

How do I submit a case report/series application?

NAVIGATING THE ONLINE ETHICS APPLICATION SYSTEM

Important links

- ❖ The link to log on to your application to submit a progress report:
www.applyethics.sun.ac.za
- ❖ The link to the Health Research Ethics Office where all the forms, instructions, submission dates, and resource documents can be found:
www.sun.ac.za/healthresearchethics
- ❖ The link to the Undergraduate Research Ethics Committee (UREC) pages where guidance and information about UREC applications can be found:
http://www.sun.ac.za/english/faculty/healthsciences/rdsd/Pages/Undergraduate_research/Undergraduate-Research-Ethics-Committee.aspx

Creating the online application form

- ❖ Log in to the *Infonetica* ethics application site using your SUN ID and password: www.applyethics.sun.ac.za
- ❖ Only SUN ID-registered applicants will be able to access the online ethics application system with their SU username and password
- ❖ If you are not yet registered, you will need to request a SUN ID registration from your department/division
- ❖ Note that the SUN-ID registration process to obtain an SU username and password is not an ethics process and is not handled by the ethics office

Why is it important to have a SUN-ID?

- ❖ When you log in with your SUN-ID (SU username and password) and enter your SU UT number, the *Infonetica* system automatically pulls in your contact information from the HR and Student Affairs electronic systems
- ❖ The email address that is pulled in from the HR or Student Affairs system will be the one that is used by the ethics office to communicate all feedback regarding your ethics application. The relevant department that you are registered with must also be correct.
- ❖ It is therefore essential that you ensure that your correct department and contact details are loaded on the HR or Student Affairs electronic systems, in order for the correct information to be populated on *Infonetica*

Assistance with SUN-IDs, usernames & passwords

❖ SUN-ID guidance:

<http://www.sun.ac.za/itservices/useradm/sunid.htm>

❖ Username guidance:

<http://www.sun.ac.za/itservices/useradm/usernames.htm>

❖ Password guidance:

<http://www.sun.ac.za/itservices/useradm/passwords.htm>

Getting started

- ❖ Make sure you leave **enough time** to complete the online application before the submission deadline
- ❖ Check the **submission deadlines** online to ensure you submit on time (see HREC/UREC website: Submission dates). Applications must be submitted by 12:00 (midday) on the deadline
- ❖ Make sure you have a **SUN ID and password** so that you can log on to the online application system (www.applyethics.sun.ac.za)
- ❖ Ensure you have all the **documents** you need to attach to your online application form (see next slides). NB: The HoD of your/your supervisor's department needs to sign an HoD signature page to be submitted with your application
- ❖ Ensure that you have all the **information** you need to complete the electronic (online) application form (see next slides)

Health Research Ethics

About the Health Research Ethics Office (HREO)

The primary purpose of the Health Research Ethics Office is to support Stellenbosch University researchers towards compliance in the protection of human participant safety, rights and welfare in health research.

Functions of this office include the administration of Stellenbosch University's two Health Research Ethics Committees; providing general guidance on meeting local and international health research ethics requirements; and building institutional health research ethics capacity.

Health Research Ethics Committees (HRECs): Ethics Review

Our office manages the systems, administration and operations of Health Research Ethics review. All health research must, in terms of the Health Act No 61.2003 be approved by an accredited research ethics committee, prior to the start of research activities that anticipate interaction with human participants, the use of potentially identifiable personal records, information or tissue specimens, and human progenitor or

Consult Service

We strive to create a service friendly environment where researchers can access support and guidance for all ethical and regulatory aspects of health research. Contact our office to book a consult where you will be provided with one-on-one guidance on getting your research protocol to meet local and international ethics standards.

