

HOW TO DOWNLOAD REC LETTERS AND CHECK CORRESPONDENCE ON THE REC APPLICATION SYSTEM

- 1) Log in to the REC online system via <https://applyethics.sun.ac.za> using your SU email address and password.
- 2) Click on the **NOTIFICATIONS** tab to view all correspondence sent via the system. You will be able to view ALL messages sent for ALL projects submitted to the REC.
- 3) Search for all messages, which include the message '**The REC has made a decision on your application**'.
- 4) You will see a small attachment icon to the right of this message. Click on the icon to view the REC letter
- 5) Once the REC letter is opened in a new window, click on **DOWNLOAD** to download a copy of the REC letter.

See below screenshots for a visual presentation of above steps:

Work Area

The screenshot displays the 'Work Area' section with four tabs: Notifications, Signatures, Transfers, and Shared. Each tab contains a green circular icon. A yellow callout box with a yellow arrow pointing to the 'Notifications' icon contains the text: 'Click on NOTIFICATIONS to access correspondence on your application. Please remember your project id to access information on the relevant project.' Below the tabs is the 'Projects' section, which includes a 'Search Projects' input field, a '+ Create Project' button, and a list of projects with a header 'Project Title' and a single entry '> example'.

SU Research Ethics Review | Research Ethics Applications | https://applyethics.sun.ac.za/Notifications/Index/1

Work Area: Home, Notifications

Notifications

Search: [] Start: [] End: [] Display: 100 notifications

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

[Search]

<input type="checkbox"/>	Message	Attachment	Project Short Title	Date
<input type="checkbox"/>	The REC has reached a decision on your application.			25/10/2018
<input type="checkbox"/>	Your amendment has been submitted for review.	None		24/10/2018
<input type="checkbox"/>	Your form has been signed by I	None		24/10/2018
<input type="checkbox"/>		None		20/09/2018
<input type="checkbox"/>	The REC has reached a decision on your application.			18/07/2018
<input type="checkbox"/>	Your amendment has been submitted for review.	None		12/07/2018
<input type="checkbox"/>	Your form has been signed by I	None		12/07/2018

2. To download your REC letters, search for messages that state **'The REC has reached a decision on your application'**.

3) You will note a small attachment icon next to these messages. **Click on the icon to view the letter.**

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Notifications

Attachment



UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

NOTICE OF APPROVAL
REC Humanities Amendment Form

Project number: []
Project Title: []

Dear []

Your REC Humanities Amendment Form submitted on 24 October 2018 was reviewed and approved by the REC: Humanities.

[Download] [Close]

4. Click on **DOWNLOAD** to download a copy of your REC letter.