<u>Kindly note</u>:

- Internet Explorer is not compatible with MEOS; some functionality may be lost.
- It is suggested that Chrome, Edge, Safari or Opera, amongst others be used.



MEOS (MANDELA ETHICS ONLINE SYSTEM)

UPLOADING GATEKEEPER PERMISSION LETTERS

USER GUIDE

Version 1.0 August 2023 During the ethics application process, draft letters for gatekeeper permission would have been reviewed and approved by the relevant ethics review committee.

Only after ethics approval has been received for a study may the gatekeepers be approached for official permission to conduct the study. Once permission has been received, copies of the final permission letters must be uploaded to your project <u>before</u> the commencement of data collection activities.

The documentation upload sub-form can only be created <u>after</u> your ethics application has been approved.

Log in to MEOS (meos-apply.mandela.ac.za) using your Mandela username and password.

Click on the arrow next to the study that you want to upload a gatekeeper letter to.

Create Folder	r Delete Folde	Create Project	Work Are	а				
0	P 🖡	÷	Notifications	Signatures	Transfers		Shared	
Delete Project	Duplicate Project	Move Project	5	C		0	0	
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			Projects					
			Search Projects					
			Project Title $\ \ \phi \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $					
	_		> Test Applicat	ion			341	Ms Michelle Barnett

Click on the REC-H Initial Application (Human) form.

Proje	Projects Search Projects				
	Project Title		🝦 Project ID 🖕	Owner	
~	Test Application		341	Ms Michelle Barnett	
	Form Title	Form Reference	Review Reference	Арр Туре	
	REC-H: Initial Application (Human)	N/A	N/A	N/A	

Click on the [Create Sub Form] action in the left-hand panel.

Project	Create Sub	< Chaura	Test Application
Roles	Form Completeness Check	Refresh	Project Tree V
View as PDF			REC-H: Initial Application (Human)

Select REC-H Documentation Upload from the dropdown and click [Create].

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Project	Create Sub Form	Share	Project Tree ❤	Create Subform	×
Roles	Completeness Check	Refresh	Test Application REC-H: Initial Application (Human)	Select the sub-form that you would like to apply to this ✓ Please Select REC-H: Adverse Event	form
View as PDF				REC-H: Amendment REC-H: Documentation Upload	Create Close
			Action Required on Form	REC-H: Progress-Extension/Closure Report REC-H: Violations/Deviations Report	N/A

Click on the hyperlinked Question, complete the form, sign and it will be automatically submitted.

History

The Documentation Upload form will appear as a sub-form of your project in the Work Area.

`	/	Test Application	341	Ms Michelle Barnett	
		Form Title	Form Reference	Review Reference	Арр Туре
		REC-H: Initial Application (Human)	N/A	N/A	N/A
		REC-H: Documentation Upload	N/A	N/A	N/A