

Kindly note:

- 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.

NELSON MANDELA
UNIVERSITY



**MEOS
(MANDELA ETHICS ONLINE SYSTEM)**

APPLICANT USER GUIDE

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1. Introduction

MEOS, the Mandela Ethics Online System, is a web-based management system that facilitates the ethics review process from approval of original ethics application to closure of the project.

All applications/reports with respect to a research study requiring ethics clearance are created, submitted, reviewed, and approved on MEOS, providing one central storage repository where users can access all approved ethics submissions, approval letters and correspondence relating to an application.

MEOS covers the following ethics submissions:

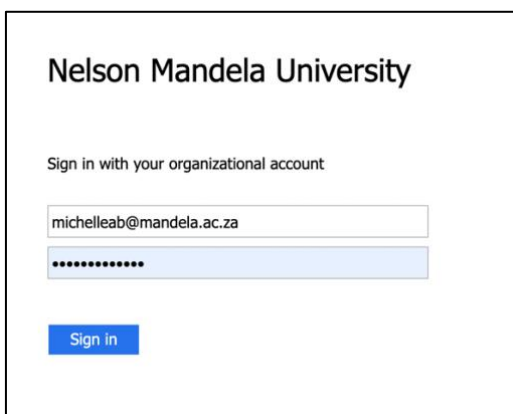
- Applications for ethics approval
- Amendments
- Extensions
- Progress reports
- Adverse event/violation/deviation reports
- Closure reports

Researchers from other institutions requiring access to Nelson Mandela University students/staff for research purposes cannot apply on MEOS. The process to obtain ethics approval for such research can be found on the [RECH website](#).

2. Logging in

Navigate to MEOS using the URL – meos-apply.mandela.ac.za

Sign in using your Mandela University credentials. These are the same log in details that are used to access your Mandela emails, the staff/student portal, etc.



Nelson Mandela University

Sign in with your organizational account

michelleab@mandela.ac.za

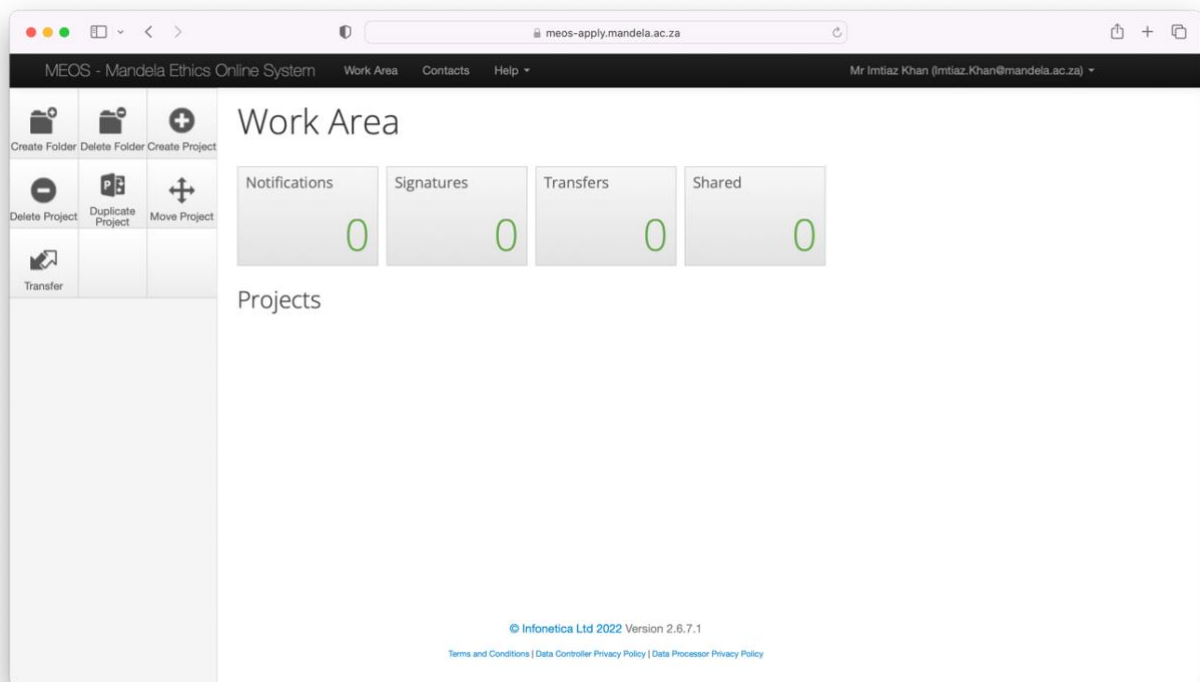
.....

Sign in

After signing in, you will be directed to your MEOS work area.

Important: All staff and students that have active Nelson Mandela University login credentials can access MEOS. However, all staff and student need to log in once to MEOS for their details to register on the system.

3. Work Area Screen



The Work Area Screen is divided into four sections:

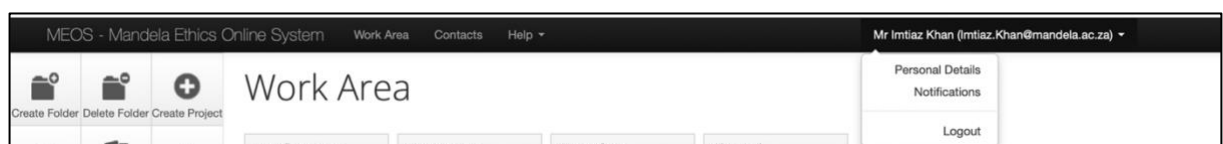
- Top Bar: black bar across top of screen
- General Work Area: under “Work Area” with activity tiles
- Actions Panel: left panel with action buttons
- Projects Area: lower half of screen containing your projects.

3.1. Top Bar

There are various features you can access from the Top Bar.

(a) Personal Details

Your personal details are accessed by clicking on the arrow on the right of your email address on the top bar.



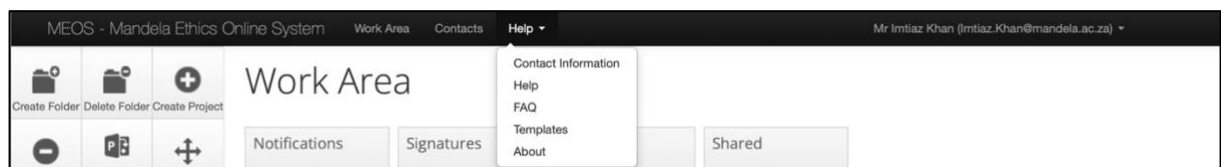
It is important to update your Personal Details on MEOS.

The details captured in this section are automatically pulled into the application form, various reports as well as the ethics approval letters. Please ensure that details are accurately captured as letters cannot be re-issued if there are spelling or other errors.

To update your personal details, complete the Personal Details form and save using the [Change Details] button.

(b) Help

The Help dropdown has various options.



- Contact Information – for MEOS enquiries
- Help – still to be populated
- FAQs – still to be populated
- Templates – quick access to documentation/templates on MEOS (for example, Department of Health Research Ethics Guidelines, Nelson Mandela University Policy on Research Ethics, Informed Consent templates, etc.)

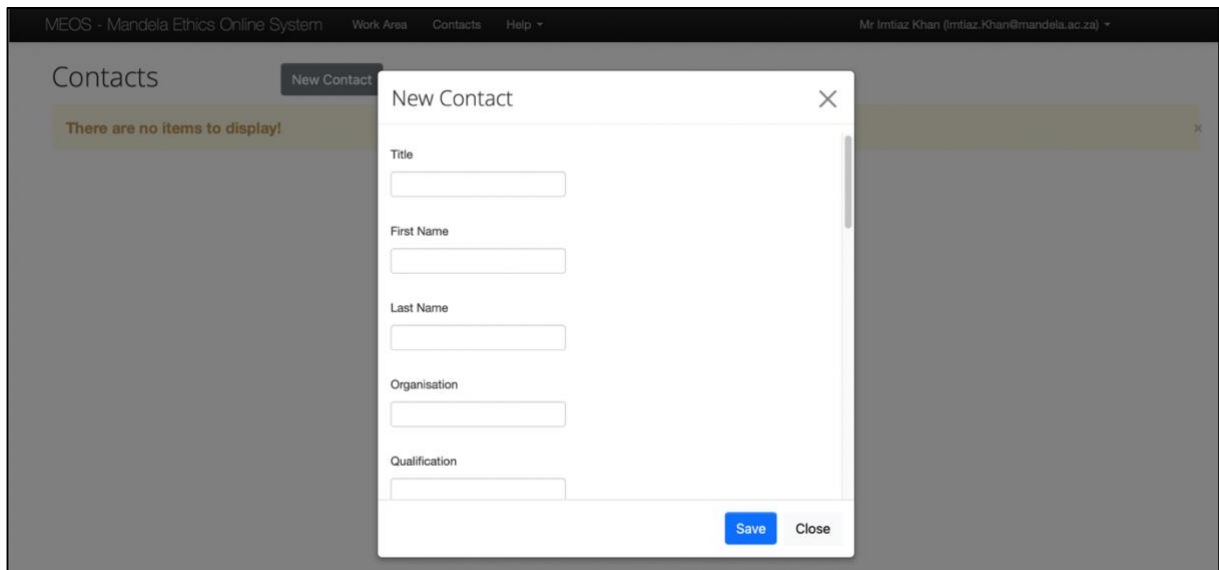
(c) Contacts

You can add people external to Nelson Mandela University as a contact on MEOS which enables you to pull their details into application forms/reports, etc. Please note that external people cannot access MEOS as this requires one to have Mandela login credentials.

To add a new contact, click Contacts, then New Contact.



Input the contact's details and [Save].

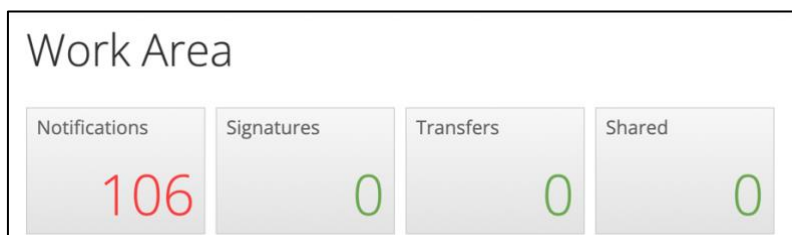


(d) Work Area

This takes you back to the main Work Area screen.

3.2. General Work Area

The general work area contains four default activity tiles.



(a) Notifications

The Notifications tile shows all notifications received for projects that have been created. Notifications can be searched on message content and/or date.

