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:

Screenshot annotations:

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.

Notifications

Search
Start End
Display 100 notifications
Please note that only the specified number of notifications will show after searching.
Search

			Message	Attachment	Project Short Title	
☐	✓	⚑		None		✕
☐	✓	⚑	The REC has reached a decision on your application.	📎	25/10/2018	✕
☐	✓	⚑	Your amendment has been submitted for review.	None	24/10/2018	✕
☐	✓	⚑	Your form has been signed by I	None	24/10/2018	✕
☐	✓	⚑		None	20/09/2018	✕
☐	✓	⚑	The REC has reached a decision on your application.	📎	18/07/2018	✕
☐	✓	⚑	Your amendment has been submitted for review.	None	12/07/2018	✕
☐	✓	⚑	Your form has been signed by I	None	12/07/2018	✕

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.