

*STELLENBOSCH UNIVERSITY*

*Research Information Management System*

*Guideline for Issuing a Response to Stipulations and  
Modifications*

**TRAINING MANUAL**

RESEARCH ETHICS COMMITTEE:

ANIMAL CARE AND USE &

BIOLOGICAL AND ENVIRONMENTAL SAFETY



## Table of Contents

1.	Guideline to Response to Stipulations and Modifications as an Applicant: .....	3
1.1.	Login .....	3
1.2.	Response to Stipulations .....	4
1.3.	Response to Modifications .....	7
1.4.	Turnaround times .....	10
2.	Guide to Response to Stipulations and Modifications as the Reviewer: .....	10
2.1.	Notification.....	10
2.2.	Login .....	11
2.3.	Response to Stipulations and Modifications .....	12
3.	Guideline to Response to Stipulations and Modifications as the Coordinator: .....	13
3.1.	Administrative Review.....	13
3.2.	Turnaround time .....	13

## 1. Guideline to Response to Stipulations and Modifications as an Applicant:

### 1.1. Login

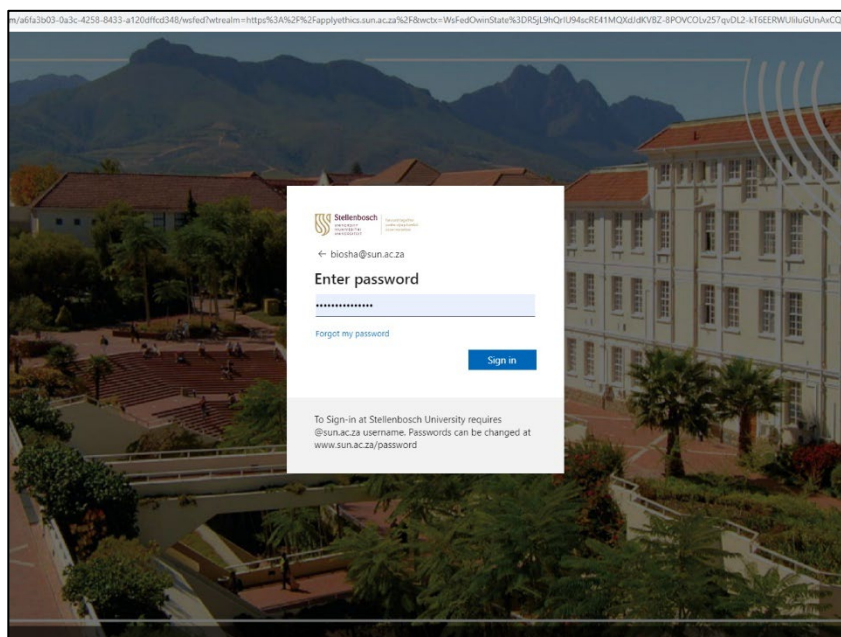
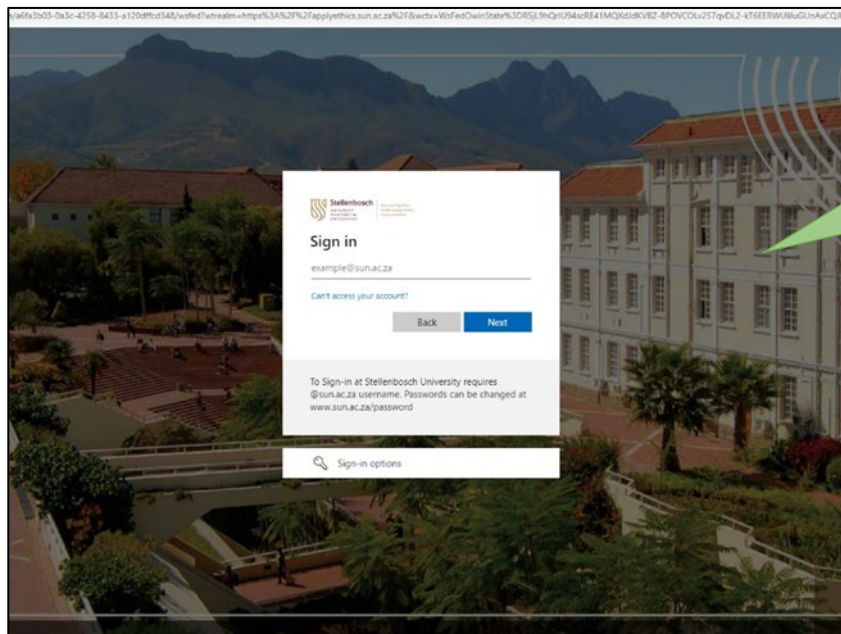
#### 1.1.1. After you, the applicant, receives your Approval with Stipulation or Modifications

Required feedback letter, you will be required to submit your response to stipulations or response to modifications within 2 months following the issuing of this letter.