Notifications

Search

Received after Received before

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

Search

<input type="checkbox"/>	<input type="checkbox"/>	Message	Attachment	Project Short Title	Date	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ethics submission approved. Refer attachment.		RECA PRACTICAL Gamma TEST	27/09/2022	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ethics submission assigned to meeting for review.	None	RECA PRACTICAL Gamma TEST	27/09/2022	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Practical noted as closed. Refer attachment.		RECA PRACTICAL Gamma TEST	27/09/2022	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ethics submission assigned to meeting for review.	None	RECA PRACTICAL Gamma TEST	27/09/2022	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amendment submitted for review	None	RECA PRACTICAL Gamma TEST	27/09/2022	<input checked="" type="checkbox"/>

Clicking on an attachment icon displays letters/documents that have been issued/mailed from MEOS. The example given below is an ethics approval letter for a closed protocol. The attachment can be downloaded if required.

Attachment ✕

NHREC registration nr: REC-042508-025

27/09/2022

Project ID: 0102

Ethics Clearance Number: 2022-REC-A-0102-177

Practical Title: RECA PRACTICAL Gamma TEST

Dear Ms Barnett

The closure report (Review Reference: 2022-REC-A-0102-177) for the above-entitled practical served at the Research Ethics Committee (Animal) for approval. We take pleasure in informing you that the Research Ethics Committee (Animal)

Download **Close**

(b) Signatures

The Signatures tile indicates any signature requests that have been made of you by another researcher (for example, the Principal Investigator requesting the signature of the Primary Responsible Person of a study). From this area, the form can be accessed, reviewed, and signed in order for it to be submitted.

Signatures								
Search signatures								
Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
PI	RECA Research Alpha TEST	100	Mrs Michelle Barnett	Please review and sign the application form.,	04/10/2022 13:04		Requested	View Form
Showing 1 to 1 of 1 entries								

(c) Transfers

Projects/forms can be transferred from one project owner to another. These will be indicated under the Transfers tile. The project can be viewed using the View Project button and thereafter the request for transfer can be accepted or rejected.

Transfers								
Transfer Id	Project Title	From User	To User	Message	Requested Date	Response Date	Status	Action
19	RECA Research Gamma TEST	Mrs Michelle Barnett	You	Transfer of project as discussed	04/10/2022 13:19		Requested	View Project
Showing 1 to 1 of 1 entries								

(d) Shared

The Shared tile shows any projects that have been shared with you. The level of access is also indicated. In the example below, the project creator has only granted read access to the recipient who has the option to view the form as well as reject the request.

Shared Forms					
Search forms					
Project Title	Project Id	Form Title	Access	View Form	Reject
RECA Research Alpha TEST	100	REC-A: Amendment (Research)	Read	View Form	Reject
Showing 1 to 1 of 1 entries					
◀ Previous Next ▶					

3.3. Actions Panel



The Actions Panel enables one to create projects as well as manage them after they have been created.

This is useful where one is involved in multiple projects. In the example below, the researcher is involved in 4 projects, two research projects and two practical projects. Using the action buttons, several actions can be performed.

Projects

Search Projects

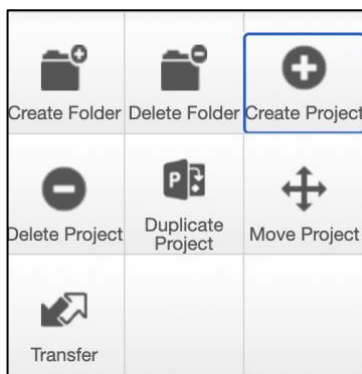
	Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
>	RECA Research Delta TEST	103	Mrs Michelle Barnett	04/10/2022 13:18	04/10/2022 13:27	Transfer Accepted
>	RECA PRACTICAL Gamma TEST	102	Mrs Michelle Barnett	27/09/2022 15:58	27/09/2022 17:39	
>	RECA PRACTICAL Beta TEST	101	Mrs Michelle Barnett	26/09/2022 15:52	04/10/2022 12:14	
>	RECA Research Alpha TEST	100	Mrs Michelle Barnett	20/09/2022 18:12	04/10/2022 13:03	

Showing 1 to 4 of 4 entries

Previous Next

(a) Create Project

To create a project, select the Create Project tile on the Action Panel.



Fill in the project title, select the required application form and click [Create].

Create Project

Project Title* (Max 200 characters)

RECA RESEARCH Epsilon TEST

Please select...

REC-A: Initial Application (Practicals)

✓ REC-A: Initial Application (Research)

Create Close

Project Title Project ID Owner Date Created Date Modified

The new project/application appears as shown below.

RECA RESEARCH Epsilon TEST 0104

Project Tree

- RECA RESEARCH Epsilon TEST
 - REC-A: Initial Application (Research)

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	04/10/2022 14:13

Navigation Documents Signatures Collaborators Submissions Centre History

REC-A: Initial Application (Research) ☒ Show Inactive Sections

Section

- Section 1: Type of Research Study
- Section 2: Investigator Information
- Section 3: General Particulars of Study
- Section 4: Experimental Design and Procedures

Questions

- Research Study Type / Recommended Reading
- PRP/PI Details Co-workers Supervising Veterinarian(s)
- General Particulars of Study
- Animal Information Experimental Design and Procedures

To return to the Work Area screen, click on Work Area on the black top bar. Alternatively, start completing the form by following the process: Completing an Application.

(b) Delete Project

Projects can be deleted by selecting the [Delete Project] action, selecting the project from the dropdown and clicking [Delete]. Note: Projects that have been submitted for review cannot be deleted.

Delete Project ✕

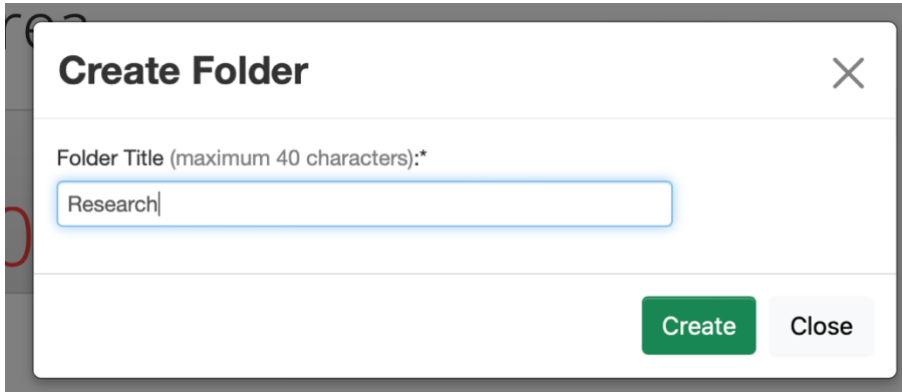
Please select project that you wish to delete:*

RECA RESEARCH Epsilon TEST

Delete Close

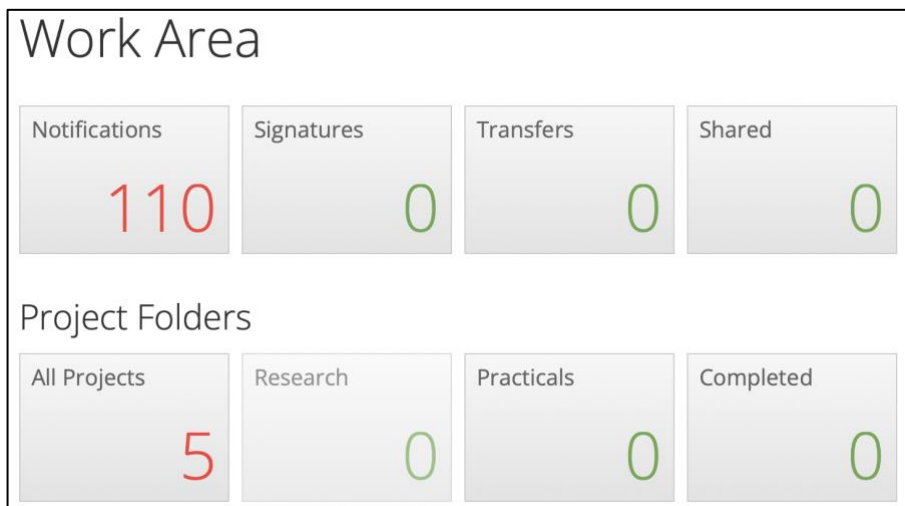
(c) Create Folder

The [Create Folder] action is very useful for managing multiple projects. Select the {Create Folder} action, enter the name of the required folder and click [Create].

A dialog box titled "Create Folder" with a close button (X) in the top right corner. It contains a text input field labeled "Folder Title (maximum 40 characters):*" with the word "Research" entered. At the bottom right, there are two buttons: "Create" (green) and "Close" (grey).

Create Folder	
Folder Title (maximum 40 characters):*	
Research	
Create	Close

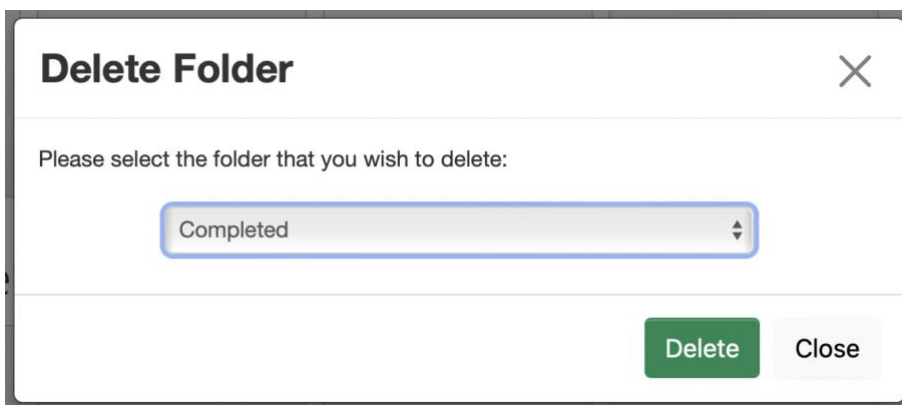
The folders are created below the four default work area tiles. These will initially be empty as projects must be moved into the various folders.

A screenshot of the "Work Area" interface. It shows two rows of four tiles each. The first row, "Work Area", contains "Notifications" (110 in red), "Signatures" (0 in green), "Transfers" (0 in green), and "Shared" (0 in green). The second row, "Project Folders", contains "All Projects" (5 in red), "Research" (0 in green), "Practicals" (0 in green), and "Completed" (0 in green).

Work Area			
Notifications	Signatures	Transfers	Shared
110	0	0	0
Project Folders			
All Projects	Research	Practicals	Completed
5	0	0	0

(d) Delete Folder

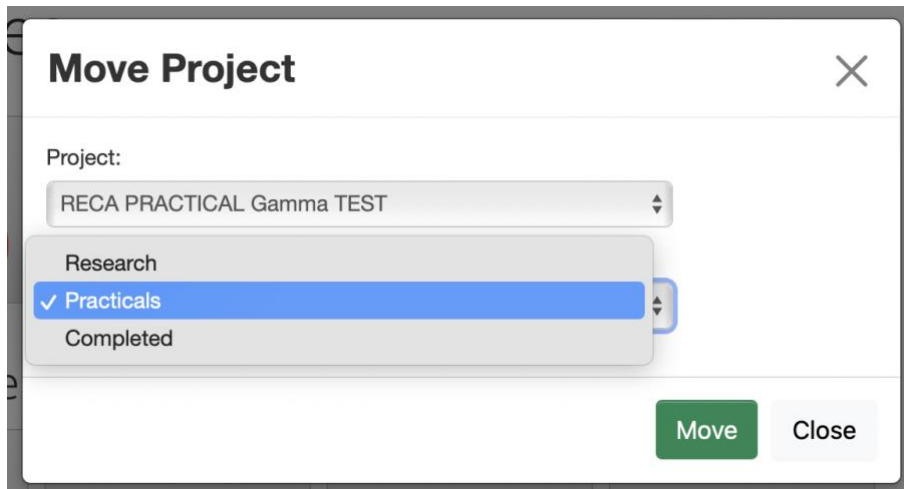
Folders can be deleted if they do not contain any projects. Select the [Delete Folder] action, select the folder to delete and click [Delete].

