

Welcome to InfoEd



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Sign In

Having trouble logging in?
Need access? Send a request



Problems with Login?

Teresa Smit:

Teresa.Smit@nwu.ac.za

Antoinette Pretorius:

Antoinette.Pretorius@nwu.ac.za

Nkosinathi Machine:

Nkosinathi.Machine@nwu.ac.za

Login

Sign In

[Having trouble logging in?](#)
[Need access? Send a request](#)






Please include your:

Name & Surname
(and maiden name if applicable)

NWU-number

Email address

Department/entity

-  [Human Ethics](#)
-  [Laboratory Animals](#)
-  [Research Output](#)
-  [My Projects](#)
-  [SPIN](#)

Workflow Chart(s)

--Select-- ▼

[Disclosure Map](#)

[Technology Transfer Disclosures](#)

 [Portal Configurations](#)

**New
Application**






**Locating
Own
Records**

**Locating
Other
Records**

Click to select the presentation you wish to view

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-  Human Ethics
-  Laboratory Animals
-  Research Output
-  My Projects
-  SPIN

Hover the mouse arrow over 'Human Ethics' until options panel appears

--Select--

Disclosure Map

Technology Transfer Disclosures

 Portal Configurations

Starting a New Application



Human Ethics

Create New Protocol

Laboratory Animals

Locate Records

Research Output

Locate My Records

My Projects

SPIN

Click on the 'Create New Protocol' option to start a new application

Technology Transfer Disclosures

Portal Configurations



Human Ethics

La

Re

My

SPIN

Select this option to start a new application

Create New - Google Chrome

Secure | https://rimsdev.nwu.ac.za/CreateObject.asp?NewPortal=1&system=HS&Prop_no=0

Create

Continue

☒ New Human Protocol in Human Ethics Development

☐ by Copying an Existing Human Protocol

Click on 'Continue' when you are done

Portal Configurations



- Human Ethics
- Laboratory Animals
- Research Output
- My Projects
- SPIN

New Protocol Title - Google Chrome

Secure | https://rimsdev.nwu.ac.za/Protocol/Create.asp?NewPortal=1&Prop_no=0&System=HSD

Protocol Creation

Title

Cancel

Spell Check

Continue

Type the name of your project in the textbox, then click on 'Continue'

Portal Configurations

- Human Ethics
- Laboratory Animals
- Research Output
- My Projects
- SPIN

Workflow
Disclosure M

Select PI - Google Chrome

Secure | https://rimsdev.nwu.ac.za/Protocol/PickInvestigator.asp?NewPortal=1&NewPD=&System=HSD&Prop_No=00000

Select PI

Continue

Close

Member

RESEARCHER, NWU - North-West University

Portal Configurations

**Please ensure that
the name of the
researcher is
displayed in this
window, before
clicking on
'Continue'**

Record Number
NWU-HS-2017-0077

Example title for InfoED's training manual
NWU RESEARCHER - North-West University

Project Title & Researcher details appear here

Human Subjects

Edit Mode

Change Project Info

Done

Save

Submit

?

Home > Applications > Initial Application > Submission

Ethics application
number appears
here

Initial Application

Created on: 08-Jun-2017 Status: Under Development

Document/Form Add

Type

Status

Submit

NWU Research Ethics Application Form v4

Application Form

Incomplete

(Mandatory Form)

NWU Attachment Checklist v4

Incomplete

(Mandatory Form)

Click on the name of the
form to open it

Both of these forms
need to be completed
before the ethics
application can be
submitted.

READ CAREFULLY BEFORE SCROLLING DOWN

Updated By: NWU RESEARCHER @ 08-Jun-2017 07:01:44 AM

☐ Complete

NWU Research Ethics Application Form

Guidelines to Complete your Ethics Application



Important:

1. All sections of all ethics application forms must be completed and all information must be included in each eform.
2. The application must be brief, providing adequate information for expert review but also at the same time be understandable to lay persons.
3. The application should be submitted before deadline dates.
4. Remember to 'SAVE' after each section and to click the 'COMPLETE' box when all the fields are completed.
5. **Remember to click on 'COMPLETE' in the upper right corner of each embedded form as well as this current application form.**
6. Submit the form when all the information is complete. REMEMBER to add your Supervisor / Study Leader to the route.
7. Click on pages tab to see how many pages you need to complete.
8. Please make sure that you complete all the questions and that the necessary supporting documents are attached to the application.