#### 1.1.2. In order to do so, you will need to log in to the Apply Ethics website

(<https://applyethics.sun.ac.za>).

#### 1.1.3. You will be required to log in using your [username@sun.ac.za](mailto:username@sun.ac.za) and network password.



1.1.4. Once you have logged in successfully, you will be directed to your work area.

Thereafter, click on your project that requires changes.

## Work Area



Notifications	Signatures	Transfers	Shared
1	0	0	0

## Projects

Search Projects	<a href="#">+ Create Project</a>	<a href="#">+ Create Folder</a>	<a href="#">- Delete Folder</a>	<a href="#">- Delete Project</a>	<a href="#">+ Duplicate Project</a>	<a href="#">+ Move Project</a>	<a href="#">+ Transfer</a>
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			

## 1.2. Response to Stipulations

1.2.1. Once you have clicked on your project, please consult with your feedback letter to make the necessary changes in your application form.

Project

Project Tree

Animal study\_project

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

REC: ACU Amendment Form (Animals)

REC: ACU Deviation Form (Animals)

REC: ACU Progress/ Final Report Form (Animals)

REC: ACU Adverse/ Serious Adverse Events

Completeness Check

Create Sub Form

Project

More

Navigation

Documents

Signatures

Collaborators

Submissions

Site

History

Overview

Overview

INSIGHTS

View Comments 2

BASIC INFO

Project Title Animal study project

Project Id 35278

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

Status Approved with Stipulations

Review Reference ACU-2025-35278

Last Modified 11/12/2025

Action Required Yes

1.2.2. After you have completed all the necessary changes, please upload a response letter under Section 14: Additional Documents. The template for Response Letters has been made available on the REC: ACU and REC: BES websites under the 'Documents' folder.

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

Show Inactive Sections

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

Additional Documents

0

Additional Documents:

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Default	Template_ Response to Stipulations or Modifications	Template_ Response to Stipulations or Modifications.docx	11/12/2025	1	82.9 KB	Download	Delete

Upload Document

< Previous

Next >

1.2.3.After uploading the response letter, please ensure that your form is signed, before submitting it. **If you are the RESEARCHER, please “Sign” the form. If you are the STUDENT, please select “Request Signature”.**

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

☐ Show Inactive Sections

### 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

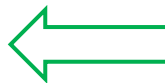
Declaration by Principal Investigator (PI)  
Project Information  
Research or Teaching  
Principal Investigator Co-Investigators Supervising Veterinarian (SAVC Requirements)  
Scientific Review and Related Ethics Review  
Synopsis Potential benefits of this study Objectives/ Hypotheses Study Design  
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

### 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.



1.2.4. After signing, your form should be submitted.

### Sign Form

×

Are you sure you wish to sign this form?

**Note:** This form will be automatically submitted when complete.

→

Sign

Close

1.2.5. Your application will reflect this on your application overview panel.

The screenshot displays the 'Project' overview panel. On the left, the 'Project Tree' shows a hierarchy starting with 'Animal study project', which includes a sub-item 'REC: Animal Care and Use (ACU) New application Form'. Below this tree are buttons for 'Completeness Check', 'Create Sub Form', 'Project', and 'More'. At the bottom, a navigation bar includes 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', and 'Site'. On the right, the 'Overview' panel is visible, showing 'INSIGHTS' with 'View Comments' (2) and 'BASIC INFO' with fields for Project Title, Project Id, Form Title, Status, Review Reference, Last Modified, and Action Required. The 'Status' field is highlighted with a green box and shows 'Submission in progress'.

BASIC INFO	
Project Title	Animal study project
Project Id	35278
Form Title	REC: Animal Care and Use (ACU) New application Form
Status	Submission in progress
Review Reference	ACU-2025-35278
Last Modified	12/12/2025
Action Required	No

### 1.3. Response to Modifications

1.3.1. Once you have clicked on your project, please consult with your feedback letter to make the necessary changes in your application form.

This screenshot is similar to the previous one but shows a different status. The 'Project Tree' and navigation bar are identical. In the 'Overview' panel on the right, the 'Status' field is highlighted with a green box and shows 'Modifications required'. The 'Action Required' field at the bottom is also highlighted with a green box and shows 'Yes'.