A dialog box titled "Delete Folder" with a close button (X) in the top right corner. It contains a text input field labeled "Please select the folder that you wish to delete:" with "Completed" selected. At the bottom right, there are two buttons: "Delete" (green) and "Close" (grey).

Delete Folder	
Please select the folder that you wish to delete:	
Completed	
Delete	Close

(e) Move Project

To move a project into a folder, select [Move project]. Choose the project, the destination folder and click [Move].



The project will be moved from the list on the main screen to the destination folder.

Project Folders			
All Projects	Research	Practicals	Completed
5	0	1	0

(f) Duplicate Project

The [Duplicate Project] action allows one to duplicate an existing project. This duplicates all questions and answers from the existing project to the new project. Both projects that have been reviewed and approved, as well as those not yet submitted, can be duplicated. If a project is duplicated from a submitted project, the new project will be in an editable, unsigned and unsubmitted state.

Select the project to be duplicated from the dropdown, enter a new title, and click [Duplicate]. It is not recommended to include sub-forms as this will duplicate any amendment forms, extension forms, etc. that have been created on the existing project.

Duplicate Project

×

Please select project that you wish to duplicate:

100 - RECA Research Alpha TEST

Please enter a new title:*

RECA Research Zeta TEST

Include sub forms: ☐

Duplicate

Close

(g) Transfer

Projects can be transferred in their entirety from one project owner to another. Once transferred, the original project owner loses all access to the project.

1. Select [Transfer].
2. Start typing the email address of the person to whom the project is being transferred.
3. Add an optional message to the new project owner.
4. Tick the project(s) to be transferred.
5. Click [Transfer]

Transfer Projects

×

Please note that you will lose all access to this project.

Email Address:

im

Imtiaz Khan(Imtiaz.Khan@mandela.ac.za)

As discussed, please accept the transfer of this project.

Search Projects

	Id	Project Title
<input type="checkbox"/>	0100	RECA Research Alpha TEST
<input type="checkbox"/>	0101	RECA PRACTICAL Beta TEST
<input type="checkbox"/>	0103	RECA Research Delta TEST
<input type="checkbox"/>	0104	RECA RESEARCH Epsilon TEST
<input type="checkbox"/>	0105	RECA Research Zeta TEST
<input checked="" type="checkbox"/>	0106	RECA Research Eta TEST

Transfer

Close

3.4. Projects Area

The Projects area lists all projects that you have created or that have been shared with you, their unique Project IDs, date created as well as date last modified.

Projects						
Search Projects						
	Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
>	RECA Research Delta TEST	103	Mrs Michelle Barnett	04/10/2022 13:18	04/10/2022 13:27	Transfer Accepted
>	RECA PRACTICAL Gamma TEST	102	Mrs Michelle Barnett	27/09/2022 15:58	27/09/2022 17:39	
>	RECA PRACTICAL Beta TEST	101	Mrs Michelle Barnett	26/09/2022 15:52	04/10/2022 12:14	
>	RECA Research Alpha TEST	100	Mrs Michelle Barnett	20/09/2022 18:12	04/10/2022 13:03	

Showing 1 to 4 of 4 entries

Previous Next

Clicking on the > on the right of a project expands the project and displays any applications/reports created as part of the project. The status of the application/report is shown. In the example below, the initial application as well as an adverse event report have been processed and approved, whilst the amendment application has been submitted, but has yet to be processed. A list of statuses is indicated in Appendix 1.

▼	RECA PRACTICAL Gamma TEST	102	Mrs Michelle Barnett	27/09/2022 15:58	27/09/2022 17:39	
Form Title	Form Reference	Review Reference	App Type	Status	Form Owner	
REC-A: Initial Application (Practicals)	REC-A: Initial Application (Practicals)	2022-REC-A-0102-173	Application (Practical)	Approved	Mrs Michelle Barnett	
REC-A: Adverse Event/Violation/Deviation (Practical)	REC-A: Adverse Event/Violation/Deviation (Practical)	2022-REC-A-0102-176	Adverse Event/Violation/Deviation (Practical)	Approved	Mrs Michelle Barnett	
REC-A: Amendment (Practical)	REC-A: Amendment (Practical)	2022-REC-A-0102-178	Amendment (Practical)	Submitted	Mrs Michelle Barnett	

4. Application Form Home Screen

When a new project is created, the application form is displayed as below.

RECA RESEARCH Epsilon TEST 0104

Project Tree

- RECA RESEARCH Epsilon TEST
 - REC-A: Initial Application (Research)

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	04/10/2022 14:13

Navigation | Documents | Signatures | Collaborators | Submissions | Centre | History

REC-A: Initial Application (Research) ☒ Show Inactive Sections

Section

- Section 1: Type of Research Study
- Section 2: Investigator Information
- Section 3: General Particulars of Study
- Section 4: Experimental Design and Procedures

Questions

- Research Study Type / Recommended Reading
- PRP/PI Details | Co-workers | Supervising Veterinarian(s)
- General Particulars of Study
- Animal Information | Experimental Design and Procedures

There are various features on this screen, many of which are explained in-depth in the sections that follow.

- Project ID (top right-hand corner)**
 This is unique to the original application form as well as all sub-forms of the project and should be used in all queries relating to the project
- Status (centre)**
 The status indicates at which stage of the workflow the form is. In this case, the status is 'Not Submitted' indicating that it is at the first step in the application process.
- Share (left-hand panel)**
 Allows one to share the form with another MEOS user. Various levels of access can be granted.
- Roles (left-hand panel)**
 Like the share feature but the level of access is predetermined in MEOS.
- Completeness Check (left-hand panel)**
 Most of the questions on the various application/reports are mandatory and the form cannot be submitted if they are not completed. Clicking this button shows the questions that still need to be actioned.
- Submit (left-hand panel)**
 Allows submission of the form once all mandatory questions have been completed and all signatures have been added to the form.
- Refresh (left-hand panel)**
 Refreshes the screen if changes have been made to the form by MEOS admin
- View as PDF (left-hand panel)**
 Allows for download of the application form as a PDF. This can be emailed to a colleague for comment if one does not wish to give online access to the form.

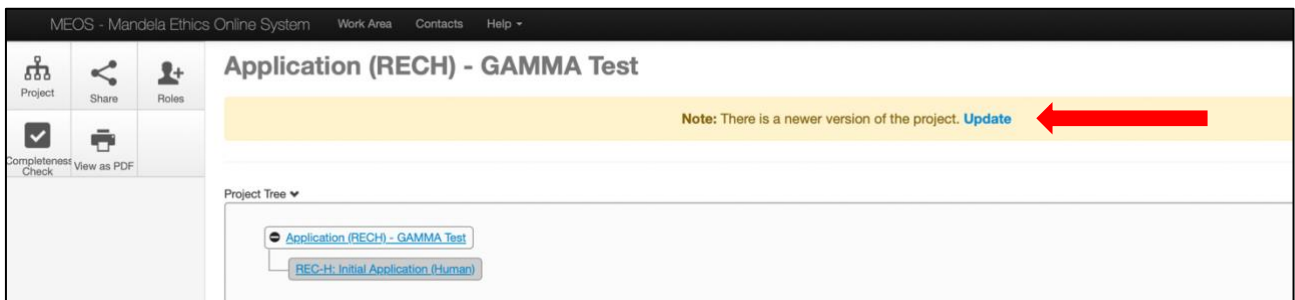
5. Updating a Project

Periodically, the system administrators will update the forms on MEOS.

Updating the project, updates all forms in the project (main applications, amendment, closure, etc.).

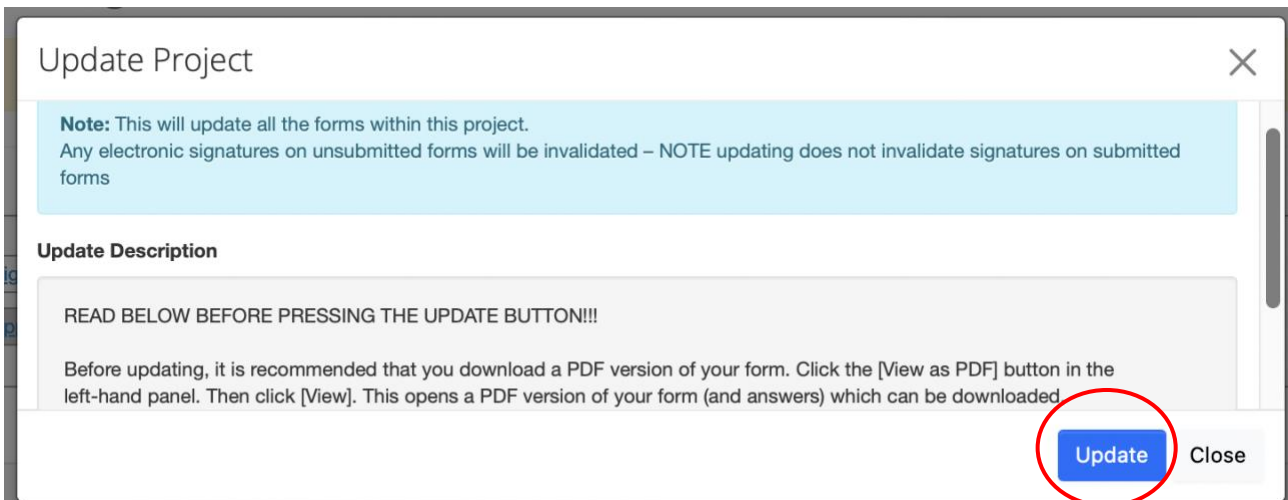
If a form has been signed but not submitted, updating the project will invalidate the signatures and the form will need to be signed again. Signatures on submitted forms are not affected.

A banner will appear at the top of the application form. Click on Update.



Read the instructions in the Update Description box. You will be advised to create a PDF of your application using the [View as PDF] action button in the left-hand panel. This is a back-up which in most cases you will not require. In rare cases, depending on the edits made to the form, you may lose the information in a question. You can then cut and paste it from your back-up.

After downloading a PDF of your application, click [Update].



