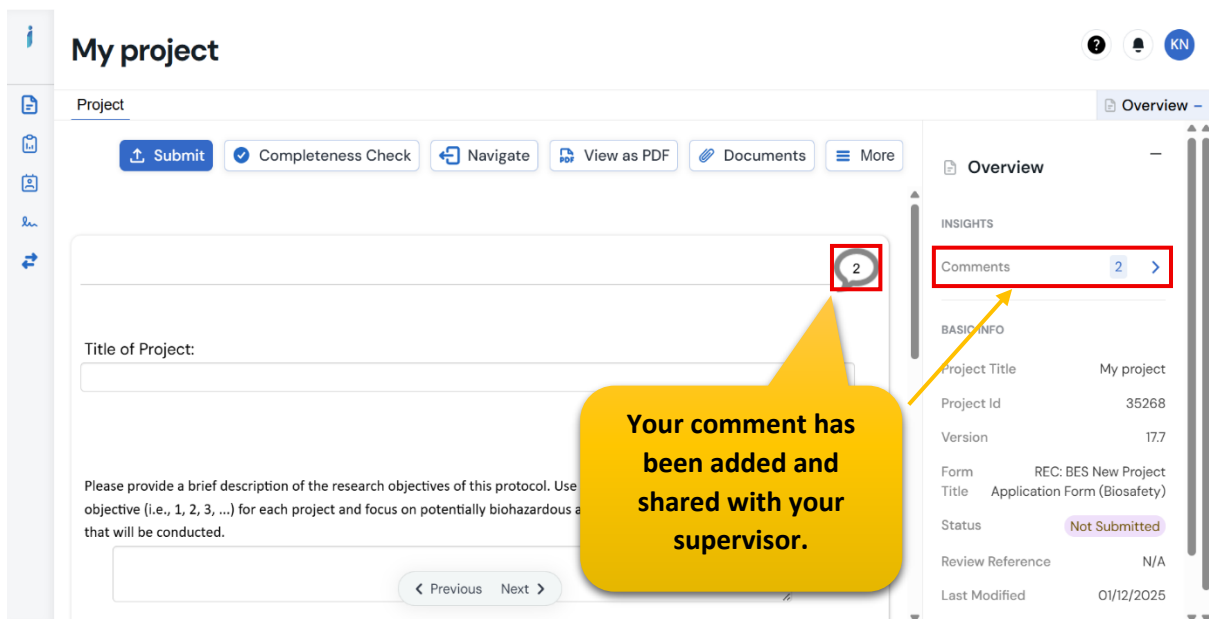
Please provide a brief description of the research objectives of this protocol. Use a separate paragraph and number each objective (i.e., 1, 2, 3, ...) for each project and focus on potentially biohazardous agents and the types of experiments/analysis that will be conducted.

[Previous](#) [Next](#)

You can add comments for you supervisor to view while working through your application form.



Keep track of comments made between you and your supervisor by clicking on the speech bubble or comments button in the action panel.



Adding your supervisor's details in the form:

REC: BES New Project Application Form (Biosafety)

Section Questions

Introduction Introduction, Scope and Review Cycle

Section A **General Information: DURC and PEPP** Research Location

Section B Project Description Standard Operating Procedures

Section C Hazardous biological materials

Section D Transportation and shipping Material Transfer Agreement (MTA) Co-worker details

Section E Permits Additional Support Documents

Principal Investigator Declaration Principal Investigator Declaration

Click on 'General Information' to add your supervisor's details.

Submit Completeness Check Navigate View as PDF Documents Signatures Save Share More Track Changes

Title First Name Surname

SU Number

Department

Faculty

SU Email Address

Qualification

Address

City

Province

Postcode

Telephone

Email

5. Sign and submit your application

Completing the declaration and signature on application form.

Navigation Documents Signatures Collaborators Submissions Site History

REC: BES New Project Application Form (Biosafety)

Section Questions

Introduction Introduction, Scope and Review Cycle

Section A General Information: DURC and PEPP Research Location

Section B Project Description Standard Operating Procedures

Section C Hazardous biological materials

Section D Transportation and shipping Material Transfer Agreement (MTA) Co-worker details

Section E Permits Additional Support Documents

Principal Investigator Declaration **Principal Investigator Declaration**

Click on 'Principal Investigator Declaration' to sign forms.

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My project

Project

Submit Completeness Check Navigate View as PDF Documents Signatures Save Share More

Declaration

Personal Declaration by PI

- I attest that the information contained in this application and supplements is accurate and complete.
- I confirm that all persons involved with this protocol (including my collaborators) have been adequately trained in good microbiological techniques, have received instruction on any specific hazards associated with the protocol and worksite, and are aware of any specific safety equipment, practices, and behaviours required while conducting protocol procedures and using these facilities. My records documenting this instruction can be reviewed.
- I will not carry out the work described in this application until it has been approved by the REC-BES.
- I agree to amend this protocol to include any changes in personnel, materials, procedures, locations, etc. and submit the amendment to the REC-BES committee for approval before the changes are implemented.
- I have read and understood my responsibilities as Principal Investigator outlined in the NIH Guidelines, and agree to comply with these responsibilities.

