

STELLENBOSCH UNIVERSITY

Research Information Management System

INFONETICA



ANIMAL CARE AND USE (ACU):

TRAINING MANUAL

Compliance/Ethics – New Application



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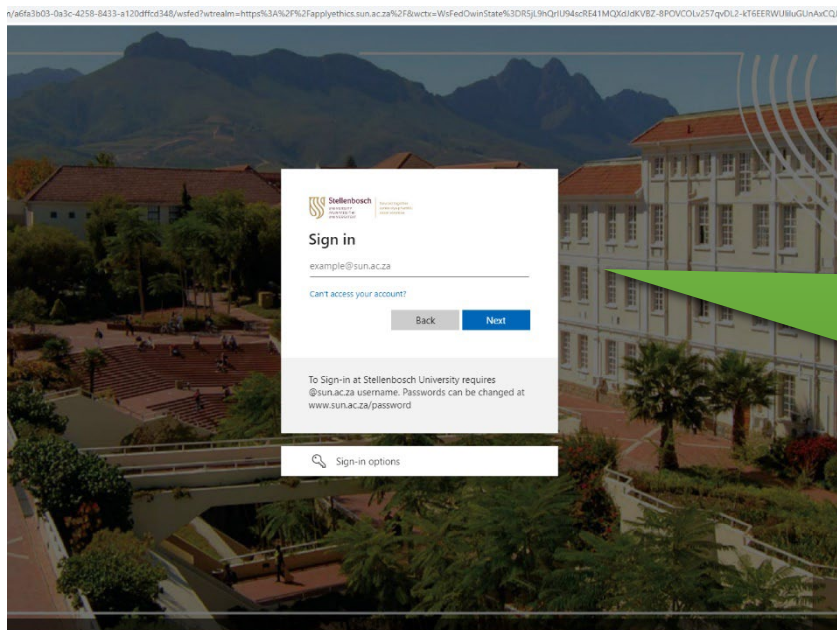
1. Login

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

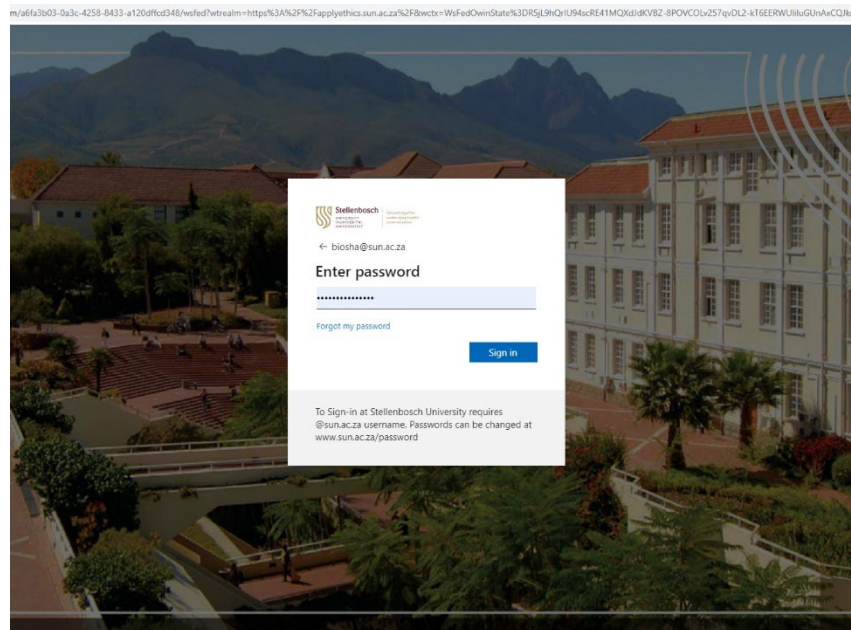
You will be required to login using your username@sun.ac.za and network password. Follow the instructions applicable to you.