IMPORTANT: If your Department or any of your details are incorrect, please contact Ms Anneke Stols (22987770@nwu.ac.za or 018 2852015) or Ms Teresa Smit (Teresa.Smit@nwu.ac.za or 018 2994853) to assist with the changes before you submit your application.

Save

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Quest Hist

Form Hist

Print

READ CAREFULLY BEFORE SCROLLING DOWN

Please read the following paragraphs carefully and complete the application that follows

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PAGES



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Quest Hist



Form Hist



Print

The following type of applications are available:

Historical Application:

A Historical Application is an application that has been approved by an ethics committee by using the old paper-based system, and still has the old NWU ethics number (e.g. NWU-00001-18-A9). The purpose of this application is to create a starting point for your previously approved application on the InfoEd system.

New Sub-Study Application

A new sub-study application is an application which is submitted as a sub-study under a larger project. It is therefore needs to fit into the scope of a larger project.

New/Original Larger Application

An original larger application is an application which is written with possible sub-studies in mind. Therefore it is a larger project with a certain scope and set of aims which is written to accommodate several sub-studies that will be in line with the aims and scope of the larger project.

New/Original Single Application

A new and original single application is an application for a single study which has it's own aims and procedure and which will not have any sub-studies to fall under this study.

MENU


PAGES

 Save

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 Quest Hist

 Form Hist

 Print

PC ECRC = Ethics in Commerce Research Committee on Potchefstroom Campus

PC EduRec = Education Research Ethics Committee on Potchefstroom Campus

PC EMHSREC = Education, Management, Humanities and Social Sciences Research Ethics Committee on Potchefstroom Campus

PC EngREC = Engineering Research Ethics Committee on Potchefstroom Campus

PC FAREC = Faculty of Arts Research Ethics Committee on Potchefstroom Campus

PC HREC = Health Research Ethics Committee on Potchefstroom Campus

PC LREC = Law Research Ethics Committee on Potchefstroom Campus

PC TREC = Theology Research Ethics Committee on Potchefstroom Campus

VTC BaSSREC = Basic and Social Sciences Research Ethics Committee on Vaal Triangle Campus

VTC ECLM = Ethics Committee of Language Matters on Vaal Triangle Campus

VTC ESITREC Economic Sciences and Information Technology Research Ethics Committee on Vaal Triangle Campus

VTC HHREC = Humanities and Health Research Ethics Committee on Vaal Triangle Campus

* Select the applicable Research Ethics Committee (Click on icon and select from list)

This is a list of abbreviations for the various Research Ethics Committees. Find the appropriate one for your study, and know its abbreviation before selecting it from the list in the dropdown-menu below

Humans Participant Ethics Application Forms

* Please specify your type of application:

PC ECRC = Ethics in Commerce Research Committee on Potchefstroom Campus

PC EduRec = Education Research Ethics Committee on Potchefstroom Campus

PC EMHSREC = Education, Management, Humanities and Social Sciences Research Ethics Committee on Potchefstroom Campus

PC EngREC = Engineering Research Ethics Committee on Potchefstroom Campus

PC FAREC = Faculty of Arts Research Ethics Committee on Potchefstroom Campus

PC HREC = Health Research Ethics Committee on Potchefstroom Campus

PC LREC = Law Research Ethics Committee on Potchefstroom Campus

MC FAST HSREC = Faculty Research Ethics Committee on Potchefstroom Campus

MC HSREC

PC AREC

PC EduREC

PC EMHSREC

PC EMSREC

PC EngREC

PC HREC

PC LREC

PC TREC

VTC BaSSREC

VTC ECLM

VTC ESITREC

VTC HHREC

Basic and Social Sciences Research Ethics Committee on Vaal Triangle Campus

Committee of Language Matters on Vaal Triangle Campus

Economic Sciences and Information Technology Research Ethics Committee on Vaal Triangle Campus

Humanities and Health Research Ethics Committee on Vaal Triangle Campus

Variable Research Ethics Committee (Click on icon and select from list)

This is a list of abbreviations for the various Research Ethics Committees. Find the appropriate one for your study, and know its abbreviation before selecting it from the list in the dropdown-menu below

Please note that “EngREC” will be used solely for the purposes of an example in this manual. Different RECs have different questionnaires in their application forms. Be sure to select the correct/recommended REC for your study

Humans Participant Ethics Application Forms

* Please specify your type of application:

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Quest Hist
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PC FAREC = Faculty of Arts Research Ethics Committee on Potchefstroom Campus

PC HREC = Health Research Ethics Committee on Potchefstroom Campus

PC LREC = Law Research Ethics Committee on Potchefstroom Campus

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VTC ESITREC Economic Sciences and Information Technology Research Ethics Committee on Vaal Triangle Campus

VTC HHREC = Humanities and Health Research Ethics Committee on Vaal Triangle Campus

* Select the applicable Research Ethics Committee (Click on icon and select from list)

PC EngREC

EngREC Research Ethics Application

* Please specify your type of application: Original Single Application

* Please click on the link below to complete the EngREC Application form.