Please note that if you are a student completing this application please click on the **REQUEST** button to request your Supervisor's signature to approve this application.

However if you are a Researcher completing this application, please click on the **SIGN** button.

Request Signature Sign

< Previous Next >

N.B.!

If you are a student, click on the 'Request Signature' button.

My project

Project

Submit Completeness Check Navigate View as PDF Documents Signatures Save Share More

Declaration

Personal Declaration by PI

- I attest that the information contained in this application and supplements is accurate and complete.
- I confirm that all persons involved with this protocol (including my collaborators) have been adequately trained in good microbiological techniques, have received instruction on any specific hazards associated with the protocol and worksite, and are aware of any specific safety equipment, practices, and behaviours required while conducting protocol procedures and using these facilities. My records documenting this instruction can be reviewed.
- I will not carry out the work described in this application until it has been approved by the REC-BES.
- I agree to amend this protocol to include any changes in personnel, materials, procedures, locations, etc. and submit the amendment to the REC-BES committee for approval before the changes are implemented.
- I have read and understood my responsibilities as Principal Investigator outlined in the NIH Guidelines, and agree to comply with these responsibilities.

Please note that if you are a student completing this application please click on the **REQUEST** button to request your Supervisor's signature to approve this application.

However if you are a Researcher completing this application, please click on the **SIGN** button.

Request Signature Sign

< Previous Next >

N.B.!

If you are a researcher, click on the 'Sign' button.

Completeness Check

Loading...: Checking form is complete...

The signature window will open to see if your form is complete.

Please note that if you are a student completing this application please click on

If your form is not complete, the system will alert you to this.

If you are a student, the following form will appear:

Completeness Check

Incomplete: Please complete the following questions

- Is this project associated with a doctoral study? (Supervisor with a PhD student or student registered for PhD).
- Is this project US Federally Funded?
- Has the facility/ies been registered by the REC/BES?
- Transport of specific agent SOP
- Select agent
- Will the experiments result in the acquisition of new characteristics of these microorganisms or potentially infectious materials (e.g. altered virulence or infectivity, changes in susceptibility or resistance to drug therapy or changes in host range)?
- Procedure
- Full vector or synthetic nucleic acid name (pBR322)
- Backbone source (bacterial, plasmids, HIV, etc.)
- Insert or product (include species)
- Nature, function or activity of insert (promoter, Biological marker, reporter)
- Intended use (cloning, sequencing, expression of specific protein)
- Source X
- Cells or organisms that will be exposed to the nucleic acids (Include bacteria used for propagation)
- Restriction or plasmid maps: Provide a complete restriction or plasmid map for each vector listed above or provide links to vendors and reference publications.

Close

If you are the researcher, the following form may appear:

Completeness Check

Incomplete: Please complete the following questions

- Is this project associated with a doctoral study? (Supervisor with a PhD student or student registered for PhD).
- Is this project US Federally Funded?
- Has the facility/ies been registered by the REC/BES?
- Transport of specific agent SOP
- Select agent
- Will the experiments result in the acquisition of new characteristics of these microorganisms or potentially infectious materials (e.g. altered virulence or infectivity, changes in susceptibility or resistance to drug therapy or changes in host range)?
- Procedure
- Full vector or synthetic nucleic acid name (pBR322)
- Backbone source (bacterial, plasmids, HIV, etc.)
- Insert or product (include species)
- Nature, function or activity of insert (promoter, Biological marker, reporter)
- Intended use (cloning, sequencing, expression of specific protein)
- Source X
- Cells or organisms that will be exposed to the nucleic acids (Include bacteria used for propagation)
- Restriction or plasmid maps: Provide a complete restriction or plasmid map for each vector listed above or provide links to vendors and reference publications.

Close

Completeness Check

Your form is complete and ready to submit

If the system detects that you have completed.

Click 'Submit'

Submit Close

You will receive a successful message once submitting your application. You can track your application once it's been submitted.



Submission Message

Thank you for submitting your application for ethics review. You will receive an email confirming your submission shortly.

Please wait for feedback from the relevant committee.

[Home](#)

[Back to Project](#)

[Print Submission to PDF](#)

Click on Notifications.

Work Area

Notifications **1** Signatures **0** Transfers **0** Shared **0**

Projects

Search Projects

Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project Transfer

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

Showing 1 to 1 of 1 entries

Previous 1 Next

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Your application has been submitted for further processing.

Notifications

Search

Received after Received before

Display 100 notifications

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

Search

	Message	Attachment	Project/Chart Title	Date
<input type="checkbox"/>	✓ Confirmation of Submission to REC: BES for review.	None	My project	08:17

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6. Changes requested

Login and click on your project list. Make the necessary changes, save and then click 'Submit' to resubmit your application.