Health Research Ethics Capacity

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- Masters in Clinical Epidemiology;
- Pre-doctoral short course;
- One day research overview workshop;
- Postgraduate supervision workshop;
- Research protocol writing workshop;

IMPORTANT ANNOUNCEMENTS

Kindly click here for urgent updates from the Health Research Ethics Office (HREO)

Kindly click here for the LATEST COVID-19 UPDATES

■ [Health Research Ethics HOME](#)

■ [Contact Us](#)

■ [Electronic Application Process](#)

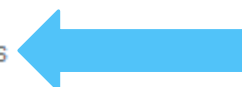
■ [HREC Review Process](#)

■ [HREC Committee Members](#)

■ [HREC Meetings / Submission Dates](#)

■ [HREC Fees](#)

■ [HREC Forms & Instructions](#)





Research Development and Support

Health Research Ethics

HREC Forms & Instructions

New protocol applications

- » HREC Exemption application - guidance for researchers
- » HREC New protocol application - guidance for researchers
- » HREC Biobank/Database application - guidance for researchers
- » HREC Case Report/Case Series application - guidance for researchers
- » HREC New Reciprocal review application - guidance for researchers
- » HREC Guidance: Student projects linked to a larger study
- » Insurance for Research

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■ HREC Fees

■ HREC Forms & Instructions

■ HREC SOPs & Guidelines

HREC guidance on case report applications

Case reports and series, by definition, tend to be about unique cases and therefore have the potential to reveal very personal information about patients and may even lead to their recognition by readers of the report/paper, particularly if photographs or other visual media are used. In general, informed consent must be obtained from each patient before publishing or presenting a case report or case series.

HREC guidance on case report applications

All case report/series applications should include:

- ❖ Completed electronic **HREC Case Report and Case Series Application Form** submitted via the HREC online application portal, *Infonetica*© at:
<http://applyethics.sun.ac.za>
- ❖ **Cover letter**
- ❖ **Signed consent form** for each patient (participant/subject of case) or their legally appointed representative, **or** a clear and **adequately motivated justification for a waiver of informed consent** for HREC consideration, and
- ❖ **The case report or draft article/presentation**
- ❖ **Head of Department signature page**

Note: all undergraduate and honours student applications follow this same procedure and will automatically be routed to UREC

Documents needed: Cover letter

The cover letter attached to your case report/series application should include at least the following:

- ❖ Name, department/division and contact details of Principal Investigator (main applicant)
- ❖ Names and departments/divisions of co-researchers and supervisors where applicable
- ❖ Title of case report/series
- ❖ Dates when case report/series was conducted/written
- ❖ Location at which case report/series was conducted (e.g., Tygerberg Hospital)
- ❖ Rationale for case report (this will be the same as the rationale included on the application form)
- ❖ Intentions to disseminate case report/series (e.g., publish in xx journal)
- ❖ Any other relevant information that might need to be noted to the ethics committee, particularly around consent, privacy and confidentiality of patient details

Health Research Ethics

HREC Forms & Instructions

- » Documentation/Acknowledgement - guidance for researchers
- » Protocol deviation - guidance for researchers

Continuing review (annual progress reports/final reports)

- » Annual progress report: health research/clinical trials/database (registry/repository) - guidance for rese

HREC Consultation Request

- » HREC Consultation Request Form

Informed consent and assent forms

- » Afrikaans » English » Xhosa Informed consent template - General
- » Afrikaans » English » Xhosa Informed assent template - Children
- » Afrikaans » English » Xhosa Informed consent template - Genetic studies
- » Afrikaans » English » Xhosa Informed consent template - Case reports
- » Afrikaans » English Information leaflet template
- » English Informed consent template - Online surveys

CONSENT FORM FOR CASE REPORTS¹

For a patient's consent to publication of information about them in a journal or thesis

Name of person described in article or shown in photograph: _____

Subject matter of photograph or article: _____

Title of article: _____

Medical practitioner or corresponding author: _____

I _____ [insert full name] give my consent for this information about MYSELF OR MY CHILD OR WARD/MY RELATIVE [insert full name]: _____, relating to the subject matter above ("the Information") to appear in a journal article, or to be used for the purpose of a thesis or presentation.