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

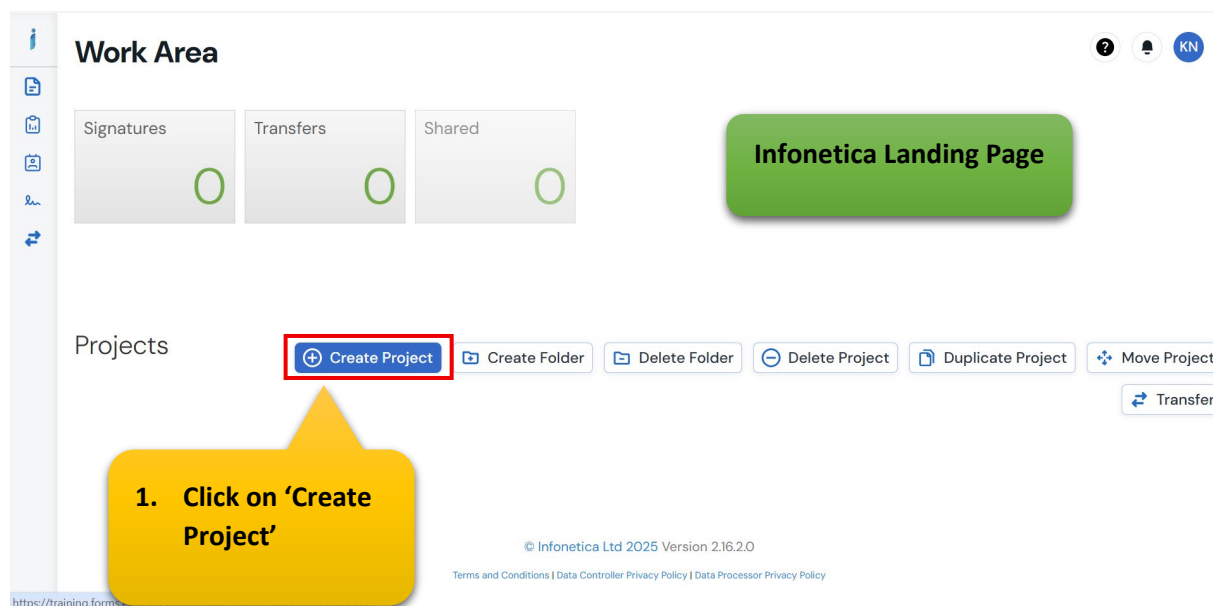


**ENTER YOUR LOGIN
CREDENTIALS AND
SIGN IN.**

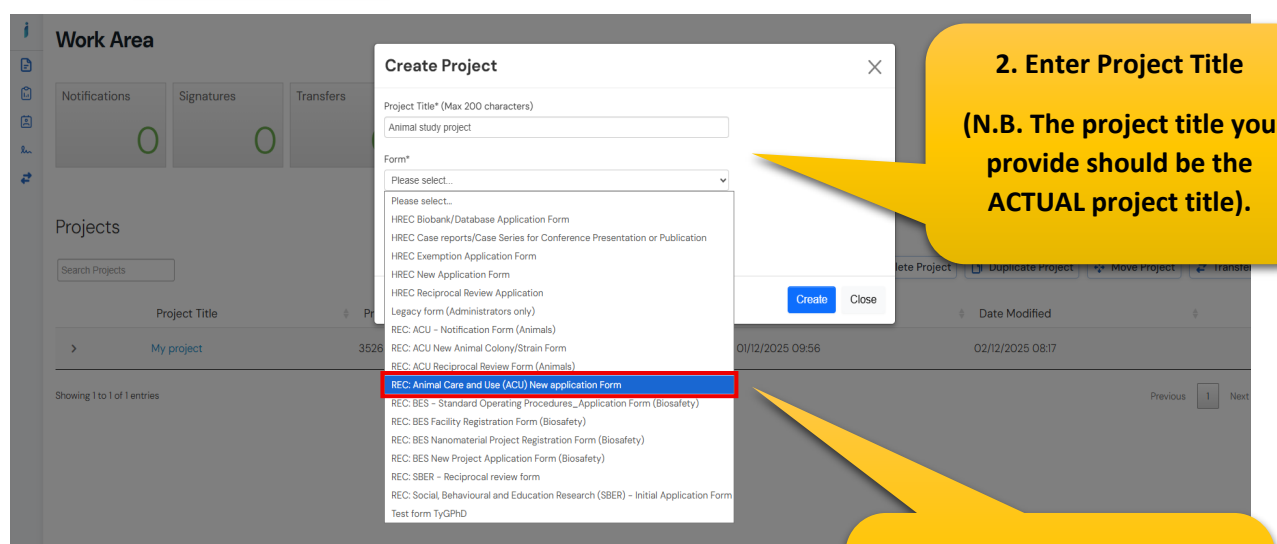


2. Create your Project

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

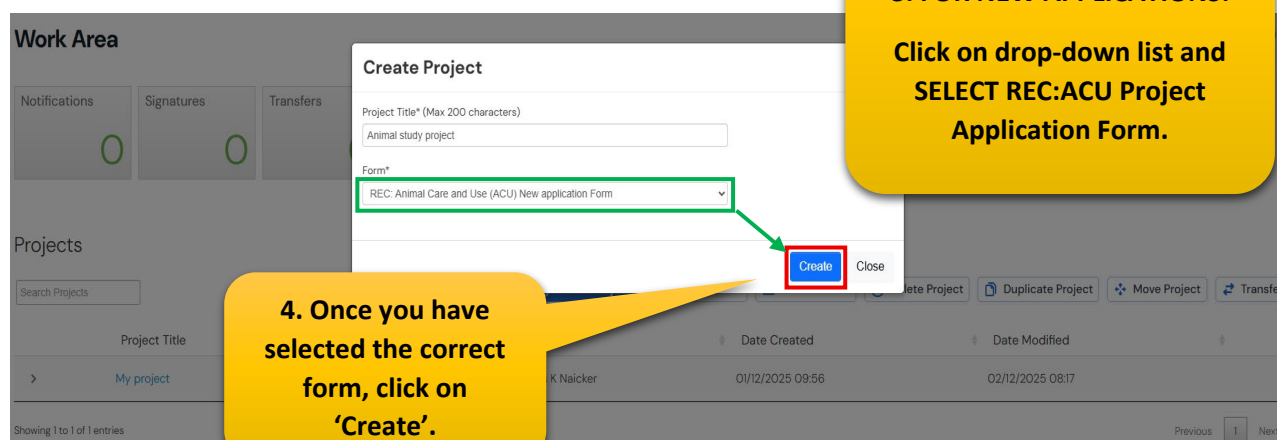


1. Click on 'Create Project'



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:ACU Project
Application Form.



4. Once you have
selected the correct
form, click on
'Create'.

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.

Project

REC: Animal Care and Use (ACU) New application Form

Navigation Documents Signatures Collaborators Submissions Site History

Section

Section 1: Declaration

Section 2: Project Information

Section 3: Project Type

Section 4: Investigators

Section 6: Study Description

Section 7: Animals Required

Section 8: Procedures

Section 9: Monitoring and Transport

Section 10: Endpoints

Section 11: Drugs

Section 13: Occupational Health and Safety

Declaration/Signature

Questions

Declaration by Principal Investigator (PI)

Project Information

Research or Teaching

Principal Investigator Co-Investigators Supervising Veterinarian (SAVC Requirements)

Synopsis Potential benefits of this study Objectives/ Hypotheses Study Design

Animal Information Housing and Care

Please select all relevant procedures

Animal Monitoring Animal transport

Humane Endpoints Ultimate fate of the animals

Drugs to be used

Occupational Health and Safety