[EngREC Application form v3](#) Incomplete

Click on the name of the form to open it

Please note that “EngREC” will be used solely for the purposes of an example in this manual. Different RECs have different questionnaires in their application forms. Be sure to select the correct/recommended REC for your study

After selecting the correct REC to review your project’s ethical clearance, select the appropriate study type from this dropdown-menu, before opening the application form that appears

Remember to 'SAVE' after each section and to click the 'COMPLETE' box in the upper right corner of the embedded as well as the larger form when all the fields are completed.

READ CAREFULLY BEFORE SCROLLING DOWN

SAVE CONTINUOUSLY

- Save
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- Print

This online procedure is supplementary to the EngREC Standard Operating Procedures.

You are at this point in the process because you have already made a presentation to a scientific committee and convinced them of the scientific integrity of your proposal. The scientific committee is also satisfied with your assessment of the ethical aspects of the research and a risk level has been agreed upon by the scientific committee.

The goal of this online procedure is to assist in managing the process and keep record of all relevant documentation and action steps. You now need to upload the necessary documents.

The chairperson of the Engineering Research Ethics Committee (EngREC) is **Mr Willem van Niekerk** (Willem.VanNiekerk@nwu.ac.za).

SECTION A: Contact details and project description

NWU-HS-2017-
Ethics Reference Number: 0077

Please list all the main role-players of the research project to the section below, for example the student investigator, project leader, supervisor or promoter, etc. Click on the **Yellow plus (+)** to be able to add the name of another person to the section.

Names and Contact details of research team (at least the name of the student & supervisor)

* Title, Name & Surname	* Role	* Institution/ Department	* Contact Details
RESEARCHER, NWU			

If relevant, please upload a list with the remaining team members (such as fieldworkers), that were not included in the list above. Indicate the role played by each team member.

Please upload the updated list here:

Select your role from the dropdown-menu, and fill in your details

Names and Contact details of research team (at least the name of the student & supervisor)

* Title, Name & Surname	* Role	* Institution/ Department	* Contact Details
RESEARCHER, NWU	<div>▼ Co-Investigator Co-supervisor/ Co-promoter Doctoral Student Investigator Honours Student Investigator Masters Student Investigator Other Post-Doctoral Researcher Principle NWU Staff Researcher Research Team Supervisor/Promoter Undergraduate Student</div>		

If relevant, please
above. Indicate the

Please upload the up

Please Note:

If the name of any p
InfoEd system, ple

ning team members (such as fieldworkers), that were not included in the list
member.

es not appear on the lists in the above section or for further questions **regarding the**
neke.Stols@nwu.ac.za) or Teresa Smit (Teresa.Smit@nwu.ac.za) .

Applicant Details

NWU-HS-2017-
Ethics Reference Number: 0077

* Name of Applicant (Researcher/ Principal Investigator/ Student):

RESEARCHER, NWU



* Degree programme (e.g. PhD, MA, MSc - if student research):

Select your Research Group


Add the details of other parties in the research team by clicking on this + sign

supervisor or promoter, etc. Click on the **Yellow plus (+)** to be able to add the name of another person to the section.

Names and Contact details of research team (at least the name of the student & supervisor)

* Title, Name & Surname	* Role	* Institution/ Department	* Contact Details
RESEARCHER, NWU 	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

If relevant, please upload a list with the remaining team members (such as fieldworkers), that were not included in the list above. Indicate the role played by each team member.

Please upload the updated list here: 


Please Note:

If the name of any person on the research team does not appear on the lists in the above section or for further questions **regarding the InfoEd system**, please contact **Anneke Stols (Anneke.Stols@nwu.ac.za)** or **Teresa Smit (Teresa.Smit@nwu.ac.za)** .