I understand the following:

1. The Information will be published without my name/child's name/relatives name attached and every attempt will be made to ensure anonymity. I understand, however, that complete anonymity cannot be guaranteed. It is possible that somebody somewhere - perhaps, for example, somebody who looked after me/my child/relative, if I was in hospital, or a relative - may identify me.
2. The Information may be published in a journal which is read worldwide or an online journal. Journals are aimed mainly at health care professionals but may be seen by many non-doctors, including journalists.
3. The Information may be placed on a website.
4. I can withdraw my consent at any time before online publication, but once the Information has been committed to publication it will not be possible to withdraw the consent.

Signed: _____

Date: _____

Documents needed: Consent form (1)

The consent form for your case report/series should include at least the following details:

- ❖ Title of case report/series
- ❖ Name of patient described or shown in case report/series
- ❖ Aims of case report/series
- ❖ Description of the text, photo, image, or other material (“information”) that will be included about the patient
- ❖ Description of how the information will be used (e.g. its purpose – to be presented, published, examination) and who will have access to it
- ❖ Description of how confidentiality of the information will be protected and limitations to this (e.g., may be possible to identify due to unique nature of illness / photograph etc.)
- ❖ Information about voluntariness of participation / consent with no negative consequences

Documents needed: Consent form (2)

Consent form details continued:

- ❖ Whether and how the patient will be remunerated
- ❖ Potential risks and benefits of participation
- ❖ How personal information will be managed in terms of POPIA
- ❖ Name and full contact details (including department/division) of Principal Investigator
- ❖ Name and full contact details of supervisor/s
- ❖ Contact details for HREC/UREC should the patient wish to query/make complaint

NB: The consent form must be translated into the home language of the participant
(patient/subject of case report/series)

» English

Informed consent template - Online surveys

Investigator/Supervisor Declaration

- » Investigator / Supervisor Declaration (Pdf format)
- » Investigator / Supervisor Declaration (MS Word format)

Material/Data Transfer Agreement (MTA/DTA) Term Sheet

Material Transfer Agreement for Human Biological Material and Associated Data (Material). This sample agreement for the transfer of data and specimens has been provided by the National Department of Health and the National Health Research Ethics Council:

- » Material transfer agreement South Africa 1.1 December 2020

HREC MTA/DTA requirements, processes and termsheet:

- » Material Transfer Agreement (MTA) and Data Transfer Agreement (DTA) HREC requirements and processes
- » HREC Termsheet: Material/Data Transfer Agreement

Head of Division/Department Signature Page

- » Head of Division/Department Signature Page



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Health Research Ethics Committee (HREC)

HEAD OF DIVISION/DEPARTMENT SIGNATURE PAGE

PROJECT TITLE	
TYPE OF HREC SUBMISSION (Please select only one)	
☐ New protocol application	☐ New case report/series application
☐ New database/biobank application	☐ New exemption application
SIGNATURE	
Applicant	Head of Division/Department
..... Print name	 Print name
..... Signature	 Signature
..... Date	 Date

Information required on the application form (1)

- ❖ Project (case report/series) title
- ❖ Your contact details – you are the Principal Investigator
- ❖ If you are a student, degree details
- ❖ If you are a student, details of your supervisor
- ❖ If you are registered with a professional body (e.g., HPCSA), your registration number
- ❖ Head of Department/Division details

Information required on the application form (2)

- ❖ Where the case study/series was conducted
- ❖ A rationale for the case report/series
- ❖ Steps taken to protect patient confidentiality
- ❖ Whether and how informed consent was obtained (if not, detail why not and include motivation for waiver of individual consent)

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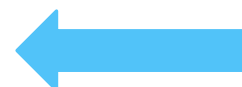
■ [HREC Review Process](#)

■ [HREC Committee Members](#)

■ [HREC Meetings / Submission Dates](#)

■ [HREC Fees](#)

■ [HREC Forms & Instructions](#)



Research Development and Support

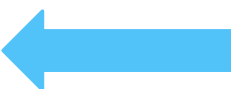
Health Research Ethics Committee (HREC)

Electronic Application Process

HOW TO SUBMIT AN HREC APPLICATION

The Stellenbosch University Health Research Ethics Committee (HREC) uses an electronic ethics review management system - *Infonetica*® - to support the application and review process.