Declaration/Signature

5. Click on the blue links to begin answering the questions necessary to complete the form.

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A – To create a Sub Form

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

C – Use to share with supervisors

Project

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

Project Information

Project Title (include animal species type or name):

Are you applying for ethics clearance in your capacity as:

Please Select...

Is your project associated with a doctoral study? (Supervisor with a PhD student or student registered for PhD).

Please Select...

Expected Start Date:

Expected End Date:

Do you have sufficient funding to complete this project?

Please Select...

Previous Next

Complete all the questions on each page.

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 relevant procedures:

Please select all relevant procedures

Select all relevant procedures:

- ☐ Anesthesia
- ☒ Animal Capturing
- ☐ Biopsy
- ☐ Blood Collection
- ☐ Chemotherapy
- ☐ Dissection
- ☐ Deprivation
- ☐ Endoscopy
- ☐ Euthanasia
- ☐ Fluid Collection (Other than blood)
- ☐ Imaging Procedures
- ☐ Lumbar Puncture
- ☒ Measurement
- ☐ Physical exercise or activity
- ☐ Radiotherapy
- ☐ Restraint
- ☐ Surgery: Recovery
- ☐ Surgery: Non-recovery
- ☐ Other
- ☐ Injection

Please describe in detail the Humane Endpoints of the study:

Please provide all the relevant information regarding the humane endpoints of your study.