Applicant Details

NWU-HS-2017-
Ethics Reference Number: 0077

* Name of Applicant (Researcher/ Principal Investigator/ Student):

RESEARCHER, NWU 

* Degree programme (e.g. PhD, MA, MSc - if student research):

SECTION A: Contact details and project description

Personnel - Google Chrome

— □ ×

Secure | https://rimsdev.nwu.ac.za/popupselectlist.asp?LETTER=D&unique_id=&system=HS&recordid=989659512&ParentFi

Personnel

Close

A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

DU PLESSIS, JACO J - NWU_24424218 - PC School of Languages

Select

Search for a particular entry

Filter by Position

Du Plessis, J

Profiles with more than one department are listed with Primary Department first.

Select the first letter of the surname for the person you want to add, before typing it into the 'search' panel surname first.

le the student investigator, project leader, another person to the section.

Supervisor)

* Contact Details

workers), that were not included in the list

ection or for further questions regarding the unit (Teresa.Smit@nwu.ac.za) .

Applicant Details

NWU-HS-2017-
Ethics Reference Number: 0077

* Name of Applicant (Researcher/ Principal Investigator/ Student):
RESEARCHER, NWU

SECTION A: Contact details and project description

NWU-HS-2017-

Ethics Reference Number: 0077

Please list all the main role-players of the research project to the section below, for example the student investigator, project leader, supervisor or promoter, etc. Click on the **Yellow plus (+)** to be able to add the name of another person to the section.

Names and Contact details of research team (at least the name of the student & supervisor)

* Title, Name & Surname	* Role	* Institution/ Department	* Contact Details
RESEARCHER, NWU	Masters Student Investigator	Whatever	6677889900
DU PLESSIS, JACO J	Supervisor/Promoter	Dean of Whatever	1122334455

If relevant, please upload a list with the remaining team members (such as fieldworkers), that were not included in the list above. Indicate the role played by each team member.

Please upload the updated list here:

Please Note:

If the name of any person on the research team does not appear on the lists in the above section or for further questions **regarding the InfoEd system**, please contact **Anneke Stols** (Anneke.Stols@nwu.ac.za) or **Teresa Smit** (Teresa.Smit@nwu.ac.za) .

Applicant Details

NWU-HS-2017-



Ethics Reference Number: 0077

Applicant Details

NWU-HS-2017-

Ethics Reference Number: 0077

* Name of Applicant (Researcher/ Principal Investigator/ Student):

RESEARCHER, NWU  

* Degree programme (e.g. PhD, MA, MSc - if student research):

Select your Research Group

* Email and telephone contact of applicant:

Project Description:

* Full, descriptive title of the project:

Example title for InfoED's training manual

Example

The anticipated duration and dates are needed for the issuing of an ethics clearance certificate, the certificate will therefore contain this information.

Applicant Details

NWU-HS-2017-

Ethics Reference Number: 0077

* Name of Applicant (Researcher/ Principal Investigator/ Student):

RESEARCHER, NWU

* Degree programme (e.g. PhD, MA, MSc - if student research):

MA

Select your Research Group

Engineering Explosive

* Email and telephone contact of applicant:

NWU.Researcher@nwu.ac.za
6677889900

Project Description:

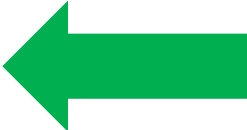
* Full, descriptive title of the project:

Example title for InfoED's training manual

The anticipated duration and dates are needed for the issuing of an ethics clearance certificate, the certificate will therefore contain this information.

The anticipated duration and dates are needed for the issuing of an ethics clearance certificate, the certificate will therefore contain this information.

* Anticipated duration of research project overall e.g. months or years (maximum 3 years)



Anticipated start and end dates of the research project (please type 11122016 for 11 December 2016):

The maximum period of approval can only be 3 years, conditional to receiving an annual progress report

* From:



* To:



Please note that you will need ethics approval before you start your research.

**Please ensure that you use the correct format when typing in the date, i.e. ddmmyyyy (note that there are no slashes or dashes between the numbers).
The system will automatically change it.**

MEM
PAGE
000

Save

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The anticipated duration and dates are needed for the issuing of an ethics clearance certificate, the certificate will therefore contain this information.

* Anticipated duration of research project overall e.g. months or years (maximum 3 years) **Example** ←

Anticipated start and end dates of the research project (please type 11122016 for 11 December 2016):

The maximum period of approval can only be 3 years, conditional to receiving an annual progress report

* From: **Example** ←

* To: ←

Please note that you will need ethics approval before you start your research.