6. Completing the Application/Report Questions

WARNING: Please **SAVE** your form at regular intervals to ensure that you do not lose your work. There is a time-out of 90-minutes on the system and if your work, has not been saved in this period, or you are disconnected from the system for any reason, you will lose your work. Saving can be done by using the [Save] action button or navigating to another page using the [Previous] or [Next] buttons.

Click on the first blue link under Questions. The questions differ from form to form. It is recommended that Section 1 is completed first as different questions may be displayed depending on the answers given in this section. The questions shown in black text will not be clickable, as they are dependent on answers given in previous questions.

REC-A: Initial Application (Research)

Section

Section 1: Type of Research Study

Section 2: Investigator Information

Section 3: General Particulars of Study

Section 4: Experimental Design and Procedures

Section 5: Risks and Benefits

Section 6: Permits

Questions

[Research Study Type / Recommended Reading](#)

[PRP/PI Details](#) [Co-workers](#) [Supervising Veterinarian\(s\)](#)

[General Particulars of Study](#)

[Animal Information](#) [Experimental Design and Procedures](#)

[Risks and Benefits](#)

[Permits](#)

There may be blue interactive links and “?” icons through the forms as indicated in the screenshot below. Clicking on the links opens various documents/templates for download. The “?” icons provide further information and help on the specific questions that they are attached to.

Previous Next Navigate

View as PDF Documents Signatures

Save Share Roles

Collaborators Completeness Check Submit

1.1 This application is for a research study

☐ that will entail laboratory or field work at Nelson Mandela University or at field sites related to the University.

☐ that will use data ONLY of animal sample collections from other studies.

☐ that will use existing biological samples acquired from an external institution (An institution may be another university or group for e.g. SANParks that approves animal studies).









Recommended Reading

- [SANS 10386:2021_Ed 2: The care and use of animals for scientific purpose](#)
- [Terms and References - Research Ethics Committee \(Animal\), Nelson Mandela University](#)
- [Code of Conduct for Researchers - Nelson Mandela University](#)
- [Research Ethics Policy - Nelson Mandela University](#)
- [South African Medical Research Council Research Ethics Policy](#)
- [South African Medical Research Council Guidelines on the Responsible Conduct of Research](#)
- [Department of Health Ethics in Health Research \(2015\)](#)
- [World Organisation for Animal Health Terrestrial Animal Health Code \(2019\)](#)

Previous page

Next page

The panel on the left-hand side of each page enables applicants to carry out several actions.

<div></div> <div>Previous</div>	Takes one to the previous page of the form.																								
<div></div> <div>Next</div>	Takes one to the next page of the form.																								
<div></div> <div>Navigate</div>	Takes one to the main page of the form on which all sections and questions of the form are displayed. This enables one to move between pages of the form easily and quickly.																								
<div></div> <div>View as PDF</div>	Enables one to view/download the form as a PDF.																								
<div><div></div><div>Documents</div></div>	<div>Displays all documentation uploaded as part of the form.</div> <table><tr><th><input checked="" type="checkbox"/></th><th>Type</th><th>Document Name</th><th>File Name</th><th>Version Date</th><th>Version</th><th>Size</th><th>Download</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Form</td><td>Form</td><td>Form.pdf</td><td></td><td></td><td></td><td><div>Download</div></td></tr><tr><td><input checked="" type="checkbox"/></td><td>REC-A Study Permit</td><td>Study Permit</td><td>Study Permit.docx</td><td></td><td></td><td>21.8 KB</td><td><div>Download</div></td></tr></table>	<input checked="" type="checkbox"/>	Type	Document Name	File Name	Version Date	Version	Size	Download	<input checked="" type="checkbox"/>	Form	Form	Form.pdf				<div>Download</div>	<input checked="" type="checkbox"/>	REC-A Study Permit	Study Permit	Study Permit.docx			21.8 KB	<div>Download</div>
<input checked="" type="checkbox"/>	Type	Document Name	File Name	Version Date	Version	Size	Download																		
<input checked="" type="checkbox"/>	Form	Form	Form.pdf				<div>Download</div>																		
<input checked="" type="checkbox"/>	REC-A Study Permit	Study Permit	Study Permit.docx			21.8 KB	<div>Download</div>																		
<div><div></div><div>Signatures</div></div>	<div>Displays all signatures linked to the form, those that have signed and those that have been requested. Signature requests can be cancelled.</div> <div>Signatures</div> <table><tr><th>Type</th><th>Signatory Email</th><th>Signed Date</th><th>Validity</th></tr><tr><td>PRP</td><td>Michelle.Barnett@mandela.ac.za</td><td>05/10/2022 08:34</td><td>Valid</td></tr></table> <div>Signature Requests</div> <table><tr><th>Type</th><th>Signatory Email</th><th>Requested Date</th><th>Status</th><th>Response Date</th><th>Action</th></tr><tr><td>PI</td><td>Candy@gmail.com</td><td>05/10/2022 08:34</td><td>Requested</td><td></td><td><div>Cancel</div></td></tr></table>	Type	Signatory Email	Signed Date	Validity	PRP	Michelle.Barnett@mandela.ac.za	05/10/2022 08:34	Valid	Type	Signatory Email	Requested Date	Status	Response Date	Action	PI	Candy@gmail.com	05/10/2022 08:34	Requested		<div>Cancel</div>				
Type	Signatory Email	Signed Date	Validity																						
PRP	Michelle.Barnett@mandela.ac.za	05/10/2022 08:34	Valid																						
Type	Signatory Email	Requested Date	Status	Response Date	Action																				
PI	Candy@gmail.com	05/10/2022 08:34	Requested		<div>Cancel</div>																				
<div></div> <div>Save</div>	Saves the form. This is useful when one is completing lengthy questions over an extended period.																								
<div></div> <div>Share</div>	Sharing a form enables others to view/edit the same form depending on the level of access given.																								

	<div>Collaborator email</div> <div><div>Collaborator email</div><div><div><input type="checkbox"/> Read</div><div><input type="checkbox"/> Write</div><div><input type="checkbox"/> Submit</div><div><input type="checkbox"/> Share</div><div><input type="checkbox"/> Create all sub forms</div><div><input type="checkbox"/> Receive notifications</div></div><div><div>Share</div><div>Close</div></div></div>									
<div><div><div></div><div></div></div><div>Roles</div></div>	<div><div>Sharing a form using the roles button enables others to view/edit the same form depending on the role that is given Each role has predetermined levels of access.</div><div>Sharing a form enables others to view/edit the same form depending on the role that is given. Each role has predetermined levels of access.</div><div><div><div>julie@gmail.com</div><div>Note: This form has not yet been shared with anyone</div></div><div><div>Supervisor</div><div>Primary Responsible Person</div><div>✓ Co-Investigator</div><div>Department Head / Approver</div><div>Co-supervisor</div><div>Principal Investigator</div></div><div><div>Share Role</div></div></div></div>									
<div><div><div></div><div></div></div><div>Collaborators</div></div>	<div><div>Lists the current collaborators on the form. If the Share action has been used and not the Roles, the collaborators level of access can be edited.</div><div><table><thead><tr><th>Name</th><th>Access</th><th>Edit Permissions</th></tr></thead><tbody><tr><td>Mrs Michelle Barnett</td><td>Project Owner and Form Owner</td><td>Edit Permissions</td></tr><tr><td>Ms Candy Sweet</td><td>Read, Write</td><td>Edit Permissions</td></tr></tbody></table></div></div>	Name	Access	Edit Permissions	Mrs Michelle Barnett	Project Owner and Form Owner	Edit Permissions	Ms Candy Sweet	Read, Write	Edit Permissions
Name	Access	Edit Permissions								
Mrs Michelle Barnett	Project Owner and Form Owner	Edit Permissions								
Ms Candy Sweet	Read, Write	Edit Permissions								
<div><div><div></div><div></div></div><div>Completeness Check</div></div>	<div><div>Checks the completeness of the form as forms cannot be submitted if mandatory questions have not been completed. Clicking on a link takes one directly to the incomplete question.</div><div><div>Incomplete: Please complete the following questions</div><div><div><div>3.6 Objectives of the Study</div><div>PRP Declaration/Signature</div></div></div></div></div>									
<div><div><div></div><div></div></div><div>Submit</div></div>	<div><div>Submits the form for review. Forms cannot be submitted if mandatory questions are not complete and if the form has not been signed by the relevant parties. Most forms will not display this action button as most have been set to auto submit when all questions are complete, and the form has been signed.</div></div>									

7. Uploading Documents

Some of the questions may ask for documents to be uploaded. These could include a copy of the research proposal, informed consent forms, study permits draft gatekeeper letters, etc.

There will be an [Upload Document] button at the relevant point in the form.

9.2.2 Upload any additional/supporting documentation.

Upload Document

Clicking on the upload document opens a pop-up.

Document Name	Version Date	Version
Browse		
		Upload

Click on the [Browse] button to search for and add the required document. Add a Version Date and Version number. For most document uploads, these are not mandatory fields. However, it is useful where multiple versions of a document may be added at the request of the reviewers. Then click the [Upload] button.

Document Name		Version Date	Version	
Test Document 1	Browse	06/10/2022	1.0	Upload
Test Document 1.docx				

Once uploaded, the documents will display on screen and can be downloaded or deleted. Additional documents can also be uploaded. Once the form has been submitted for review, uploaded documents cannot be deleted.

9.2.2 Upload any additional/supporting documentation.

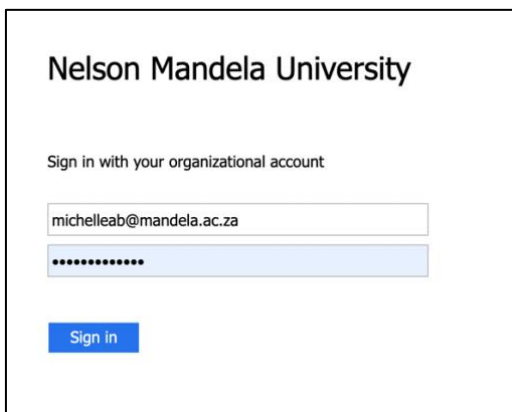
Type	Document Name	File Name	Version Date	Version	Size	View	Delete
REC-A Additional Documentation	Test Document 1	Test Document 1.docx	06/10/2022	1.0	21.8 KB	Download	Delete

Upload Document

8. Sharing the Application

Forms are shared between users for many reasons. The most common is that of a student (the Principal Investigator) sharing their ethics application form with their supervisor (the Primary Responsible Person) for comment and input.

Important: All staff and students that have active Nelson Mandela University login credentials can access MEOS. However, if the Mandela staff or student that you wish to share the form with has not previously logged in to MEOS, their name will not be found on MEOS. All users need to log in once to MEOS for their details to register in the system. If the staff member or student is not found on MEOS, email them this link (meos-apply@mandela.ac.za) and request that they log in using their Mandela credentials as follows.



The image shows a login form for Nelson Mandela University. At the top, it says "Nelson Mandela University". Below that, it says "Sign in with your organizational account". There are two input fields: the first contains the email address "michelleab@mandela.ac.za" and the second contains a series of dots representing a password. Below the input fields is a blue button labeled "Sign in".