Identify potential ill effects on the animals that may result in premature termination of the experiment

Describe specific predetermined physiological or behavioral signs that define the point at which an experimental animal's pain and/or distress is terminated, minimized or reduced by taking actions such as euthanizing the animal, terminating a painful procedure or giving treatment to relieve pain and/or distress:

I have read Annex O of SANS 10386:2021:

Please ensure that you read through the Annex O of SANS 10386:2008 as listed on the REC:ACU website

Please provide all information regarding the permits required for this research.

Permits

Permit Conditions:

☐ I am aware of the permit conditions as stated on the approved permit (i.e., tissue register, report, audit, etc.)

Permit Applicant Details (Title, Name, Surname, email address, number):

Approval Date:

Expiry Date:

Please list all permit applications required for this project, indicating its status and the reference number:

Please list all permit applications required for this project, indicating its status and the reference number:

All issued permits can be uploaded below.

Issued Permits:

Upload Document

Upload all issued permits relevant to the research and protocols

4. Share your application with your supervisor

The 'Share' dialog box is shown with the following elements:

- 1. Enter your supervisor's email:** A callout points to the 'Collaborator email' input field containing 'wabeukes@sun.ac.za'.
- 2. Tick the boxes to allow your supervisor to read and make:** A callout points to the 'Read' and 'Write' checkboxes, which are both checked.
- 3. Click on 'Share':** A callout points to the green 'Share' button.

The dialog box includes a close button (X) in the top right, a plus sign (+) for adding more collaborators, and a 'Close' button at the bottom right.

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.

The 'Work Area' dashboard shows the following components:

- Notifications:** 444
- Signatures:** 0
- Transfers:** 0
- Shared:** 8 (highlighted with a red box and a callout: "When your supervisor logs in, it will appear in their shared folder.")

Below the dashboard is the 'Projects' section, which includes a search bar and a table of 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



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 e-form information. When you are ready to work on the e-form again, login and click on the questions once again.

The screenshot shows the 'Objectives/ Hypotheses' section of an e-form. A yellow callout bubble points to a speech bubble icon in the top right corner, stating: "Click on the speech bubble icon to view or add comments." Another yellow callout bubble points to the 'Comments' link in the right sidebar, stating: "One comment has been added. Keep track of comments between you and your supervisor." The sidebar also shows 'Overview', 'INSIGHTS', 'Comments', and 'BASIC INFO'.

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

The first screenshot shows the 'Comments' modal window. A yellow callout bubble points to the 'Add New Comment' button, stating: "1. Click on add comment." Another yellow callout bubble points to the text input field, stating: "2. Type comment here." The second screenshot shows the 'Add new comment' modal window. A yellow callout bubble points to the 'Save' button, stating: "3. Click on 'Save'." The 'Add new comment' window also has a text input field with the placeholder "Share comments with your supervisor."

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

Completeness Check

Navigate

View as PDF

Documents

Signatures

Save

Share

More

Objectives/ Hypotheses

Please list the following information:

Research questions and or hypotheses:

Research Aims: (e.g., "To teach basic ma

Research Objectives: (The specific major

2

Your comment has been added and shared with your supervisor.

Overview

INSIGHTS

Comments

BASIC INFO

Project Title

Project Id

Version

Form Title

Status

Review Reference

Last Modified

Action Required

Adding your details in the form:

REC: Animal Care and Use (ACU) New application Form

Section

Section 1: Declaration

Section 2: Project Information

Section 3: Project Type

Section 4: Investigators

Section 5: Scientific Review and Related Ethics Review

Section 6: Study Description

Section 7: Animals Required

Section 8: Procedures

Section 9: Monitoring and Transport

Section 10: Endpoints

Section 11: Drugs

Section 12: Permits

Section 13: Occupational Health and Safety

Section 14: Additional Documents

Declaration/Signature

Questions

Declaration by Principal Investigator (PI)

Project Information

Research or Teaching

Principal Investigator

Co-Investigators

Supervising Veterinarian (SAVC Requirements)

Scientific Review and Related Ethics Review

Synopsis

Potential benefits of this study

Objectives/ Hypotheses

Study Design

Animal Information

Housing and Care

Please select all relevant procedures

Animal Monitoring

Animal transport

Humane Endpoints

Ultimate fate of the animals

Drugs to be used

Permits Required

Occupational Health and Safety

Additional Documents

Declaration/Signature

Click on 'Co-Investigators' to add your details.