» To submit an HREC application, click here: [HREC APPLICATION](#)



» To submit a response to modifications/deferral/stipulations required by the HREC, click [here](#) for the guidance document.

» We recommend first time applicants consult the *Infonetica*® [Applicant Manual](#)

■ [Health Research Ethics HOME](#)

■ [Contact Us](#)

■ [Electronic Application Process](#)

■ [HREC Review Process](#)

■ [HREC Committee Members](#)

■ [HREC Meetings / Submission Dates](#)

■ [HREC Fees](#)

■ [HREC Forms & Instructions](#)

■ [HREC SOPs & Guidelines](#)

Creating the online application form

1. Login

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

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



ENTER YOUR
LOGIN
CREDENTIALS
AND SIGN IN

Sign in with your organizational

nwalker@sun.ac.za

Sign in

To Sign-in at Stellenbosch University requires
@sun.ac.za username. Reset/Change your password on
<http://www.sun.ac.za/password> if you have problems
signing in.

❖ Once you have logged on, you need create a new application

2. Create your project

Once logged in, you will see the Infonetica landing page. To create your ethics project online follow the instructions below:

The screenshot displays the 'Research Ethics Applications' web interface. The top navigation bar includes 'Home', 'Contacts', and 'Help'. The main content area is titled 'Work Area' and features a sidebar with 'Actions' including 'Create Project' (highlighted with a red box and a red callout bubble stating '1. Click on 'Create Project''). The main area shows a 'General' section with four cards: 'Notifications' (1), 'Signatures' (0), 'Transfers' (0), and 'Shared' (0). A red callout bubble above these cards says 'Your Work Area will open up'. Below the cards is a table of projects with columns for Project ID, Owner, Date Created, Date Modified, and Transfer Status. The table shows two entries. At the bottom, there is a footer with '© Infonetica Ltd 2017 Version 8.7.0.0' and links for 'Terms and Conditions' and 'Privacy Policy'.

Research Ethics Applications Home Contacts Help Miss A Applicant

Work Area

Home 1 Notifications

Actions

Create Folder Delete Folder **Create Project** Delete Project Duplicate Project Transfer

1. Click on 'Create Project'

Your Work Area will open up

General

Notifications 1 Signatures 0 Transfers 0 Shared 0

Projects

Project ID	Owner	Date Created	Date Modified	Transfer Status
74	Miss A Applicant	18/05/2017 16:33	18/05/2017 17:46	
65	Miss A Applicant	15/05/2017 13:30		

Showing 1 to 2 of 2 entries

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Create Project



Project Title* (Max 200 characters)

Please enter a title



Form*

Please select...

Please select...

HREC Biobank/Database Application Form

HREC Case Report-Case series Form

HREC Exemption Application Form

HREC New Application Form

HREC Reciprocal Review Application

Legacy form (Administrators only)

REC: ACU - Notification Form (Animals)

REC: ACU Reciprocal Review Form (Animals)

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

REC: BES - Standard Operating Procedures_Application Form (Biosafety)

Select relevant form from
dropdown menu

Create

Close

Project ID

Owner

Date Created

Application form has been created

Research Ethics Applications

Work Area

Contacts

Help ▾

Dr DL Marais (debbiem@sun.ac.za) ▾

Actions

Project

Create Sub Form

Share

Completeness Check

View as PDF

A case report example

23659

Project Tree ▾

 [A case report example](#)

[HREC Case Report-Case series Form](#)

Action Required	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	06/09/2021 14:33

Navigation

[Documents](#)

[Signatures](#)

[Collaborators](#)

[Submissions](#)

[Centre](#)

[History](#)

HREC Case Report-Case series Form

☐ Show Inactive Sections

Sharing your application with your supervisor

Research Ethics Applications

Work Area

Contacts

Help ▾

Dr DL Marais (debbiem@sun.ac.za) ▾

Actions

Project

Create Sub Form

Share

Completeness Check

View as PDF

A case report example

23659

Project Tree ▾

 [A case report example](#)

[HREC Case Report-Case series Form](#)

Click on SHARE to share your application with your supervisor

Action Required	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	06/09/2021 14:33

Navigation

Documents

Signatures

Collaborators

Submissions

Centre

History

HREC Case Report-Case series Form

☐ Show Inactive Sections

Sharing your application with your supervisor

Share ?

