

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

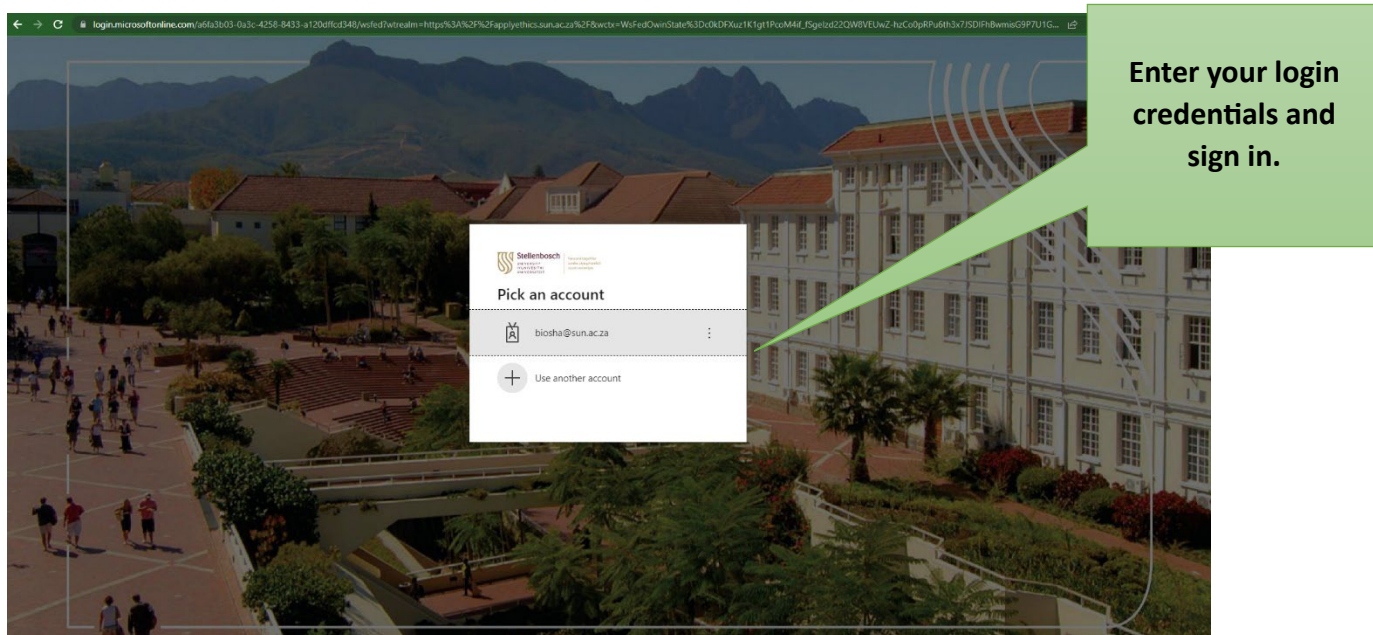


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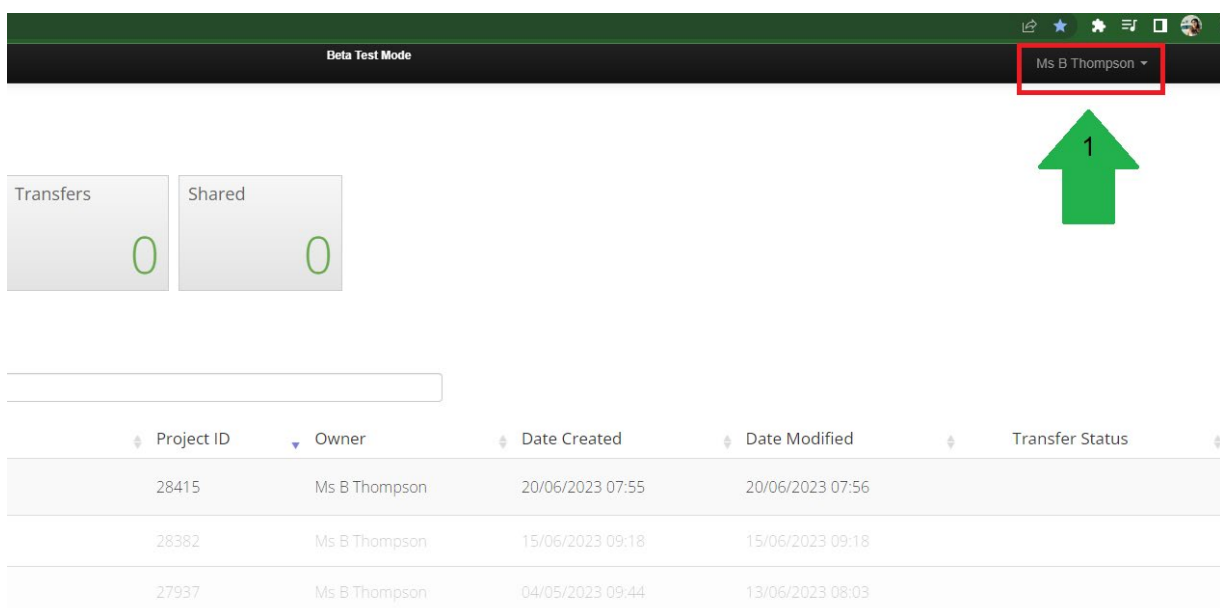
1. Login

- 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) and password.

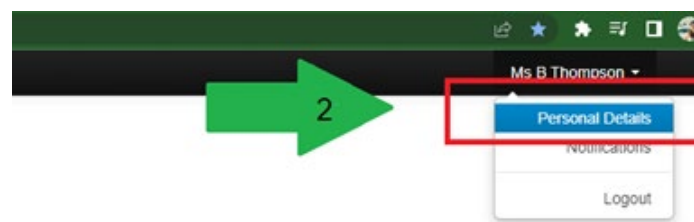


2. Work Area

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



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



ed	Date Modified	Transfer Status
07:55	20/06/2023 07:56	
09:18	15/06/2023 09:18	
09:44	13/06/2023 08:03	
09:52	12/06/2023 15:10	
07:34	24/04/2023 11:08	

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.

ation/PersonalDetails

Work Area Contacts Help Data Test Mode

Change Personal Details

Title

First Name*

Last Name*

Organisation

Department

Faculty

Campus

Qualification

Telephone

Fax

Address 1

Address 2

Town/City

Country/State

Postcode

Country

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).