The anticipated duration and dates are needed for the issuing of an ethics clearance certificate, the certificate will therefore contain this information.

* Anticipated duration of research project overall e.g. months or years (maximum 3 years)

3 years

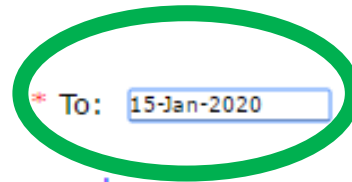
Example

Anticipated start and end dates of the research project (please type 11122016 for 11 December 2016):

The maximum period of approval can only be 3 years, conditional to receiving an annual progress report

* From: 15-Jan-2017

* To: 15-Jan-2020



Example

Please note that you will need ethics approval before you start your research.

SECTION B: SCIENTIFIC COMMITTEE RECOMMENDATION

The documents that you need to upload was sent to you by **Ms Landi Viljoen (Landi.Viljoen@nwu.ac.za)**.

* Please confirm that you have a recommendation letter from the Scientific Committee/ Colloquium: ☐ Yes ☐ No

What was the recommended risk level that was agreed upon by the Scientific Committee?



* Please upload your risk analysis document that was submitted to the scientific committee here:

Confirm that you have a recommendation letter from the Scientific Committee by clicking the "yes" box

SECTION C: ADDITIONAL REQUIRED DOCUMENTS

Please confirm that you have a signed copy of the following mandatory documents:

* Research Proposal (as presented to the scientific committee) ☐

* Signed Code of Conduct for Researchers ☐

Please note that all the members of the research team must provide a signed Code of Conduct for researchers. This should be uploaded as 1 combined Pdf in the Attachment checklist.


* Signed Conflict of Interest document ☐

You need these documents in order to proceed with your submission. You will be asked to upload these documents in the Attachment Checklist on the home screen of your application.

SECTION B: SCIENTIFIC COMMITTEE RECOMMENDATION

The documents that you need to upload was sent to you by **Ms Landi Viljoen (Landi.Viljoen@nwu.ac.za)**.


* Please confirm that you have a recommendation letter from the Scientific Committee/ Colloquium: ☒ Yes ☐ No

* Please upload the signed letter here: 



What was the recommended risk level that was agreed upon by the Scientific Committee?



* Please upload your risk analysis document that was submitted to the scientific committee here: 

Upon confirmation of recommendation letter, an 'upload' icon will automatically appear. Click on it to upload your recommendation letter.

SECTION C: ADDITIONAL REQUIRED DOCUMENTS

Please confirm that you have a signed copy of the following mandatory documents:

* Research Proposal (as presented to the scientific committee) ☐

* Signed Code of Conduct for Researchers ☐

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* Please confirm that you have a recommendation letter from the Scientific Committee/ Colloquium: ☒ Yes ☐ No

* Please upload the signed letter here: 