Sharing a form enables others to view/edit the same form and access you give them. Please select the users you wish to share with.

☒ Read
☒ Write
☐ Submit
☐ Share
☐ Create all sub forms
☐ Receive notifications

1. ENTER YOUR SUPERVISOR'S EMAIL ADDRESS

2. TICK THE BOXES TO ALLOW YOUR SUPERVISOR TO READ AND MAKE CHANGES

3. CLICK ON SHARE

Sharing your application with your supervisor

Your Supervisor will now be able to login, read and share comments with you while you are working on your form as shown below:

Note: We are now back on the “Home” screen

Click on your project title to get back into your application

WHEN YOUR SUPERVISOR LOGS IN IT WILL APPEAR IN THEIR SHARED FOLDER

Research Ethics Applications

Home

Contacts

Help

Beta Test Mode

Ms Nicole Walker

Work Area

Home

24

Notifications

Actions

Create Folder

Delete Folder

Create Project

Delete Project

Duplicate Project

Transfer

Work Area

General

Notifications

24

Signatures

0

Transfers

0

Shared

1

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Enter project title here	74	Miss A Applicant	18/05/2017 16:33	18/05/2017 16:40	

Sharing your application with your supervisor

Research Ethics Applications Home Contacts Help Beta Test Mode Miss A Applicant

0074 ?
Version: Version 1

Collaborators on this page are: Ms Nicole Walker

HOVER OVER THE YELLOW ICON. IT SHOWS THAT YOUR SUPERVISOR IS CURRENTLY ON THIS PAGE AS WELL

Actions

Previous Next Navigate

Print Documents Signatures

Save Share Collaborators

Completeness Check Submit **1** Comments

ONE COMMENT HAS BEEN ADDED. KEEP TRACK OF COMMENTS BETWEEN YOU AND YOUR SUPERVISOR

Health Research New Application Form

Application to the Health Research Ethics Committees (HRECs)

Application to the Health Research Ethics Committees (HRECs) only
Make sure you are completing the correct Research Ethics Committee Application Form. This is an application to the Health Research Ethics Committees (HRECs)

Please select the type of research you are applying for:

Please click the Information ("i") icon to the right for the definition of Clinical and Health Research.

☒ Clinical Trial
☐ Health Research

Study for Degree purposes

Is this a study for Degree purposes (including electives and skripsies)?

☐ Yes
☒ No

Sharing your application with your supervisor

Click on the speech bubble icon to view your supervisor comment/s.

Research Ethics Applications

Home

Contacts

Help

Beta Test Mode

Miss A Applicant

Actions

Previous

Next

Navigate

Print

Documents

Signatures

Save

Share

Collaborators

Completeness Check

Submit

1

Yes

No

Will there be students working on this project as part of the research team but NOT for degree purposes?

Yes

No

Linked existing/main studies

Is this a sub-study (new research question) linked to an existing/main study?

OR

Are there any other Stellenbosch University Ethics applications that are related to, or have a bearing on, this new application?

This includes any ethics applications that have already been reviewed or are pending review at any of the 5 Stellenbosch Ethics Committees (HREC1, HREC2, REC: Humanities, REC: AUC or REC:BEE).

Yes

No

1

1. CLICK ON THE
SPEECH BUBBLE
ICON TO VIEW OR ADD
COMMENTS

Sharing your application with your supervisor

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

The screenshot shows a 'Comments' dialog box with a title bar containing a close button (X) and a 'Yes' radio button. The main content area is divided into a form section and a table section.

Form Section:

- Comments +Add Comment**: The title of the section.
- Comment**: A label for the text input field.
- Text Input**: A text box containing the placeholder text 'You can share comments with your supervisor here'.
- Buttons**: 'Save' (green) and 'Cancel' (grey) buttons.
- Instructional Callouts**:
 - 1. CLICK ON ADD COMMENT**: Points to the '+Add Comment' link.
 - 2. TYPE COMMENT HERE**: Points to the text input field.
 - 3. CLICK ON SAVE**: Points to the 'Save' button.