7. Creating a Sub Form (i.e., Progress Reports, Amendments)

Work Area

Notifications Signatures Transfers Shared

Projects

Search Projects

Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project Transfer

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

Showing 1 to 1 of 1 entries

Project

Project Tree

- My project
 - REC: BES New Project Application Form (Biosafety)

Create Sub Form Project Share View as PDF

Navigation Documents Signatures Collaborators Submissions Site History

REC: BES New Project Application Form (Biosafety)

Section Introduction

Section A

Section B

Questions

- Introduction, Scope and Review Cycle
- General Information DURC and PEPP Research Location
- Project Description Standard Operating Procedures

Show Inactive Sections

2. Click 'Create Sub Form'.

Create Subform

Select the sub-form that you would like to apply to this form

Please Select...

Please Select...

REC: BES Adverse Event Form

REC: BES Amendment Form (Biosafety)

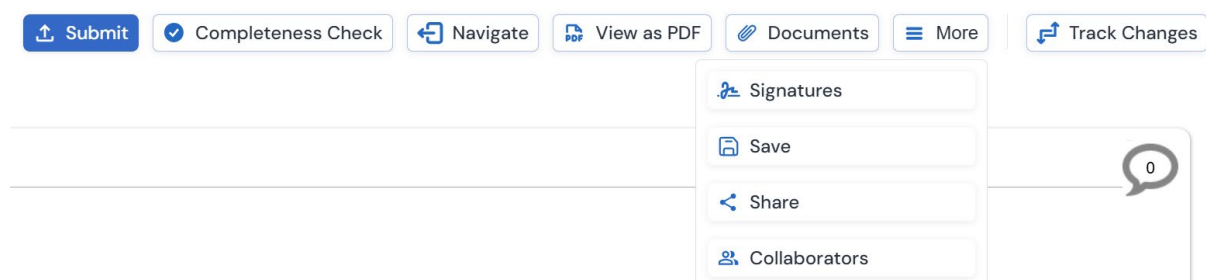
REC: BES Annual Progress Report Form (Biosafety)

Create Close

3. Select Sub Form

4. Click 'Create' to create the Sub Form you require.

8. Definitions of actions in panel display



Submit: This button is used once you have completed your application, and your supervisor is happy to approve it.

Completeness Check: This button will run a check on your application to see what is still required.

Navigate: This button will always take you to the beginning of your project where you will be able to view all sections/pages.

View as PDF: This button allows you to print your application or save it in a PDF version.

Documents: This button will display all the documents saved in your application which you have uploaded.

More: This button will display additional action buttons

Signatures: This button allows you to view any signatures that may have been requested.

Save: This button can be used before moving to the next page after completing a section or page or if you can't complete your form but wish you to come back to continue at a later stage, then save before logging out.

Share: This button allows you to share your project with your supervisor. Allowing them 'read' and 'write' access.

Collaborators: This button will allow you to view the collaborators.

9. Definitions of Statuses

Scheduled Full Review: To be used by ethics admin staff only. The application needs to be reviewed by the full ethics committee and cannot be reviewed via expedited procedures.

Scheduled Expedited Review: To be used by ethics admin staff only. The applicant has requested an expedited review and no major risks are involved in the study, making it possible to review it via expedited procedures.

Acknowledged: This status is used for submissions other than new applications, i.e. serious adverse events, etc. These submissions are acknowledged by the committee/expedited review. This status is also used by the coordinator to acknowledge receipt of an application.

Approved: The proposal and all attachments can be approved, and no changes are required.

Approved with stipulations: The proposal can be approved, and the study can start, but the approval has stipulations attached to it, either in the form of very minor changes that do not need to come back to the committee, or the project cannot commence until additional approvals have been obtained (e.g. WCED or PGWC).

Modifications required: Significant changes need to be made to the research proposal prior to approval. The approval can either be finalized by the primary reviewer and Chairperson and need not go back to the full committee or in more serious cases, the proposal must be reviewed at the next committee meeting. This status can also be used for expedited review.

Rejected/Disapproved: The application for ethics approval is rejected completely due to noncompliance with minimum ethics considerations.

Suspended: The study has been suspended, for whatever reason, either by the committee or by the researcher. It could continue if circumstances change, with the approval of the ethics committee.

Deferred: The proposal is referred back to the primary investigator (PI) to rewrite and resubmit. This status is mostly used for proposals reviewed by full committee review.

Terminated: The study has been terminated permanently either by the REC, but more often by the sponsor or researcher.

No Quorum: To be used by ethics admin staff only. Not enough voting members were present at the meeting to reach a quorum; the proposal will have to be reviewed and ratified at a next meeting.

Referred to convened REC: A submission was reviewed via expedited procedures but after careful review, it is decided that it should rather be scheduled for a full committee review.

Referred to other ethics committee: To be used by ethics admin staff only. The application was submitted to the Health ethics office and should actually be reviewed by the REC: Humanities committee or vice versa.

Expired: To be used by ethics admin staff only. The approval or request for modifications has expired.