What was the recommended risk level the



* Please upload your risk analysis document th

SECTION C: ADDITIONAL REQUIRE

Please confirm that you have a signed copy of t

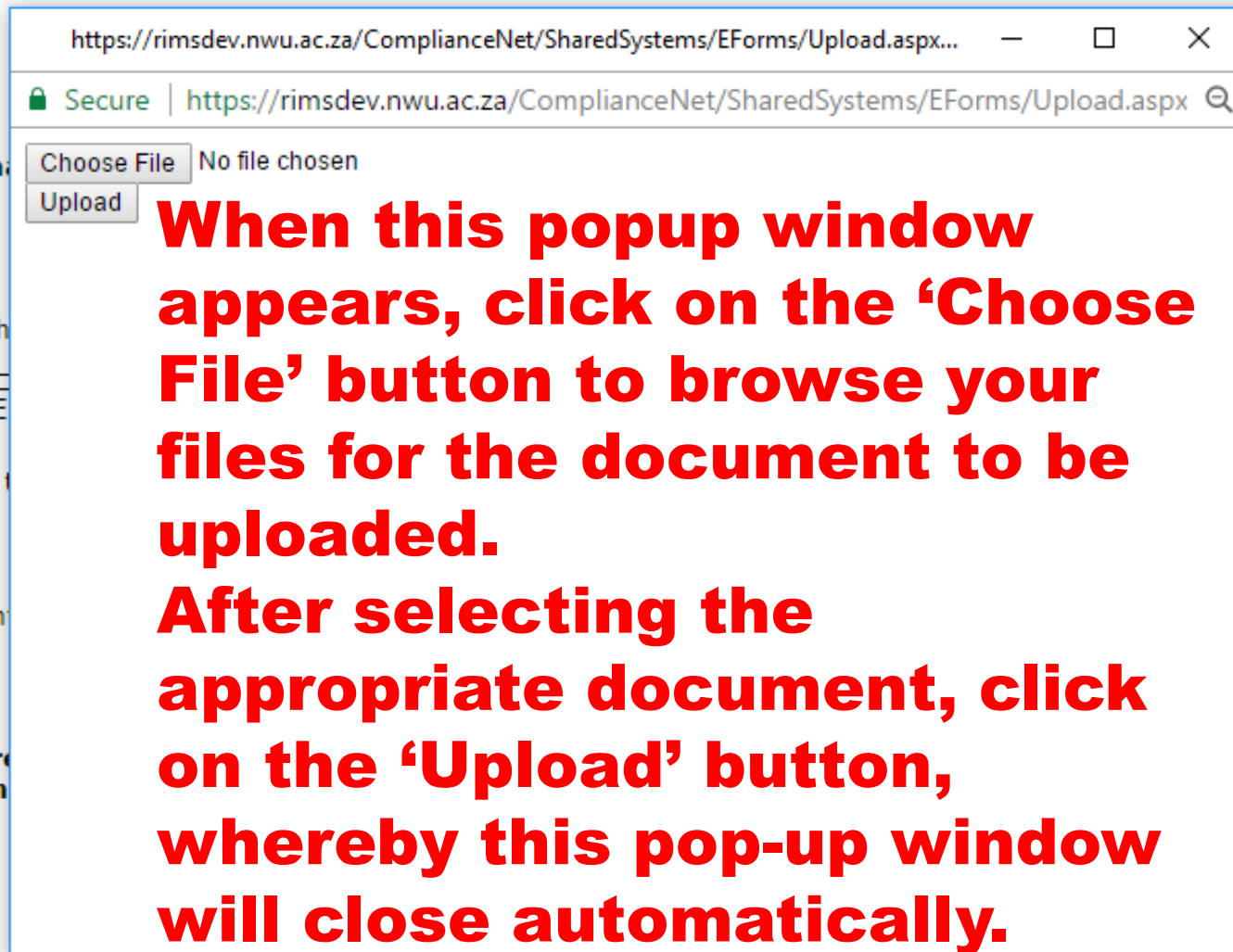
* Research Proposal (as presented to the scien

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Please note that all the members of the r
uploaded as 1 combined Pdf in the Attach

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You need these documents in order to proceed with your submission. You will be asked to upload these documents in the Attachment Checklist on the home screen of your application.



SECTION B: SCIENTIFIC COMMITTEE RECOMMENDATION

The documents that you need to upload was sent to you by [Ms Landi Viljoen \(Landi.Viljoen@nwu.ac.za\)](mailto:Landi.Viljoen@nwu.ac.za).


* Please confirm that you have a recommendation letter from the Scientific Committee/ Colloquium: ☒ Yes ☐ No

* Please upload the signed letter here: 

What was the recommended risk level that was agreed upon by the Scientific Committee?



Please indicate the Scientific Committee's recommended risk level by clicking on this 'editing' icon, whereby a pop-up window will appear.

* Please upload your risk analysis document that was submitted to the scientific committee here: 

SECTION C: ADDITIONAL REQUIRED DOCUMENTS

Please confirm that you have a signed copy of the following mandatory documents:

* Research Proposal (as presented to the scientific committee) ☐

* Signed Code of Conduct for Researchers ☐

Please note that all the members of the research team must provide a signed Code of Conduct for researchers. This should be uploaded as 1 combined Pdf in the Attachment checklist.

* Signed Conflict of Interest document ☐

You need these documents in order to proceed with your submission. You will be asked to upload these documents in the Attachment Checklist on the home screen of your application.

SECTION B: SCIENTIFIC COMMITTEE RECOMMENDATION

The documents that you need to upload was sent to you by [Ms Landi Viljoen \(Landi.Viljoen@nwu.ac.za\)](mailto:Landi.Viljoen@nwu.ac.za).

* Please confirm that

* Please upload the sig

What was the recom

* Please upload your r

SECTION C: ADDI

Please confirm that yo

* Research Proposal (a

* Signed Code of Conco

Please note that all the members of the research team must provide a signed code of conduct for researchers. This should be uploaded as 1 combined Pdf in the Attachment checklist.