Internal Co-Investigators

0

Do you have any Internal Co-Investigators? (Please list all students working on this project as co-investigators).

Yes

Internal Co-Investigator

Search User

Title

Share

< Previous

Next >

5. Sign and submit your application

Completing the declaration and signature on application form.

REC: Animal Care and Use (ACU) New application Form

Section

- Section 1: Declaration
- Section 2: Project Information
- Section 3: Project Type
- Section 4: Investigators
- Section 5: Scientific Review and Related Ethics Review
- Section 6: Study Description
- Section 7: Animals Required
- Section 8: Procedures
- Section 9: Monitoring and Transport
- Section 10: Endpoints
- Section 11: Drugs
- Section 12: Permits
- Section 13: Occupational Health and Safety
- Section 14: Additional Documents
- Declaration/Signature

Questions

- Declaration by Principal Investigator (PI)
- Project Information
- Research or Teaching
- Principal Investigator | Co-Investigators | Supervising Veterinarian (SAVC) Requirements
- Scientific Review and Related Ethics Review
- Synopsis | Potential benefits of this study | Objectives/ Hypotheses | Study Design
- Animal Information | Housing and Care
- Please select all relevant procedures
- Animal Monitoring | Animal transport
- Humane Endpoints | Ultimate fate of the animals
- Drugs to be used
- Permits Required
- Occupational Health and Safety
- Additional Documents
- Declaration/Signature**

Click on 'Declaration/Signature' to sign forms.

Supervisor's Signature

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**

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

N.B.!

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

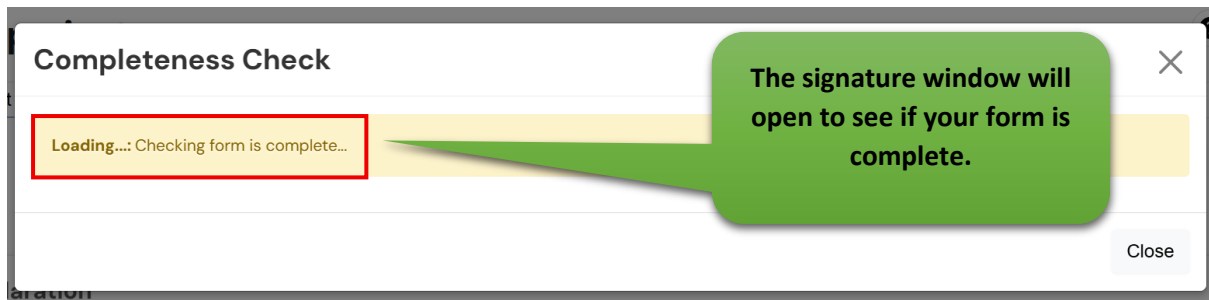
PLEASE NOTE:

Prior Scientific Review Confirmation

Every Application has to be supported by a declaration that it has undergone prior scientific review outside of the applicants respective Unit or Group.

PLEASE NOTE: IF A STUDENT - YOUR SUPERVISOR CANNOT SIGN THE SCIENTIFIC REVIEW. IT MUST BE AN INDEPENDENT PERSON (HEAD OF THE DEPARTMENTAL SCIENTIFIC REVIEW COMMITTEE) CAPABLE OF CONFIRMING THE SCIENTIFIC RIGOUR OF YOUR PROPOSAL.

Request Signature



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

- Project Title
- Are you applying for ethics clearance in your capacity as:
- Is your project associated with a doctoral study? (Supervisor with a PhD student or student registered for PhD).
- Expected Start Date:
- Expected End Date:
- Do you have sufficient funding to complete this project?
- Please select the relevant pain and distress category. Access the information icon for full description of each category.
- Specific Animal Duties:
- Appropriate experience relevant to your duties on this project (please upload relevant certificates).
- Full Name and Surname:
- Scientific Introductory Statement:
- Upload full research proposal
- Describe the potential benefits of the research (These are required to aid the committee in performing a harm/ benefit assessment. Also state how you will determine whether these benefits were obtained).
- References:
- Please select study type:
- (Untitled)

Click on the link and the section will open for you to complete.