Table Section:

Comment	Date Added	Owner
You can share comments with your supervisor here	Now	You
Ensure that you make changes here	Thursday, May 18, 2017 at 5:22 PM	Ms Nicole Walker

YOUR SUPERVISORS COMMENTS: A red callout box pointing to the second row of the table.

Close: A button in the bottom right corner of the dialog box.

Is this a sub-study (new research question) linked to an existing/main study?

Sharing your application with your supervisor

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

Research Ethics Applications Home Contacts Help ▾ Beta Test Mode Miss A Applicant ▾

Actions ▾

- Previous Next Navigate
- Print Documents Signatures
- Save Share Collaborators
- Completeness Check Submit **2** Comments

Will there be students working on this project as part of the research team but NOT for degree purposes?

☐ Yes
☐ No

Linked existing/main studies

Is this a sub-study (new research question) linked to an existing/main study?

OR

Are there any other Stellenbosch University Ethics applications that are related to, or have a bearing on, this new application?

des any ethics applications that have already been reviewed or are pending review at any of the 5 Stellenbosch Ethics Committees (HREC1, HREC2, HREC3, REC: AUC or REC: BEE).

☐ Yes
☐ No

YOUR COMMENT HAS BEEN ADDED AND SHARED WITH YOUR SUPERVISOR

Completing your application form

Project

Create Sub Form

Share

Completeness Check

View as PDF

Project Tree ▾

 [A case report example](#)

[HREC Case Report-Case series Form](#)

Action Required

Status

Review Reference

Date Modified

Yes

Not Submitted

N/A

6/09/2021 14:33

Navigation

Documents

Signatures

Collaborators

Sub

These are the sections of the application form that you must complete

HREC Case Report-Case series Form

Section

SECTION 1: Details for Applicant/Principal Investigator

SECTION 2: Details of Collaborating Investigators

SECTION 3: Details of case report/case series

SECTION 4: Additional documents

SECTION 5: Signature Page

Questions

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[Page 5](#)

Completing your application form

Research Ethics Applications

Work Area

Contacts

Help ▾

Dr DL Marais (d

Actions



Previous



Next



Navigate



View as PDF



Documents



Signatures



Save



Share



Collaborators



Completeness
Check

HREC Case Report-Case series Form

DETAILS OF APPLICANT/PRINCIPAL INVESTIGATOR

DETAILS OF APPLICANT/PRINCIPAL INVESTIGATOR

Title

First Name

Action buttons

Actions ▾		
 Previous	 Next	 Navigate
 Print	 Documents	 Signatures
 Save	 Share	 Collaborators
 Completeness Check		

Previous: This button will take you to the previous page in your application.

Next: This button will take you to the next page in your application

Navigate: This button will always take you to the beginning of your project where you will be able to view all sections/pages.

Print: 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 you can 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 come back to continue with it at a later stage then save before logging out.

Share: This button allows you to share your project with your supervisor. Allowing him read and write access.

Collaborators: This button will allow you to view the collaborators.

Completeness Check: This button will run a check on your application to see whether it's complete or whether any mandatory questions are incomplete.

Completing your application form

Research Ethics Applications

Work Area

Contacts

Help ▾

Dr DL Marais (d

Actions

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

HREC Case Report-Case series Form

DETAILS OF APPLICANT/PRINCIPAL INVESTIGATOR

DETAILS OF APPLICANT/PRINCIPAL INVESTIGATOR

Search User

Title

First Name

Enter your name in
“Search user” – the
system should
automatically pull in
your details

Completing your application form

Research Ethics Applications

Work Area

Contacts

Help ▾

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Actions

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View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

Is this a study for Degree purposes (including electives and skripsies)?