BASIC INFO	
Project Title	Animal study project
Project Id	35278
Form Title	REC: Animal Care and Use (ACU) New application Form
Status	Modifications required
Review Reference	ACU-2025-35278
Last Modified	12/12/2025
Action Required	Yes

1.3.2. After you have completed all the necessary changes, please upload a response letter under Section 14: Additional Documents.

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

☐ Show Inactive Sections

Section	Questions
Section 1: Declaration	Declaration by Principal Investigator (PI)
Section 2: Project Information	Project Information
Section 3: Project Type	Research or Teaching
Section 4: Investigators	Principal Investigator   Co-Investigators   Supervising Veterinarian (SAVC Requirements)
Section 5: Scientific Review and Related Ethics Review	Scientific Review and Related Ethics Review
Section 6: Study Description	Synopsis   Potential benefits of this study   Objectives/ Hypotheses   Study Design
Section 7: Animals Required	Animal Information   Housing and Care
Section 8: Procedures	Please select all relevant procedures
Section 9: Monitoring and Transport	Animal Monitoring   Animal transport
Section 10: Endpoints	Humane Endpoints   Ultimate fate of the animals
Section 11: Drugs	Drugs to be used
Section 12: Permits	Permits Required
Section 13: Occupational Health and Safety	Occupational Health and Safety
Section 14: Additional Documents	Additional Documents
Declaration/Signature	Declaration/Signature

### Additional Documents

0

Additional Documents:

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Default	Template_ Response to Stipulations or Modifications	Template_ Response to Stipulations or Modifications.docx	11/12/2025	1	82.9 KB	<a href="#">Download</a>	<a href="#">Delete</a>

[Upload Document](#)

< Previous Next >

1.3.3. After uploading the response letter, please ensure that your form is signed, before submitting it. **If you are the RESEARCHER, please “Sign” the form. If you are the STUDENT, please select “Request Signature”.**

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

☐ Show Inactive Sections

Section	Questions
Section 1: Declaration	Declaration by Principal Investigator (PI)
Section 2: Project Information	Project Information
Section 3: Project Type	Research or Teaching
Section 4: Investigators	Principal Investigator   Co-Investigators   Supervising Veterinarian (SAVC Requirements)
Section 5: Scientific Review and Related Ethics Review	Scientific Review and Related Ethics Review
Section 6: Study Description	Synopsis   Potential benefits of this study   Objectives/ Hypotheses   Study Design
Section 7: Animals Required	Animal Information   Housing and Care
Section 8: Procedures	Please select all relevant procedures
Section 9: Monitoring and Transport	Animal Monitoring   Animal transport
Section 10: Endpoints	Humane Endpoints   Ultimate fate of the animals
Section 11: Drugs	Drugs to be used
Section 12: Permits	Permits Required
Section 13: Occupational Health and Safety	Occupational Health and Safety
Section 14: Additional Documents	Additional Documents
Declaration/Signature	Declaration/Signature




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](#)




1.3.4. After signing, your form should be submitted.

Sign Form

Are you sure you wish to sign this form?

**Note:** This form will be automatically submitted when complete.

[Sign](#) [Close](#)



1.3.5. Your application will reflect this on your application work area.

Project

Overview

Project Tree

Animal study project

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

REC: ACU Amendment Form (Animals)

REC: ACU Deviation Form (Animals)

REC: ACU Progress/ Final Report Form (Animals)