There are two different methods to share the application.

8.1. Using the Share Function

The Share function enables one to select the level of access per user.

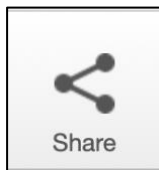
There are six levels of access:

- Read – may read the form but is unable to edit any questions
- Write – may edit the form questions
- Submit – may submit the form after reading/editing
- Share – may share the form with further Nelson Mandela staff/students
- Create all sub-forms – may create amendment forms, extension forms, progress reports, etc.
- Receive notifications – will receive notifications in their own work area pertaining to the shared project

(a) Granting Share Access

The share function can be accessed in two ways.

Using the [Share] action button:



Clicking the [Share] button in the left-hand panel of a form opens the following pop-up. Start typing and then select the email address of the required person, tick the level of access you wish to grant and click [Share]. They will receive an email indicating that a form has been shared with them.

Sharing via the contact information questions:

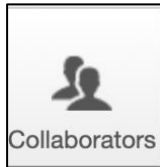
On each form, there are contact questions which request the contact details of various Nelson Mandela staff and/or students involved in the project.

On the left of these questions, a [Share] button is displayed.

Clicking the [Share] button after the user has been added to the contact question displays the pop-up and the levels of access as shown in (a) above.

(b) Editing Share Access

The level of access granted to a form can be edited if required.



Click on the [Collaborators] action button on the left-hand panel of any page of the application form. This displays a pop-up indicating all collaborators on the form. The [Edit Permissions] button is only active for those with Share access.

 A pop-up window titled "Collaborators" with a close button (X) in the top right corner. Below the title, it says "A list of the current collaborators for this form:". There is a table with three columns: "Name", "Access", and "Edit Permissions".

Name	Access	Edit Permissions
Mrs Michelle Barnett	Project Owner and Form Owner	Edit Permissions
Ms Julie Smith	Read	Edit Permissions
Ms Candy Sweet	Read, Write, Submit, Share, Create all sub forms, Receive notifications	Edit Permissions

Click on [Edit Permissions], change the access required and [Save].

 A pop-up window titled "Edit Permissions - Ms Julie Smith" with a close button (X) in the top right corner. It contains a list of permissions, each with a checkbox:

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

 At the bottom right, there are two buttons: "Save" (green) and "Close" (gray).

8.2. Using the Roles Function

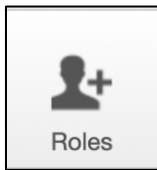
The Roles function is similar to the Share function, except that the levels of access are pre-determined on MEOS.

The roles of Supervisor, Primary Responsible Person, Co-supervisor, and Principal Investigator have full access (read, write, share, submit, etc.)

The roles of Co-investigator and Department Head/Approver have read access only.

If different access levels are required to those above, it is suggested that the Share function is used instead.

(a) Granting Roles Access



Click the [Roles] button on the left-hand panel of a form to open the following pop-up. Start typing and then select the email address of the required person, tick the role you wish to assign and click [Share Role]. They will receive an email indicating that they have been given a role on a form.

Share Roles

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

Imtiaz.Khan@mandela.ac.za

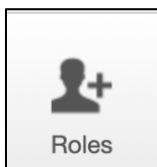
Note: This form has not yet been shared with anyone

Supervisor

- Primary Responsible Person
- Co-investigator
- Department Head / Approver
- Co-supervisor
- Principal Investigator

Share Role Close

(b) Removing Roles Access



Click the [Roles] button on the left-hand panel of a form. This opens the pop-up on which one can add additional people to roles or remove a person from a role. Click the [Remove] button under the Remove column and the person will be removed from the form.

Share Roles

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

Collaborator email Supervisor

Name	Role	Given on	Remove	Remove All Permissions
Ms Julie Smith	Supervisor	REC-A: Initial Application (Research)	Remove	Remove

Share Role Close

9. Using the Comments Function

The Comments function provides a means of collaboration on a project, for example, between researchers or between student and supervisor, etc. It facilitates engagement on specific questions at the applicant level before submission for ethics review.

These comments are NOT VISIBLE to the reviewers on the ethics committees, either at faculty level or at REC-A/REC-H level.

9.1. Adding Comments

There is a speech bubble in the top right-hand corner of each question on a form.



Benefits of the Study

5.3 Describe the benefits of the study and how they justify any risks.

The study aims to provide the following insight into.....

Clicking on the speech bubble opens a pop-up.



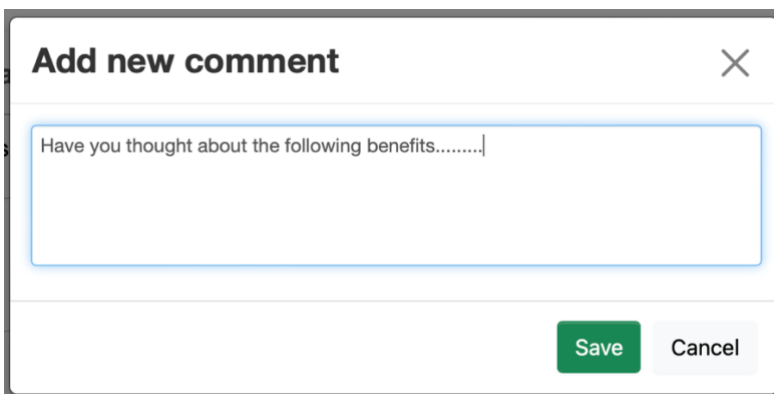
Comments

Note: No comments have yet been added to this application. (Not visible to reviewers)

Add New Comment

Close

Click [Add New Comment] which opens another pop-up. Add a comment for this question and click [Save].



Add new comment

Have you thought about the following benefits.....

Save Cancel

The resulting pop-up displays the comment which can be edited or deleted as required. Click [Close] to close the pop-up.

The number in the speech bubble increases with the number of comments made on a question.



Benefits of the Study

5.3 Describe the benefits of the study and how they justify any risks.

The study aims to provide the following insight into.....

9.2. Editing/Deleting Comments

Click on the speech bubble to display the comments made for a specific question. Project owners can edit or delete ALL comments made, irrespective of who has made the comment. For people with whom a form has been shared, they may only edit or delete their own comments as shown below.

Comments

Comment

I agree with the points made but perhaps elaborate on the second benefit listed.

17 October 2022 at 15:21

You

Edit

Delete

Have you thought about the following benefits.....

17 October 2022 at 14:36

Mrs Michelle Barnett

Add New Comment

Close

9.3. Viewing Comments

If a form has been shared with others, any comments made will automatically be visible to all users with access to the form. The comments can be accessed in two ways.

Click on the [View Comments] button in the left-hand action panel on the main screen of an application form. The button indicates the total number of comments that have been made on a form.

Project

4 View Comments

Share

Roles

Completeness Check

Submit

Refresh

View as PDF

RECA Research Eta TEST

Project Tree

RECA Research Eta TEST

REC-A: Initial Application (Research)

Action Required on Form

Status

Review Reference

Yes

Not Submitted

N/A

Alternatively, the [Comments] button which is in the left-hand panel of each page of a form can be used.

REC-A: Initial Application (Research)

Project Title: RECA Research Eta TEST

Title of Study

Please ensure that the title given below is accurate. This title will appear on all forms/reports and le

3.1 Title of study:

RECA Research Eta TEST

A pop-up indicating all comments will be displayed. Clicking on a comment takes one directly to the question that has been commented on.

Overall Panel Comments

Search Comment

Comment	Time and date	User
Perhaps the inclusion of the word 'Eastern Cape' would be useful in the title.	17 October 2022 at 15:22	Ms Julie Smith
I agree with the points made but perhaps elaborate on the second benefit listed.	17 October 2022 at 15:21	Ms Julie Smith
Have you thought about the following benefits.....	17 October 2022 at 14:36	Mrs Michelle Barnett
This is a regional not a local study. Please change.	17 October 2022 at 15:23	Ms Julie Smith

Close

Click on the speech bubble in the top right-hand corner of the question and any comments made on the question will appear.

10. Signatures

The REC-A and REC-H processes differ slightly in terms of the applicant/project owner for the study. However, the process of signing the form remains the same. A brief explanation of the difference in REC-A and REC-H follows:

- REC-A: The PRP creates the project and shares the form/project with the PI as outlined in the section – Sharing the Application. However, if the PI creates the project, they will share it with the PRP. After the form questions have been completed, either party can sign the form and request the signature of the other.
- REC-H: The PI creates the project and shares the form/project with the PI as outlined in the section – Sharing the Application. The PI will sign the form and thereafter request the signature of the PRP.

Please note: Not all studies have a separate PI and PRP. In such studies, only one signature will be required.

10.1. Signing a form


The final page of each form is the *Declaration and Signatures* page. The content may differ depending on the form and the ethics committee. The screenshot below shows the declaration and [Sign] button for the PI signature on a REC-H research application form.

By signing this application for ethics review, I declare that I will conduct my research in compliance with the professional code(s) of ethics and guidelines for ethically responsible research relevant to my field of study, the Nelson Mandela University Code of Conduct for Researchers AND the Department of Health's guidelines on Ethics in Health Research: Principles, Processes and Structures (2015).

- I declare that I have read the Nelson Mandela University Code of Conduct for Researchers.
- I will ensure that every participant (or other involved persons, such as relatives, etc.), shall at all times be treated in a dignified manner and with respect.
- I understand that approval for data collection is for **1 calendar year** from the date of issue of the ethics approval letter.
- I agree to submit an annual progress report for the purposes of extending the data collection period or closing the study and that in the case of an extension, the report will be submitted 4-6 weeks prior to the expiry of ethics approval.
- I agree to submit any applications for amendments to the study PRIOR to the implementation of the amendment.
- I agree to submit the relevant report in the event of any unanticipated problems, serious incidents or adverse events observed during the course of the study.
- I agree to submit the relevant report in the event of any study deviations, violations and/or exceptions to the study.
- I acknowledge that the study could be subjected to passive and/or active monitoring without prior notice at the discretion of Research Ethics Committee (Human).

Please sign in your capacity as Principal Investigator (PI) of this study.

NOTE: The system will prevent you from signing the application form if there are mandatory questions that are incomplete. Please do a completeness check using the [Completeness Check] button in the left pane to ensure that all mandatory questions are answered.

[Sign](#) 

Clicking on the [Sign] button automatically performs a completeness check on the form. If mandatory forms have not been completed, it is not possible to sign the form. Clicking on a question link on the Completeness Check pop-up takes one directly to the incomplete question.

Completeness Check

Incomplete: Please complete the following questions

- [Re-application - Y/N](#)
- [UG Assignment - Y/N](#)
- [Title of Study](#)
- [Data Collection Commencement date](#)

After all mandatory questions have been completed, click on the [Sign] button on the form to complete the signature process. A Signature Declaration will open. Click [Accept].