☒ Yes

☐ No

Current level of study

Please Select... ▾

Name of Degree:

Division and Department

Load

Add to contacts

Supervisor Details

Title

Completing your application form

Research Ethics Applications

Work Area

Contacts

Help

Dr DL Marais (debbien)

Actions

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Navigate

View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

HREC Case Report-Case series Form

Head of Division/Department Details

Full Name and Title

Position and Role

If investigator is a student, please indicate whether postgraduate or undergraduate

Division and Department

Completing your application form

Research Ethics Applications

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Dr DL Marais (debbiem@sun.ac.za)

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DETAILS OF CASE REPORT/CASE SERIES

0

Title of case report/case series:

A case report example

Where was the case study or case series conducted?

☐ Tygerberg Hospital

☐ Stikland Hospital

☐ Karl Bremer Hospital

☐ Faculty of Medicine and Health Sciences

☐ Other (Please specify)

Please provide a rationale for the case report/series.

Please detail the steps taken to protect patient confidentiality

Was informed consent obtained from the patient(s)? (Describe

Completing your application form

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HREC Case Report-Case series Form

ADDITIONAL DOCUMENTS

Signed consent from each patient or their legally appointed representative; or a clear and adequately motivated justification for a waiver of informed consent, for HREC consideration.

Upload Document

The case report or draft article/presentation

Upload Document

Cover Letter

Upload Document

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HREC Case Report-Case series Form

Head of Division/Department Upload Signature Page

Your Divisional/Departmental Head must sign this signature page to indicate that they are aware of, and approve the conduct of this case report/case series in their environment. Please see [Forms and Instructions](#) on our HREC webpage to access the template signature page.

Upload Document

NOTE: ONCE YOU HAVE SIGNED/CLICKED ON THE SIGN BUTTON, THE FORM WILL LOCK. HOWEVER, YOU ARE STILL REQUIRED TO "CLICK NEXT" FOR THE FINAL SIGNATURE. ONLY AFTER THE FINAL SIGNATURE YOUR APPLICATION FORM WILL BE SUBMITTED TO HREC.

Applicant/Principal Investigator's Signature

Please note that if you are a study coordinator completing this application on behalf of the Applicant/Principal Investigator, then please click on the **REQUEST** button to request the PI's signature to approve this application.

However if you are the Applicant/Principal Investigator completing this application then you need to click on the **SIGN** button.

Request Signature

Sign

Completing your application form

FOR THE FINAL SIGNATURE. ONLY AFTER THE FINAL SIGNATURE YOUR APPLICATION FORM WILL BE SUBMITTED TO HREC.

Applicant/Principal Investigator's Signature

Please note that if you are a study coordinator completing this application on behalf of the Applicant/Principal Investigator, then please click on the **REQUEST** button to request the PI's signature to approve this application.

However if you are the Applicant/Principal Investigator completing this application then you need to click on the **SIGN** button.

Request Signature

Sign

How to request your supervisor's signature (INSTRUCTIONS FOR STUDENTS)

IMPORTANT: The student requests the signature of the supervisor by following the steps below

- 1) Click on *request signature* below
- 2) You will be asked to enter your supervisor's email address. Please ensure that you type the email address correctly. If you get a message that the user does not exist, please contact the [HREC office](#).
- 3) Once you send the request, the application will be locked until your supervisor responds.
- 4) Once the supervisor responds to the signature request by signing this application form, the application will be submitted to proceed to the HREC review process.

Request Signature

Completing your application form

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Actions Applicant/Principal Investigator's Signature

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Completeness Check

Completeness Check

Incomplete: Please complete the following questions

- DETAILS OF APPLICANT/PRINCIPAL INVESTIGATOR Email
- Project Title
- Current level of study
- Name of Degree:
- Division and Department
- Registration with Professional Licensing Body
- Full Name and Title
- Position and Role
- If investigator is a student, please indicate whether postgraduate or undergraduate
- Division and Department
- Where was the case study or case series conducted?
- Please provide a rationale for the case report/series.
- Please detail the steps taken to protect patient confidentiality
- Was informed consent obtained from the patient(s)? (Describe
- Signed consent from each patient or their legally appointed representative; or a clear and adequately motivated justification for a waiver of informed consent, for HREC consideration.
- The case report or draft article/presentation

Close

Completing your application form

Research Ethics Applications

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Dr DL Marais (debbiem@sun.)