REC: ACU Adverse/ Serious Adverse Events

Completeness Check

Create Sub Form

Project

More

Navigation

Documents

Signatures

Collaborators

Submissions

Site

Overview

INSIGHTS

View Comments 2 >

BASIC INFO

Project Title

Animal study project

Project Id

35278

Form Title

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

Status

Submission in progress

Review Reference

ACU-2025-35278

Last Modified

12/12/2025

Action Required

No

## 1.4. Turnaround times

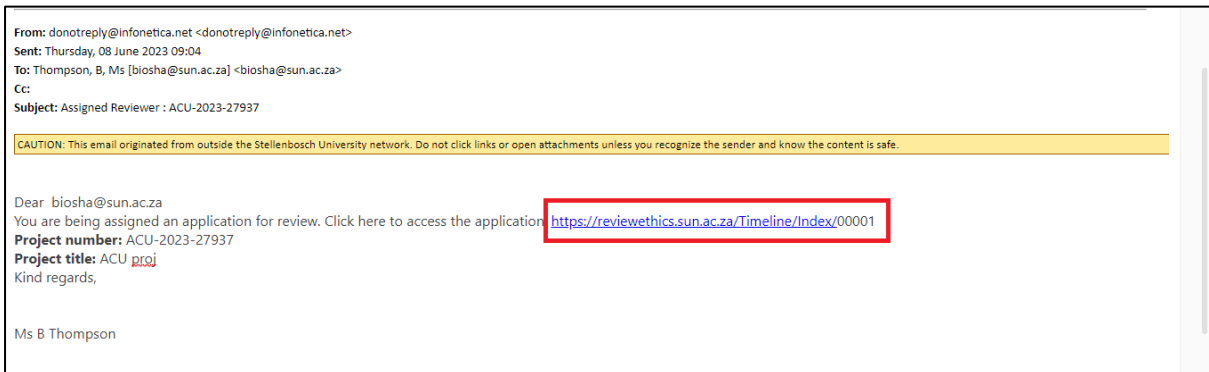
- 1.4.1. If you had submitted a response to stipulations, you will be provided with feedback within 7 – 10 business days. Please take note, that as you have received approval with stipulations, you are able to conduct and or continue your experiments whilst awaiting feedback on your response to stipulations.
- 1.4.2.If you had submitted a response to modifications, you will be provided with feedback within 7 – 14 business days.
  - 1.4.2.1. Please note, that as you have not received an approval on your application, you are unable to conduct any experimentation whilst you await REC: ACU or REC: BES approval.
  - 1.4.2.2. If you receive an approval with stipulations on your response to modifications, you will be able to begin conducting your experiments. However, you will still need to submit a response to stipulations thereafter.
- 1.4.3.Once your response to stipulations or response to modifications has been approved, you will be required to submit a progress report to the committee on an annual basis. Once you have completed your project, you will be required to submit your final progress report to the committee.

## 2. Guide to Response to Stipulations and Modifications as the Reviewer:

### 2.1. Notification

- 2.1.1. After the Research Ethics Office is notified of the submission of a Response to Stipulations and Response to Modifications, the submission is screened by the REC: Coordinator and Administrative Officer to ensure it has been sufficiently amended.

2.1.2. Thereafter, it is assigned to the Reviewers and an email notification is sent from the Infonetica system to the Reviewer notifying them of the Response to Stipulations or Modifications. Please see below:

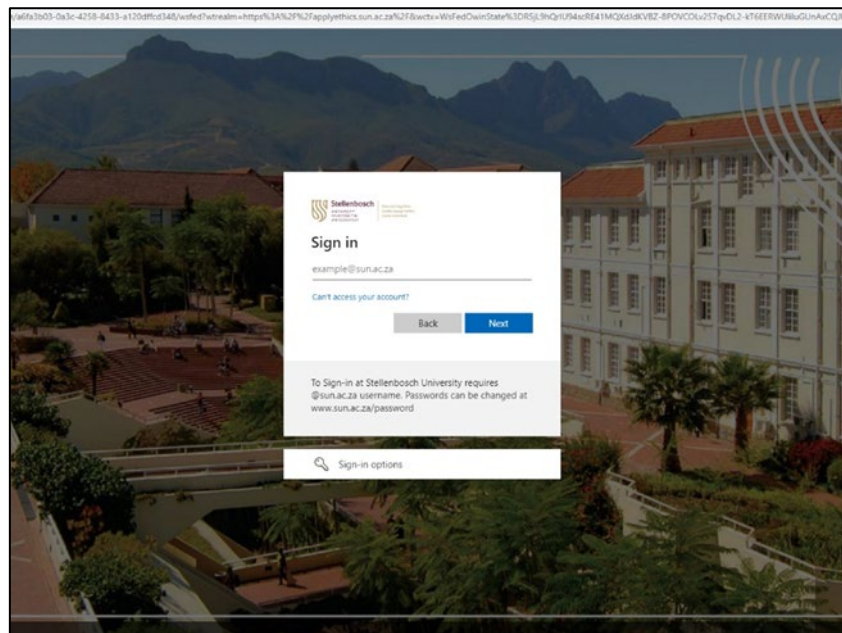


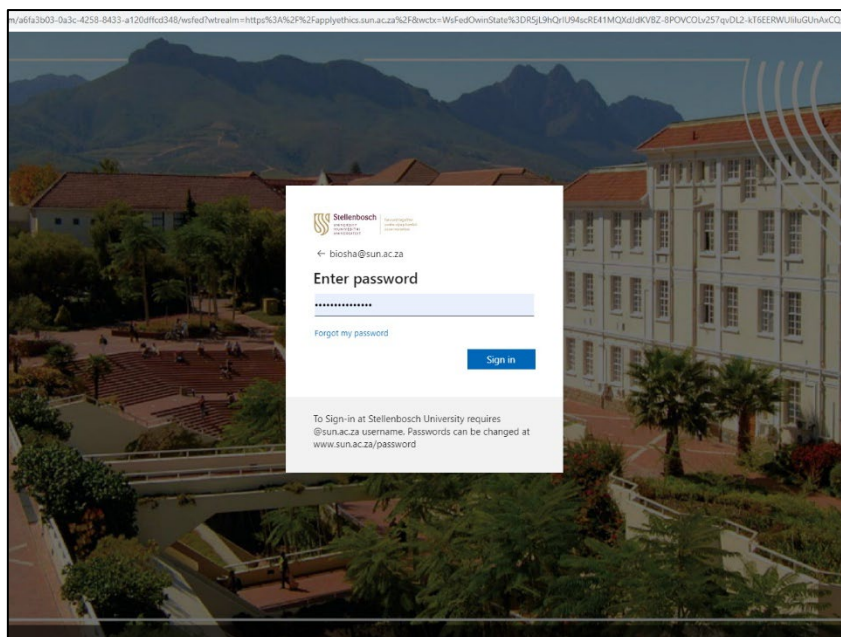
2.1.3. By clicking on the link, you will be directed to the Review Ethics site.

## 2.2. Login

2.2.1. As the Reviewer, you will need to log in to Review Ethics

(<https://reviewethics.sun.ac.za>) using your SU username (e.g., [username@sun.ac.za](mailto:username@sun.ac.za)) and password.





2.2.2. You will be directed to the Response to Stipulations or Modifications submission.

### 2.3. Response to Stipulations and Modifications

2.3.1. Please make use of the previous feedback letter and the response letter submitted by the applicant to determine whether the applicant had sufficiently responded to all the necessary points. Additionally, please screen and review the application to ensure that the applicant has made all the changes in the form and not just in the response letter.

2.3.2. After you have thoroughly reviewed the application, please provide feedback on the response to stipulations or modifications by selecting one of the tiles as seen below:

Review Application

ACU Assign Reviewers

Assign to Meeting

Unlock

More

	Applicant Name:	Miss I
and Use	Current Status:	Subm
lication	Meeting:	Unass
remaining.	Assigned Reviewers:	None
	Site:	Stelle

Data
Contacts
Time KPIs

- Acknowledgement Letter
- ACU Approved Notification
- ACU Approved Protocol
- ACU Deferred
- ACU Mods required
- ACU/BES Project Completed
- Approve with Stips (ACU)
- BES Changes Requested
- Exempt – Animal Ethics
- Request changes
- Tyg-PhD Approval
- Withdraw application

2.3.3. Please provide feedback on the application within 7 – 10 working days for responses to stipulations and 7 – 14 working days for responses to modifications.

### 3. Guideline to Response to Stipulations and Modifications as the Coordinator:

#### 3.1. Administrative Review

3.1.1. Once the Response to Stipulations or Response to Modifications has been received, the REC: Coordinator or REC: Administrative Officer will perform an administrative review, to ensure that you, the applicant, has addressed all the issues raised in the original feedback letter, that all supporting documents have been attached, that you have submitted a response letter in question and answer format (Q & A format) addressing all the stipulations or modifications in great detail.

#### 3.2. Turnaround time

3.2.1. Following the administrative review, if the stipulations listed in the original feedback letter are considered to be of minor importance, the Response to Stipulations may be approved immediately by the REC: Coordinator or REC: Administrative Officer.

3.2.2. However, if the stipulations requested by the committee are considered to be of major importance, the application may be sent for a secondary review.

3.2.3. The turnaround time for the review of Responses to Stipulations are 7 – 10 working days.

3.2.4. For all Response to Modifications, the application form will be sent for secondary review immediately after the REC: Coordinator or REC: Administrative Officer performs the administrative review.

3.2.5. The turnaround time for the review of Responses to Modifications are 7 – 14 working days.

## Appendix A. Template for Response to Stipulations and Modifications



*Please indicate if the Letter is a:*

Response to Stipulations *OR* Response to Modifications

Date: ... (e.g., 6 June 2024)

Ethics Reference Number: BES-2024- .../ ACU-2024-.... (e.g., ACU-2024-12345)

PI name: ... (e.g., Dr P Adams)

Co-investigator name(s): ... (e.g., Prof S Keister, Miss L Behr).

Project title: ... (e.g. The effect of NSAID on the metamorphosis of *Xenopus laevis* tadpoles).

*Key aspects when responding to committee feedback:*

1. Please answer the queries from the committee in question-and-answer format.
2. Kindly refer to the online sections in which changes had been made.
3. Ensure that the PI is a permanent/senior member of staff.

Example:

1. *Kindly amend the start and end dates for the project.*

The start and end dates have been amended to 05/08/2024 – 25/10/2025 (section 2: Project Information).