Signature Declaration

- If any changes are made to the above arrangements or procedures, I will bring these to the attention of the Research Ethics Committee (Animal).
- I have read, understood and will comply with the [Guidelines for Ethical Conduct in the Care and Handling of Animals used for Research and Education at the Nelson Mandela University](#) and have taken cognisance of the availability of the [Medical Research Council Guidelines on Ethics for Research](#).
- All participants are aware of any health hazards or risks associated with the use of the animals involved.
- I am not aware of any potential conflict(s) of interest which should be considered by the Committee.

By signing this application for ethical approval, I, the Principal Investigator of this study, declare that I have read and reviewed the full content of this application for scientific soundness, accuracy and completeness, and I am jointly accountable for the ethical conduct of this research.

Accept
Close

After accepting the Signature Declaration, click [Sign].

Sign Form

Are you sure you wish to sign this form?

Sign
Close

Clicking the [Sign] button locks the form to further changes which is indicated by a message displayed on the top of the form.

REC-H: Initial Application

Project Title: RECH Research Omega TEST

This form has been locked through signatures/requests

Additionally, the name of the person who has signed the form, as well as the date and time of signature will be displayed next to the [Sign] button.

Please sign in your capacity as Principal Investigator (PI) of this study.

NOTE: The system will prevent you from signing the application form if there are mandatory questions that are incomplete. Please do a completeness check using the [Completeness Check] button in the left pane to ensure that all mandatory questions are answered.

Sign

Signed: This form was signed by Mrs Michelle Barnett (Michelle.Barnett@mandela.ac.za) on 27/10/2022 08:14

10.2. Unlocking a Form (if signed or if a signature has been requested)

A form that has been signed or on which a signature has been requested is automatically locked and no further edits can be made.

It can be unlocked by clicking on the [Unlock] action button in the left-hand panel. Note, this button only appears once a form is signed, or a signature has been requested.

Unlocking a form invalidates any signatures or signature requests on the form.

Principal Investigator/Researcher

12.5 ☒ I am aware that data collection will only commence once final approval for the study has been granted and I am in receipt of an approval letter to this effect. Retrospective approval is not permitted.

By signing this application for ethics review, I declare that I will conduct my research in compliance with the professional code(s) of ethics and guidelines for ethically responsible research relevant to my field of study, the Nelson Mandela University Code of Conduct for Researchers AND the Department of Health's guidelines on Ethics in Health Research: Principles, Processes and Structures (2015).

- I declare that I have read the Nelson Mandela University Code of Conduct for Researchers.
- I will ensure that every participant (or other involved persons, such as relatives, etc.), shall at all times be treated in a dignified manner and with respect.
- I understand that approval for data collection is for **1 calendar year** from the date of issue of the ethics approval letter.
- I agree to submit an annual progress report for the purposes of extending the data collection period or closing the study and that in the case of an extension, the report will be submitted 4-6 weeks prior to the expiry of ethics approval.
- I agree to submit any applications for amendments to the study PRIOR to the implementation of the amendment.
- I agree to submit the relevant report in the event of any unanticipated problems, serious incidents or adverse events observed during the course of the study.
- I agree to submit the relevant report in the event of any study deviations, violations and/or exceptions to the study.
- I acknowledge that the study could be subjected to passive and/or active monitoring without prior notice at the discretion of Research Ethics Committee (Human).

12.5.1 Please sign in your capacity as Principal Investigator (PI) of this study.

NOTE: The system will prevent you from signing the application form if there are mandatory questions that are incomplete. Please do a completeness check using the [Completeness Check] button in the left pane to ensure that all mandatory questions are answered.

Sign

Signed: This form was signed by Ms Michelle Barnett (Michelle.Barnett@mandela.ac.za) on 20/06/2023 11:04

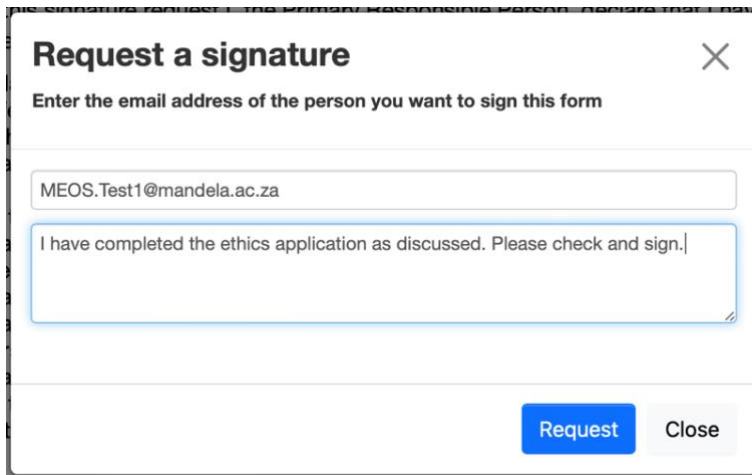
10.3. Requesting a Signature

The majority of research studies are for degree purposes and will require the signature of both the PI and PRP.

Click the [Request Signature] button.

Request Signature

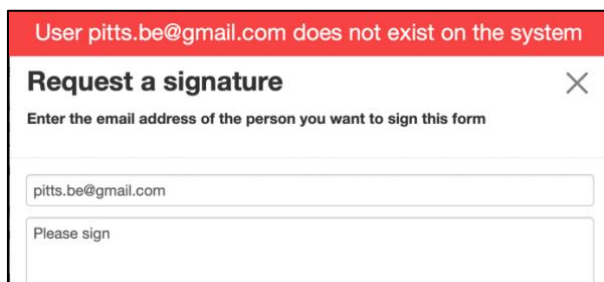
Start typing the name of the person to select their email address. Add an optional message, then click [Request].



After the signature has been requested, this will be reflected beneath the [Request Signature] button.



Please note: Only those with Mandela University login credentials can access MEOS. Additionally, only by logging in to MEOS, will a person's details register on MEOS from the Mandela network. If the person's details are not on MEOS, a message will appear as in the example below. Email the person who you require to sign and request that they log in to MEOS using meos-apply@mandela.ac.za. Thereafter, it will be possible to request their signature as outlined above.

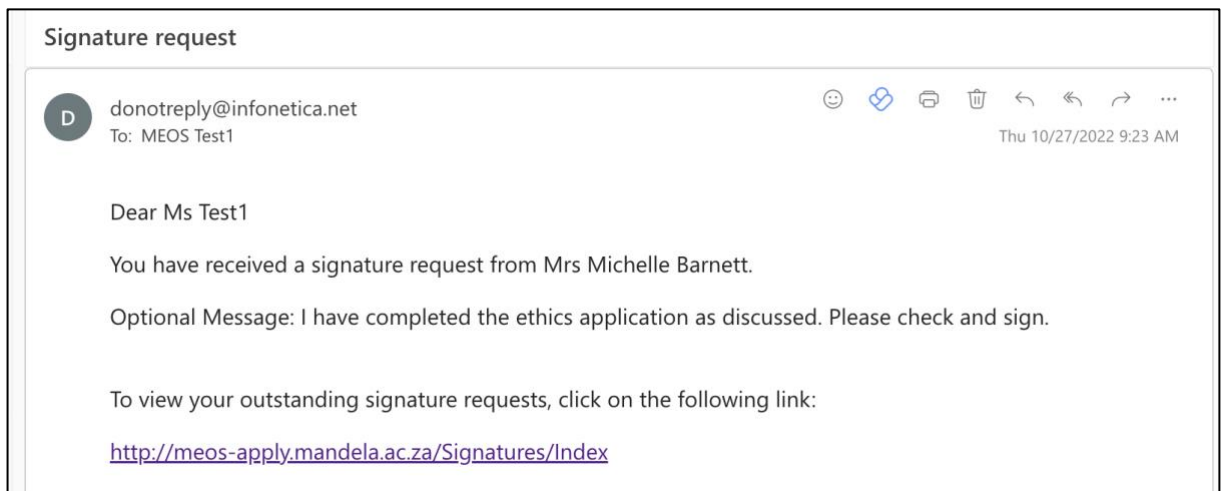


10.4. Accepting a Signature Request

If you have been asked to sign an ethics form on MEOS, you will be notified in one of two ways.

(a) By Email:

The email will contain a link to your signatures page on MEOS.



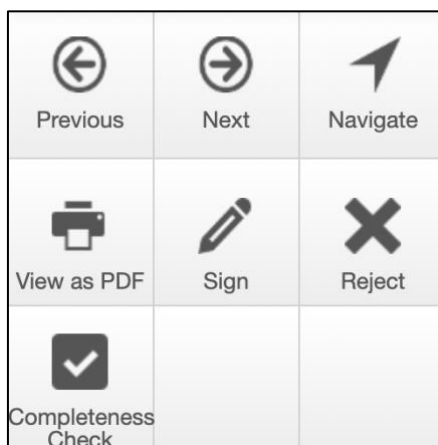
(b) Under the Signatures Tile in your Work Area:



Clicking on either the link in the email or the Signatures tile opens the Signatures page.

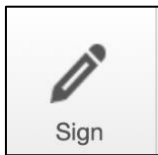
Signatures								
Search signatures								
Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
PRP	RECH Research Omega TEST	109	Mrs Michelle Barnett	I have completed the ethics application as discussed. Please check and sign.	27/10/2022 13:22		Requested	<button>View Form</button>

Click [View Form] to open the form. Several actions will be available in the left-hand action panel.



Use the Previous and Next buttons to view the form. Comments can be made on the form, if required, following the process outlined in the [Adding Comments](#) section above.

If you are satisfied with the contents of the form, click the [Sign] action button on the left-hand panel.



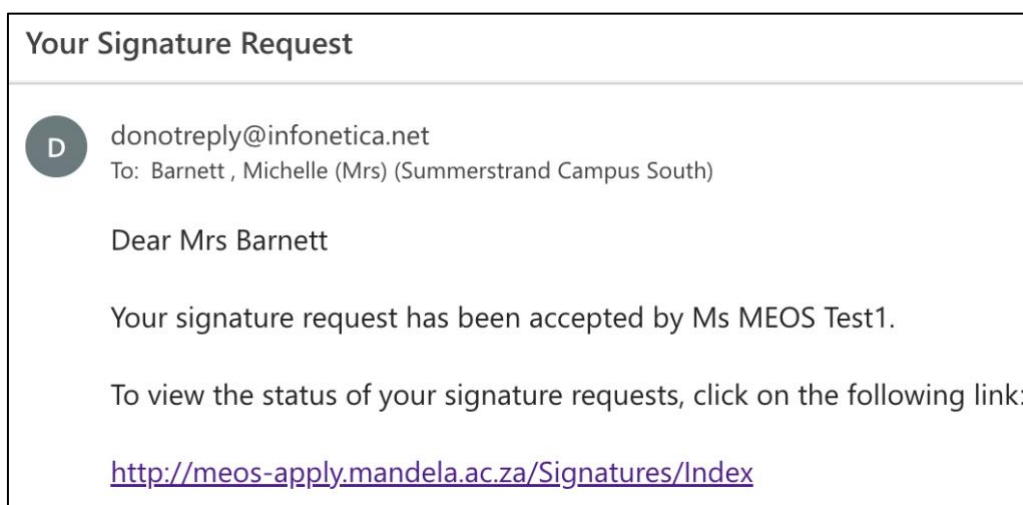
Click the [Sign] button.