Close

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

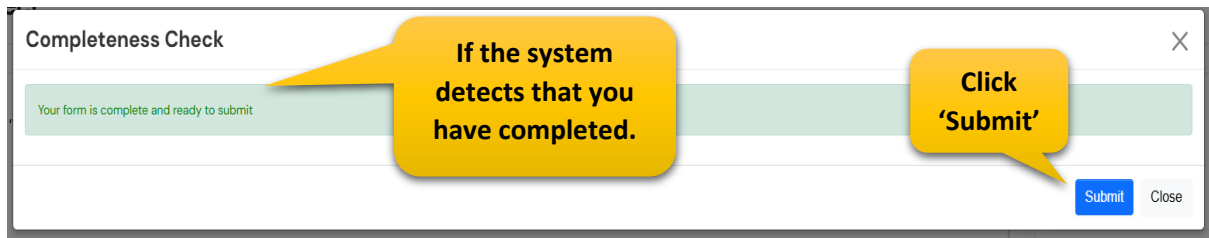
Completeness Check

Incomplete: Please complete the following questions

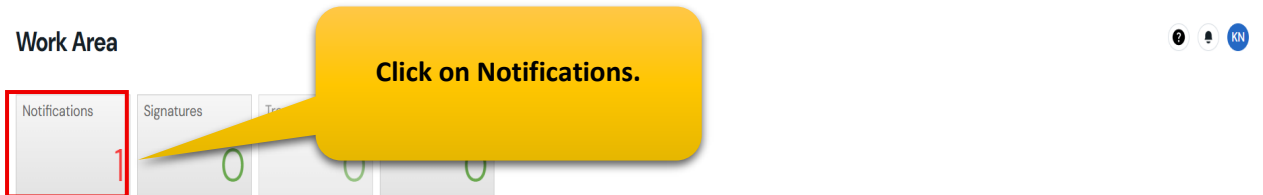
- Project Title
- Are you applying for ethics clearance in your capacity as:
- Expected Start Date:
- Expected End Date:
- Do you have sufficient funding to complete this project?
- Please select the relevant pain and distress category. Access the information icon for full description of each category.
- Specific Animal Duties:
- Appropriate experience relevant to your duties on this project (please upload relevant certificates).
- Full Name and Surname:
- Scientific Introductory Statement:
- Upload full research proposal
- Describe the potential benefits of the research (These are required to aid the committee in performing a harm/ benefit assessment. Also state how you will determine whether these benefits were obtained).
- References:
- (Untitled)
- Experimental treatments
- Total number of animals to be used:

Click on the link and the section will open for you to complete.

Close



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



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

Your application has been submitted for further processing.



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 0

Signatures 0

Transfers 0

Shared 0

Projects

Project Title					
> Animal study project	35278	Miss K Naicker	02/12/2025 11:27	10/12/2025 11:49	
> My project	35268	Miss K Naicker	01/12/2025 09:56	02/12/2025 08:17	

1. Click on your project title.

Project Tree

Animal study project

REC: Animal Care and Use (ACU) New application Form

2. Click 'Create Sub Form'.

Completeness Check Create Sub Form Project Share View as PDF

Create Subform

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

Please Select...

Please Select...

REC: ACU Adverse/ Serious Adverse Events

REC: ACU Amendment Form (Animals)

REC: ACU Deviation Form (Animals)

REC: ACU Progress/ Final Report Form (Animals)

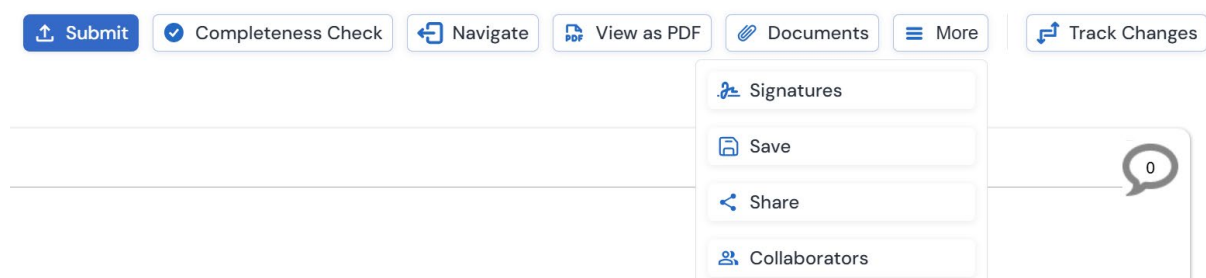
Create

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.

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 Statutes

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.