



Research Information Management System

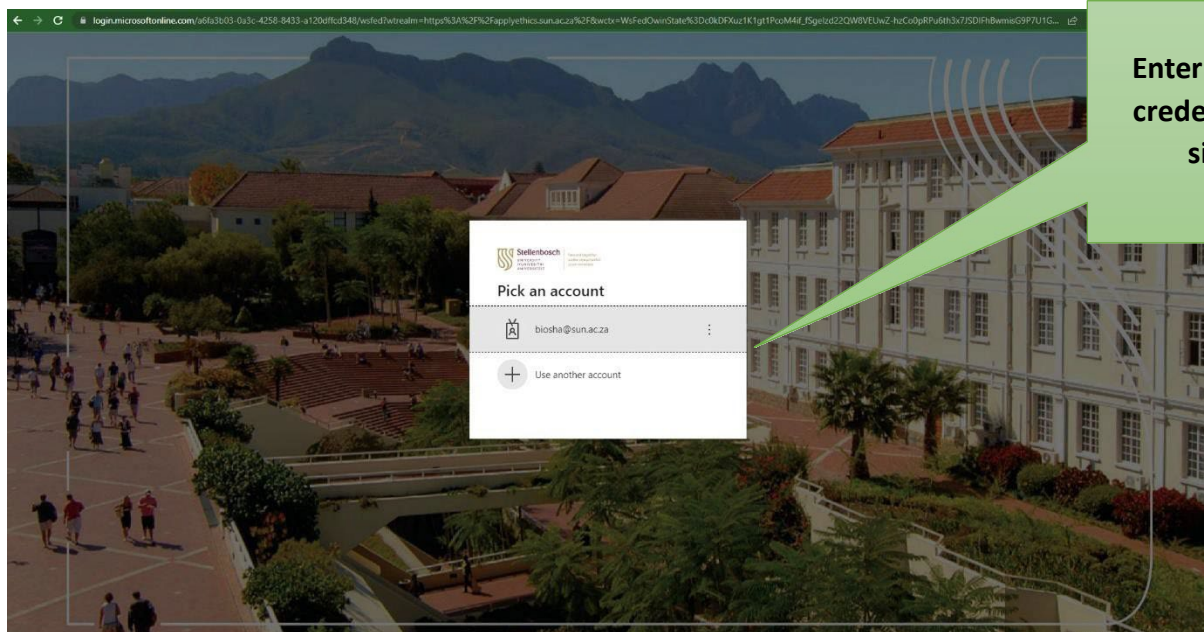
Guideline to update Principal Investigator details

HEALTH RESEARCH ETHICS

COMMITTEE 1 & 2

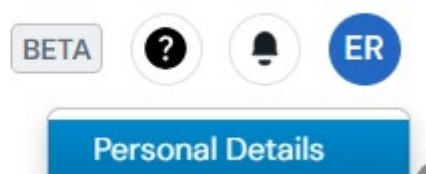
1. Login

- 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

Once you have signed in, you will be directed to your Applicant Work area. Click on your initials at the top-right-hand-corner of the screen (blue circle). From the drop-down list, select Personal Details.



You will be directed to the page “Change Personal Details”. In the table, please provide all the necessary personal details. **Once completed, click on “Change Details” to save your information.**

Person/PersonalDetails

Work Area Contacts Help Beta Test Mode

Change Personal Details

Title	Ms
First Name*	B
Last Name*	Thompson
Organisation	
Department	Division of Research Development
Faculty	
Campus	
Qualification	biosha@sun.ac.za
Telephone	
Fax	
Address 1	Natural Sciences Building
Address 2	Meritman Street
Town/City	Stellenbosch
County/State	
Postcode	7600
Country	

Change Details ← 3

PLEASE NOTE THE FOLLOWING:

- **Organization:** Stellenbosch University
 - **Department:** e.g. Paediatrics, Nuclear Medicine, etc.
 - **Campus:** Enter your SU number
 - **Qualification:** Enter your email address
 - **Fax Number:** Insert a dash (-)
 - **County:** Province
 - **Country:** South Africa
3. **Go back to the Principal Investigator details section and re-enter your SU number or surname to apply the recent updates.**