The Signatures page will open, indicating that the form has been signed.

Signatures									
Search signatures									
Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action	
PRP	RECH Research Omega TEST	109	Mrs Michelle Barnett	I have completed the ethics application as discussed. Please check and sign.	27/10/2022 13:22	27/10/2022 14:44	Signed	View PDF	

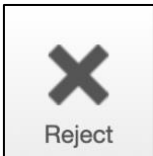
An email, as shown below, will automatically be sent to the person who requested your signature indicating that you have accepted the signature request and signed the form.



10.5. Rejecting a Signature Request

If the signature request has been sent to you in error, or if after reviewing the form contents, you believe further changes are required, the signature request can be rejected. This will unlock the form, invalidate all signatures/signature requests, and enable changes to be made.

Click the [Reject] action button.



Provide a reason for the signature rejection and click [Reject].

A dialog box titled 'Reject Signature' with a close button (X) in the top right corner. The text inside asks 'Are you sure you wish to reject this form?'. Below this is a 'Reason:' label followed by a text input field containing the text: 'I am not happy with the responses given in Section 2 of the form. Please rethink and resubmit to me for signature.' At the bottom right are two buttons: 'Reject' (green) and 'Close' (grey).

An email will automatically be sent to the person who requested your signature indicating that you have rejected the signature request.

11. Submitting an Application

The majority of the forms on MEOS have auto-submission enabled. This means that the form will automatically be submitted for review after the final required signature on the form has been added. Auto-submission of a form takes approximately 10 minutes.

A form with manual submission, will have a [Submit] action button available on the form.

RECA Research Eta TEST 0106

Project Tree

- RECA Research Eta TEST
 - REC-A: Initial Application (Research)

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	24/10/2022 13:10

After the form has been submitted, the Status on the form will change from 'Not Submitted' to 'Submitted' (refer the screenshot above and below).

RECA Research Eta TEST 0106

Project Tree

- RECA Research Eta TEST
 - REC-A: Initial Application (Research)

Action Required on Form	Status	Review Reference	Date Modified
No	Submitted	2022-REC-A-0106-180	28/10/2022 11:11

12. Withdrawing an Application

An application can be withdrawn once submitted. After submission, a [Withdraw Application] is available on the form.

RECA Research Eta TEST 0106

Project Tree

- RECA Research Eta TEST
 - REC-A: Initial Application (Research)

Action Required on Form	Status	Review Reference	Date Modified
No	Submitted	2022-REC-A-0106-180	28/10/2022 11:11

Add a reason for the withdrawal to the Timeline notes section and [Withdraw Application].

Withdraw Application

Timeline Notes:

The status will be updated to 'Withdrawn by Applicant', all signatures are invalidated, and the form can be changed as required before resubmission for review.

Action Required on Form	Status	Review Reference	Date Modified
Yes	Withdrawn by Applicant	2022-REC-A-0106-180	28/10/2022 11:11

Please note: Applications cannot be withdrawn once they have been actioned by the ethics administration team. The [Withdraw Application] action button will no longer be available. In these cases, contact the ethics team at MEOS@mandela.ac.za with a request to withdraw.

13. Tracking an Application

There are various ways you can track your application:

1. Status – check the status of the application on the form as outlined above
2. Notifications – check the notifications tile on the homepage of your Work Area

14. Responding to Revisions Required

Revisions to your submission may be requested:

- prior to the meeting (these changes are suggested by the ethics administrators to ensure that your submission is as complete as possible for review)
- after the meeting (at this point, you will be issued an Action Memo with comments and assigned a liaison with whom you can consult regarding the changes required)
- after resubmission to the liaison (these will be further changes that the liaison requires in order to approve the submission)

If changes are required on a submission, this will be communicated in various ways:

- By email with an attachment clearly outlining changes required
- By a change in status on the form
- By a notification under the Notifications tile in your MEOS Work Area
- By the addition of Reviewer Comments on the form (this option is not always used)

14.1. Revisions Requested by Email

Any revisions required will be sent by email with an attachment.

1 attachments (125 KB)

Letter.pdf;

Dear Mrs Michelle Barnett

The following ethics submission served on 29 August 2022 for approval.

2022-REC-A-0083-110 : RECA TEST - IK/TA

The submission has not been approved in its current format. As outlined in the attached document, further clarity and modification is required on this submission.

A REC-A Representative has been assigned to be available for consultation in order to advise regarding the implementation of the recommendations.

When all feedback has been attended to, the form must be electronically signed and submitted on MEOS. This will notify the designated REC-A Representative to review and approve the changes made.

Please note the following:

Data collection may **NOT** commence until final approval has been received.

An example of an attachment clearly outlining the changes requested follows.

Project ID: 0104
Title: RECA RESEARCH Epsilon TEST
Degree: Masters
Risk Level of Study: Medium
PRP: Mrs Michelle Barnett
PI: Mr Thomas Smith
Submission Type: REC-A: Initial Application (Research)
Meeting Date: 25 November 2022
REC-A Representative: Ms MEOS Test1

RECA RESOLUTION

- That the submission for the above protocol be **granted ethics approval** on condition that the recommendations below be addressed and implemented.
- That the REC-A Representative named above available for consultation with the PRP/PI in order to advise regarding the implementation of the recommendations.
- That, once changes have been made to the satisfaction of the RECA representative, the amended signed electronic form be re-submitted on MEOS for final approval, after which a letter of approval will be issued.

Please note that it is the **responsibility of the PRP/PI to make contact with the designated RECA representative** should they require further assistance when attending to the recommendations made by the RECA. The PRP/PI would be given a period of **three calendar months from the date of forwarding the RECA resolution** within which to resubmit revisions to the submission for final ethics approval to the designated RECA representative.

In the case of the original application for ethics approval, should the revised application not be submitted within the said period, the PRP/PI would **need to submit a new application** on MEOS and be subjected to the full review process. In the case of other submissions (amendments, progress reports, etc.), failure to submit the revised submission may lead to suspension of the study.


Title	Comment
4.1 Animal Type(s)	Are you sure that this the correct category?
4.4 Holding Density	The holding density should be recalculated. It is not correct.
4.4 Holding Density	Modus persequeris intellegebat mea ei, dolore labore est eu. Mel idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mel no etiam semper interesset.
4.7 Parameters and Analysis	Modus persequeris intellegebat mea ei, dolore labore est eu. Mel idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mel no etiam semper interesset.
4.8 Methodology	Modus persequeris intellegebat mea ei, dolore labore est eu.

Attend to the required changes and resubmit.

Please note: Each time that changes are requested on the application, the form is unlocked for revision and all signatures are invalidated. In order to resubmit, the form must be re-signed by the relevant parties.

14.2. Revisions Indicated by Reviewer Comments

Comments may be made directly on the form. If this is the case, a [Reviewer Comments] button will be visible on the form when you open it.

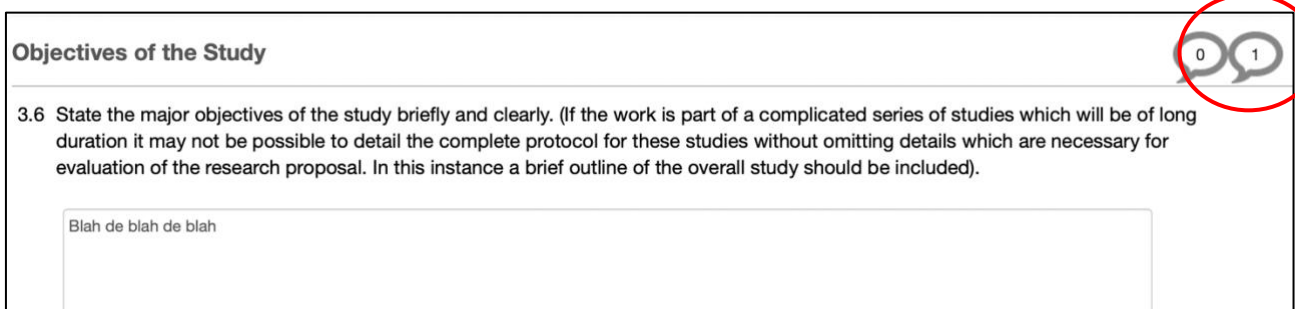


Action Required on Form	Status	Review Reference
Yes	Submission Incomplete	2022-REC-A-0105-182

Clicking on the button opens up the comments made.

Overall Reviewer Panel Comments			
		Show Previous Comments <input type="checkbox"/>	
Title	Comment	Date Added	Submission
3.6 Objectives of the Study	The reviewers will not accept objectives written in such a manner. I would suggest that they are expanded upon and listed in bullet form.	28/10/2022 at 13:02 PM	Latest Submission
3.7 Rationale for the Study	As per the comment on objectives. This needs to be expanded on.	28/10/2022 at 13:03 PM	Latest Submission

Clicking on a comment will open the page that contains the question that has been commented on. This is indicated by a second speech bubble containing the number of comments. The first speech bubble indicates comments made by yourself and/or any collaborators that you shared the form with. Clicking on the second speech bubble will open the ethics administrator comments.



Objectives of the Study

3.6 State the major objectives of the study briefly and clearly. (If the work is part of a complicated series of studies which will be of long duration it may not be possible to detail the complete protocol for these studies without omitting details which are necessary for evaluation of the research proposal. In this instance a brief outline of the overall study should be included).

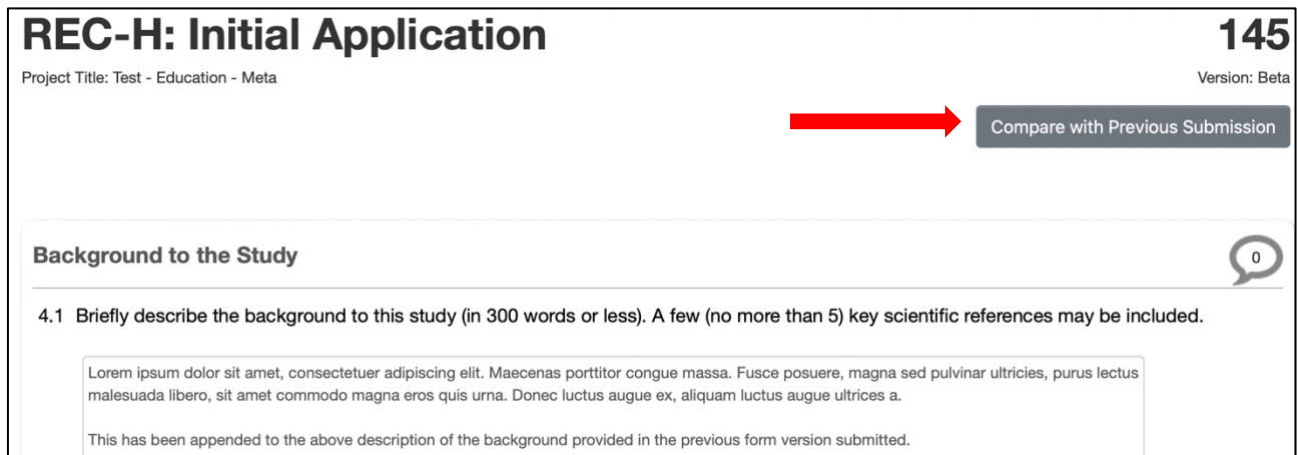
Blah de blah de blah

Attend to the required changes and resubmit.