* Signed Conflict of Interest document ☐

You need these documents in order to proceed with your submission. You will be asked to upload these documents in the Attachment Checklist on the home screen of your application.

Risk Level - Google Chrome

Secure | https://rimsdev.nwu.ac.za/popupselectlist.asp?codeid=&arr_name=RISKLEVEL8

Risk Level Close

No risk (No contact with human participants) Select

No risk (No contact with human participants)

Minimal, low or negligible risk

Medium risk (greater than minimal risk)

High risk

No more than minimal risk of harm (negligible risk)

Greater than minimal risk with prospect of direct benefit to participant

Greater than minimal risk without the prospect of direct benefit to participant

Not Applicable

Example




**From the dropdown-menu, select the recommended risk level, and click on 'Select' and then 'Close'.
The pop-up window will close.**







SECTION B: SCIENTIFIC COMMITTEE RECOMMENDATION


The documents that you need to upload was sent to you by **Ms Landi Viljoen (Landi.Viljoen@nwu.ac.za)**.



* Please confirm that you have a recommendation letter from the Scientific Committee/ Colloquium: ☒ Yes ☐ No

* Please upload the signed letter here:   

What was the recommended risk level that was agreed upon by the Scientific Committee?

 risk (No contact with human participants)   

* Please upload your risk analysis document that was submitted to the scientific committee here: 

After uploading or selecting in this application form, there will be icons that indicate its completion. To remove any attachments, click on either the  OR  icon.

SECTION C: ADDITIONAL REQUIRED DOCUMENTS

Please confirm that you have a signed copy of the following mandatory documents:

* Research Proposal (as presented to the scientific committee) ☒

* Signed Code of Conduct for Researchers ☒

Please note that all the members of the research team must provide a signed Code of Conduct for researchers. This should be uploaded as 1 combined Pdf in the Attachment checklist.

* Signed Conflict of Interest document ☒

You need these documents in order to proceed with your submission. You will be asked to upload these documents in the Attachment Checklist on the home screen of your application.



SECTION D: Completing Submission

Ethics Reference Number: NWU-HS-0017-0077

Example

Ensure that all fields are filled in, and the form has been signed, before scrolling back to the top to click on 'Complete'

Declaration by the APPLICANT

* I have read the NWU's Manual for Postgraduate Studies and am familiar with the Guidelines for Research Ethics contained therein. Yes ☒ No ☐

Please list other ethical guideline documents relevant to your study that you have also consulted:

Ethics 101
Lexinas
Kant
Plato

Example

* I declare that the potential harm to the reputation of the university has been considered and if necessary, it was discussed and cleared with the line manager / EngREC

☒ Yes ☐ No

-I hereby certify that all researchers involved in this research project have agreed to abide by the 'NWU Code of Conduct for Researchers' by signing the document and that the signed versions are uploaded in the Attachment Checklist.

-I declare that all information provided by me in this checklist is true and honest and that I will abide by the undertakings I have provided in this checklist.

-I agree to keep the relevant Research Ethics Committee updated on any changes or adjustments to the research procedures and to obtain written approval before engaging in specified changes.

* -I will also submit progress reports annually (or otherwise specified by the Research Ethics Committee). ☒

* -I will also submit a final report within 30 days of the project completion. ☒

Please sign the declaration with your Initials and Surname in the area provided below:

* I HAVE READ AND AGREED TO THE ABOVE DECLARATIONS

NWU Researcher

Example

Scroll up

Updated By: NWU RESEARCHER @ 08-Jun-2017 09:41:04 AM

☐ Complete



EngREC Standard Operating Procedures.

have already made a presentation to a scientific committee and convinced them of the
c committee is also satisfied with your assessment of the ethical aspects of the research and
ic committee.

managing the process and keep record of all relevant documentation and action steps. You

ics Committee (EngREC) is **Mr Willem van Niekerk** (Willem.VanNiekerk@nwu.ac.za).

ct description

This window will automatically close upon clicking in the 'Complete' box. Therefore, please ensure that everything in this form has been filled in before you continue.