Actions

Project

Create Sub Form

Share

Completeness Check

View as PDF

A case report example

Project Tree ▾

-  [A case report example](#)
 - [HREC Case Report-Case series Form](#)

Action Required	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	07/09/2021 08:25

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Section

SECTION 1: Details for Applicant/Principal Investigator

SECTION 2: Details of Collaborating investigators

SECTION 3: Details of case report/case series

Questions

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Checking the status of your application

Research Ethics Applications Work Area Contacts Help ▾ Dr DL Marais (debbiem@sun.ac.za) ▾

Actions

- Create Folder
- Delete Folder
- Create Project
- Delete Project
- Duplicate Project
- Move Project
- Transfer

Work Area

Notifications 24	Signatures 0	Transfers 0	Shared 2
---------------------	-----------------	----------------	-------------

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified
> A case report example	23659	Dr DL Marais	06/09/2021 14:33	07/09/2021 08:56

Check on the status of your application by clicking on it

Checking the status of your application

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Dr DL Marais (debbiem@sun.ac.za) ▾

Actions

Project

Create Sub Form

Share

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A case report example

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Project Tree ▾

⊖ [A case report example](#)

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Action Required	Status	Review Reference	Date Modified
No	Submitted by Applicant	HEA-2021-23659	07/09/2021 08:56

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Checking the status of your application

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Home **1** Notifications

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Create Folder Delete Folder Create Project

Delete Project Duplicate Project Transfer

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General

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Projects

Search Projects

CLICK ON NOTIFICATIONS

The screenshot displays the 'Research Ethics Applications' web interface. At the top, a black navigation bar contains the title 'Research Ethics Applications', links for 'Home', 'Contacts', and 'Help', and a 'Beta Test Mode' badge. Below this, a sidebar on the left features a 'Work Area' dropdown menu with 'Home' and 'Notifications' (highlighted with a red '1' and a red arrow pointing to it). Under 'Work Area', there is an 'Actions' section with icons for 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', and 'Transfer'. The main content area shows a 'Work Area' heading, followed by a 'General' section with four status boxes: 'Notifications' (1), 'Signatures' (0), 'Transfers' (0), and 'Shared' (0). A red arrow points from a cyan speech bubble containing the text 'CLICK ON NOTIFICATIONS' to the 'Notifications' box. Below the 'General' section is a 'Projects' section with a 'Search Projects' input field.

Application submitted - HEA-2021-23659: A case report example



donotreply@infonetica.net

To: Marais, DL, Dr [debbiem@sun.ac.za]

Cc

Reply

Reply All

Forward

Tue 07



You forwarded this message on 07 Sep 2021 9:01 AM.

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside the Stellenbosch University network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Dr DL Marais

Your application for project "A case report example" has been submitted for ethics review. (23659)

Please refer to your Project ID in ALL correspondence relating to your ethics application.

Your application is now locked for editing and is currently being screened for completeness by our HREC administrator. This is not a formal HREC review of your project but rather an administrative check of your submission for accuracy and completeness. You will receive correspondence from our HREC office within the next few days if any corrections/changes are required.

To check the progress of your application, please access your project here: <https://applyethics.sun.ac.za/Project/Index/40218>

Please retain this email as proof of your submission.

HREC office contact details: 021 938 9677; 021 938 9819

Kind regards,

Support available

❖ ***Infonetica* guidance manual on submitting online applications:**

http://www.sun.ac.za/english/faculty/healthsciences/rdsd/Pages/Ethics_application_package.aspx

❖ **Enquiries about the HREC/UREC application and review process:**

❖ Ms Elvira Rohland (021 938 9677) elr@sun.ac.za (HREC)

❖ Mrs Ashleen Fortuin (021 938 9819) afortuin@sun.ac.za (HREC)

❖ Mrs Lauren Hendricks (021 938 9820) laurenv@sun.ac.za (UREC)

❖ **Enquiries about technical difficulties with the online application system:**

❖ Ms Jennifer de Beer (021 808 9444) jad@sun.ac.za