

HOW TO EDIT YOUR ONLINE APPLICATION FORM

Below is a table of contents which shows you all the steps you need to follow in order to revise and resubmit your online application.

PLEASE READ THE INSTRUCTIONS CAREFULLY TO AVOID UNNECESSARY DELAYS.

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1. Sign into the online system: <https://applyethics.sun.ac.za>

- If you experience issues logging in or need a reminder on how to log in, please download the Sign-in Troubleshoot guide available [HERE](#).

2. Scroll down to Projects and click on the project title you want to edit

The screenshot displays the 'Research Ethics Applications' web application. The 'Work Area' section includes a 'General' overview with four categories: Notifications (4), Signatures (0), Transfers (0), and Shared. Below this is the 'Projects' section, which features a search bar and a table of project entries. The first project entry is highlighted with a red border, and a red callout box points to it with the instruction: '1. Click on the project requiring modifications'.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
The influence of social networks on academic performance, health, and	7796	Dr. [redacted]	16/07/2018 01:14	16/07/2018 04:24	

3. Scroll down to the form's section list and click on the sections you need to edit (also see screenshot below)

- If you need to revise an attachment or document uploaded to the application form, please **delete** the original attachment first and then upload your revised attachment.
- Please remember to highlight the revised sections in the attachment so that it is convenient for the reviewer to find the revised content.

The screenshot shows the 'Research Ethics Applications' interface. The main content area displays the 'REC Humanities New Application Form' with a table of sections and questions. A red callout box points to the 'Project details' link under the 'Questions' column for SECTION 2.

Form Status	Review Reference	Date Modified
Modifications required	N/A	07/09/2018 13:59

Section	Questions
SECTION 1	REC/DESC/FESC Information
SECTION 2	Project details
SECTION 3	Investigator information
SECTION 4	Application screening questions
SECTION 5	Participant recruitment Participation of Minors Informed consent process Mitigation of risk of harm
SECTION 6	Privacy, confidentiality and anonymity
SECTION 7	Data collection methods
SECTION 8	Permission from authorities
SECTION 9	Additional information/documents

2. Click on the section links which requires editing or a response. Once you click on the link, the contents will be editable

4. Attach your Response/cover letter to section 9.2 of the online form

- Why do I need to attach a response letter? The response/cover letter assists with expediting the review of your revised form. By including a response letter, you guide the reviewer to the specific section(s) that you have revised. It also gives you the opportunity to explain or motivate the reason(s) for your response/revision. Please ensure that you write your response in a numbered-format (based on the numbering of the comments in the feedback letter) and that you indicate which section, or page number you made your edits to the form/attachments.
- To download a template for such a response/cover letter, please click [HERE](#).

The screenshot shows the 'Research Ethics Applications' interface for the 'REC: Social, Behavioural and Education Research (SBER) - Initial Application Form'. A red callout box points to the 'Additional information/documents' link under SECTION 9.

Section	Questions
SECTION 1	Committee filter questions
SECTION 2	Project details
SECTION 3	Investigator information
SECTION 4	SBER form filter questions
SECTION 5	Participant selection and recruitment Research involving minors Informed consent process Mitigation of potential risks and
SECTION 6	Data management plan
SECTION 7	Data collection
SECTION 8	Gatekeeper permission
SECTION 9	Additional information/documents
SECTION 10	Overall project risk classification
INVESTIGATOR DECLARATION	Investigator declaration and signature
SUPERVISOR DECLARATION	Supervisor declaration and signature

3. Attach your Response letter to section 9.2 of your online form

5. Final step: Submit your form for review (also see screenshot below)

- The application system is set up to automatically submit your online form to the committee after all required signatures are in place.

- To submit your form, please sign the **INVESTIGATOR DECLARATION** section.
- If you are a student, you will need to sign the **INVESTIGATOR DECLARATION** section AND you need to request your supervisor's signature in the **SUPERVISOR DECLARATION** section.
- Your form will only be submitted after both you and your supervisor have signed the form.

Research Ethics Applications Home Contacts Help Miss Clarissa Graham 11631

Work Area 76 Notifications

Actions Share Completeness Check

Navigation Documents Signatures Collaborators Submissions History

REC: Social, Behavioural and Education Research Application Form

Section	Questions		
SECTION 1	Committee filter questions		
SECTION 2	Project details		
SECTION 3	Investigator information		
SECTION 4	SBER form filter questions		
SECTION 5	Participant selection and recruitment	Research involving minors	Information forms
SECTION 6	Data management plan		
SECTION 7	Data collection		
SECTION 8	Gatekeeper permission		
SECTION 9	Additional information/documents		
SECTION 10	Overall project risk classification		
INVESTIGATOR DECLARATION	Investigator declaration and signature		
SUPERVISOR DECLARATION	Supervisor declaration and signature		

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6. How do I know my form has been submitted?

- The system will send you an auto-generated email confirming the successful submission of your application.
- **STUDENTS REMEMBER**, the system will only send this confirmation email AFTER both you and your supervisor have signed the form. If you do not receive such an email within 3-4 days, please follow up with your supervisor.
- If you do not receive the submission email, please contact the REC helpdesk for assistance: applyethics@sun.ac.za.
- Below is a screenshot of what the system email will look like:

REC: Humanities application submitted -

Message Help ADOBE PDF Tell me what you want to do

File Message Help ADOBE PDF Tell me what you want to do

Ignore Delete Archive Reply Forward More

Reply All

Meeting

Personal To Manager Done

Team Email Reply & Delete Create New

Rules Move OneNote Assign Mark Categorize Follow Up

Policy Unread Tags

Find Translate Related Select

Read Aloud Zoom

Zoom

REC: Humanities application submitted -

From: donotreply@infonetica.net

To: [redacted]

Cc: [redacted]

Dear Mr [redacted],

Your application for project [redacted] has been submitted for ethics review.

Your project reference number for this application is: [redacted]. Please refer to your project reference number in ALL correspondence relating to your ethics application.

Your application is now locked for editing.

Please wait for feedback from the Department/Faculty Ethics Screening Committee (DESC/FESC) before starting with data collection/participant recruitment. Please note that you may not commence with participant recruitment and/or data collection until you receive notice of ethics approval.

Should you wish to inquire about the status of your application for ethics clearance, please contact your relevant DESC/FESC coordinator from this list: [DESC/FESC CONTACT LIST](#)

To check the progress of your application, please access your project here: <https://applyethics.sun.ac.za/Project/Index/19302>

Please retain this email as proof of your submission.

To contact the REC office, please contact cgraham@sun.ac.za (021 808 9183) or aden@sun.ac.za (021 808 9185)

Kind regards,

REC: Humanities