Please note: Each time that changes are requested on the application, the form is unlocked for revision and all signatures are invalidated. In order to resubmit, the form must be re-signed by the relevant parties.

15. Using the Track Changes Feature

If your form has been previously submitted and then unlocked for changes by the ethics administrators, a new button becomes available in the top-right hand corner of each form page. This feature allows you to compare the current form version being edited to that of the previously submitted version of the form.



REC-H: Initial Application 145

Project Title: Test - Education - Meta Version: Beta

[Compare with Previous Submission](#)

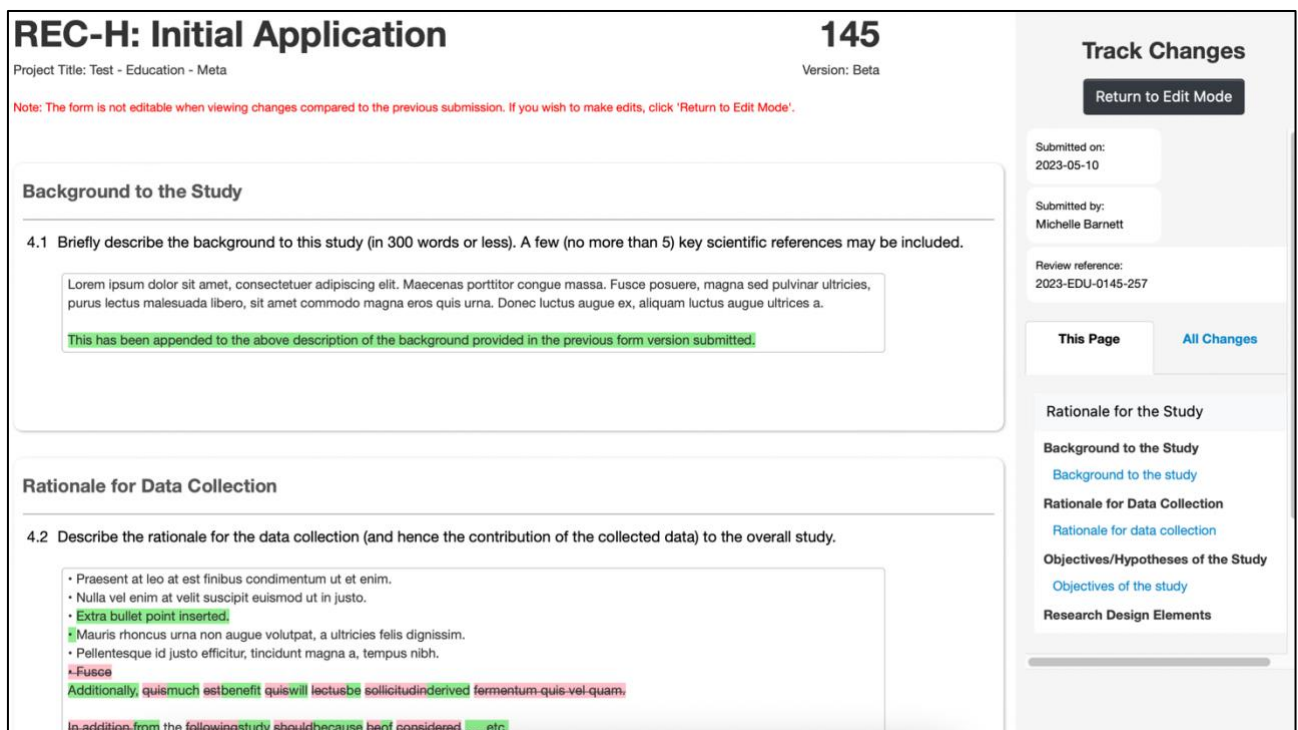
Background to the Study 0

4.1 Briefly describe the background to this study (in 300 words or less). A few (no more than 5) key scientific references may be included.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Donec luctus augue ex, aliquam luctus augue ultrices a.

This has been appended to the above description of the background provided in the previous form version submitted.

After making revisions to a page, click on the [Compare with Previous Submission] button. Any text/documents added to the latest version are indicated in green, any deletions in red. Additionally, all questions changed on the page are listed on the right with the ability to click on a link and jump to a question. Clicking on the All Changes tab lists all edits made to the form.



REC-H: Initial Application 145

Project Title: Test - Education - Meta Version: Beta

Note: The form is not editable when viewing changes compared to the previous submission. If you wish to make edits, click 'Return to Edit Mode'.

Track Changes
[Return to Edit Mode](#)

Background to the Study

4.1 Briefly describe the background to this study (in 300 words or less). A few (no more than 5) key scientific references may be included.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Donec luctus augue ex, aliquam luctus augue ultrices a.

This has been appended to the above description of the background provided in the previous form version submitted.

Rationale for Data Collection

4.2 Describe the rationale for the data collection (and hence the contribution of the collected data) to the overall study.

- Praesent at leo at est finibus condimentum ut et enim.
- Nulla vel enim at velit suscipit euismod ut in justo.
- **Extra bullet point inserted.**
- Mauris rhoncus urna non augue volutpat, a ultricies felis dignissim.
- Pellentesque id justo efficitur, tincidunt magna a, tempus nibh.
- ~~Fusce~~

Additionally, quis much est benefit quis will lectus be sollicitudin derived fermentum quis vel quam.

In addition, from the following study should because be of consideredetc.

This Page [All Changes](#)

Rationale for the Study

Background to the Study
[Background to the study](#)

Rationale for Data Collection
[Rationale for data collection](#)

Objectives/Hypotheses of the Study
[Objectives of the study](#)

Research Design Elements

The form cannot be edited in the Track Changes mode. Click on the [Return to Edit Mode] to return to the latest version of your form.

REC-H: Initial Application

Project Title: Test - Education - Meta

Note: The form is not editable when viewing changes compared to the previous submission. If you wish to make edits, click 'Return to Edit Mode'.

145

Version: Beta

Track Changes

Submitted on: 2023-05-10

Submitted by: Michelle Barnett

[Return to Edit Mode](#)

Background to the Study

4.1 Briefly describe the background to this study (in 300 words or less). A few (no more than 5) key scientific references may be included.

16. Creating Sub-forms

There are a number of sub-forms that can be created after a study has been given APPROVAL by the ethics committee. These differ depending on the ethics committee but can include applications for amendment, applications for extension, progress reports, adverse event reports, etc.

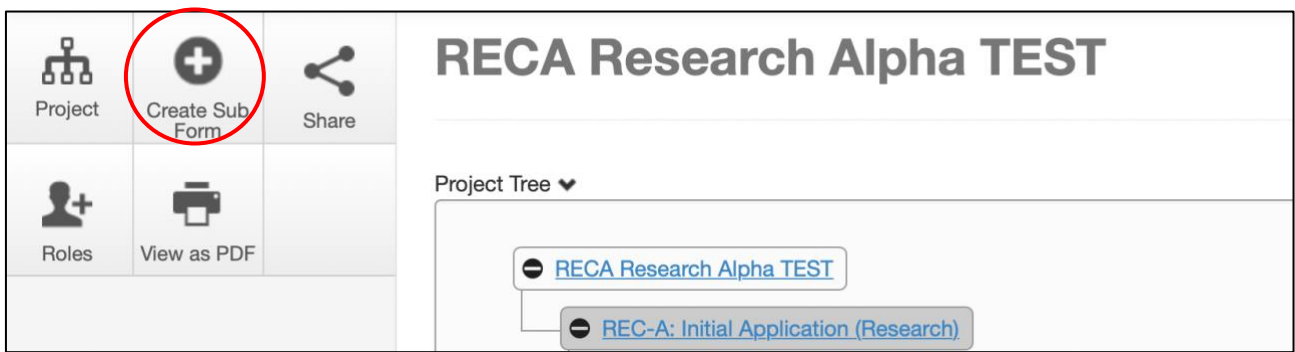
In your MEOS Work Area, click on the arrow next to the project that a sub-form is required for.

>	RECA RESEARCH Epsilon TEST	104	Mrs Michelle Barnett	04/10/2022 14:13	06/10/2022 13:15
>	RECA Research Delta TEST	103	Mrs Michelle Barnett	04/10/2022 13:18	21/10/2022 08:59
>	RECA PRACTICAL Beta TEST	101	Mrs Michelle Barnett	26/09/2022 15:52	26/10/2022 13:39
>	RECA Research Alpha TEST	100	Mrs Michelle Barnett	20/09/2022 18:12	04/10/2022 13:03

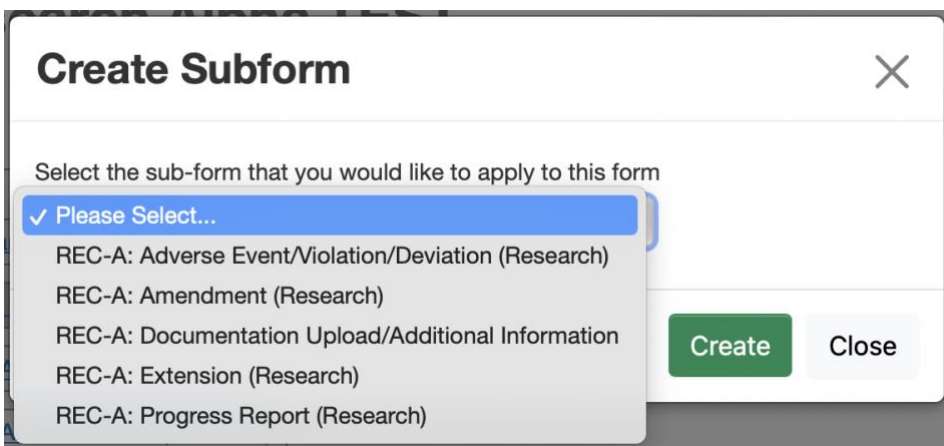
Click on the approved application to open it.

▼	RECA Research Alpha TEST	100	Mrs Michelle Barnett	20/09/2022 18:12	04/10/2022 13:03
Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-A: Initial Application (Research)	REC-A: Initial Application (Research)	2022-REC-A-0100-148	Application (Research)	Approved	Mrs Michelle Barnett

Click on the [Create Sub Form] action button.



Select the sub-form required and click [Create]



Complete all mandatory questions, sign, and submit for review.