PC EngREC = Engineering Research Ethics Committee on Potchefstroom Campus

PC FAREC = Faculty of Arts Research Ethics Committee on Potchefstroom Campus

PC HREC = Health Research Ethics Committee on Potchefstroom Campus

PC LREC = Law Research Ethics Committee on Potchefstroom Campus

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VTC BaSSREC = Basic and Social Sciences Research Ethics Committee on Vaal Triangle Campus

VTC ECLM = Ethics Committee of Language Matters on Vaal Triangle Campus

VTC ESITREC Economic Sciences and Information Technology Research Ethics Committee on Vaal Triangle Campus

VTC HHREC = Humanities and Health Research Ethics Committee on Vaal Triangle Campus

* Select the applicable Research Ethics Committee (Click on icon and select from list)

PC EngREC ▼

EngREC Research Ethics Application

* Please specify your type of application: Original Single Application ▼

* Please click on the link below to complete the EngREC Application form.
[EngREC Application form v3 Complete](#)

Please insure that the application form displays “complete” before scrolling up again.

Remember to 'SAVE' after each section and to click the 'COMPLETE' box in the upper right corner of the embedded as well as the larger form when all the fields are completed.

Scroll up

h Ethics Application Form

☐ Complete

o Complete your Ethics Application



This window will automatically close upon clicking in the 'Complete' box.

of all ethics application forms must be completed and all information must be included in each eform.

tion must be brief, providing adequate information for expert review but also at the same time be understandable to lay persons.

tion should be submitted before deadline dates.

to 'SAVE' after each section and to click the 'COMPLETE' box when all the fields are completed.

to click on 'COMPLETE' in the upper right corner of each embedded form as well as this current application form.

form when all the information is complete. REMEMBER to add your Supervisor / Study Leader to the route.

es tab to see how many pages you need to complete.

e sure that you complete all the questions and that the necessary supporting documents are attached to the application.

ur Department or any of your details are incorrect, please contact Ms Anneke Stols (22987770@nwu.ac.za or 018 2852015) or Ms Teresa Smit (22987770@nwu.ac.za or 018 2994853) to assist with the changes before you submit your application.

Submissions (1)

?

[Home](#) > [Submissions](#) > [Initial Application](#) > [Submission](#)

Submission

Initial Application				Created on: 08-Jun-2017	Status: Under Development
Document/Form	Add	Type	Status		
NWU Research Ethics Application Form v4		Application Form	Completed	PDF	(Mandatory Form)
NWU Attachment Checklist v4			Incomplete		(Mandatory Form)

Submit

Please ensure that the ‘status’ of the Application Form displays “Completed” before continuing to the Checklist.

NWU Checklist for attachments

☐ Complete

Page 1

PROJECT DETAILS

Ethics Reference Number

NWU-HS-2017-0077

Ethics Number

Full, descriptive title of the project:

Example title for InfoED's training manual

Title of study

The information on this page, indicated here by the three arrows, will automatically be displayed. There is NO need to alter anything here.

*Applicant:

RESEARCHER, NWU

Name of Researcher

CHECKLIST

Please tick all the appropriate Documentation and Upload documents combined into 1 PDF under each section:

This form consists of a series of dropdown menus that need to be filled in according to the specifications required by the REC to which you are applying.

YES
AWAITING
NA

***2. Prior ethical clearance or denial (also necessary if application forms part of multi-institution research)**

***3. Research Proposal**

***4. Abbreviated bio/CV of Principle investigator/ primary researcher/s (1-2 pages for each individual, including a narrative that shows how qualifications/expertise fits with current application)**

***5. Abbreviated bio/CV of each of the members of the research team (1-2 pages for each individuals, including a narrative that shows how qualifications/expertise fits with current application)**

***6. Third party or sponsorship agreements**

***7. Interview protocol/s and/or briefs informing creative participatory work**

***8. Instruments (e.g., surveys, questionnaires)**


CHECKLIST

Please tick all

Upon selecting “yes” from the dropdown menu, an upload icon will automatically appear for the required document in question.

each section:

*1. Proof of study approval from relevant scientific committee

*Upload proof of study approval from relevant scientific committee 

YES ▼

*2. Prior ethical clearance or denial (also necessary if application forms part of multi-institution research)

*3. Research Proposal

*4. Abbreviated bio/CV of Principle investigator/ primary researcher/s (1-2 pages for each individual, including a narrative that shows how qualifications/expertise fits with current application)

*5. Abbreviated bio/CV of each of the members of the research team (1-2 pages for each individuals, including a narrative that shows how qualifications/expertise fits with current application)

*6. Third party or sponsorship agreements

*7. Interview protocol/s and/or briefs informing creative participatory work

*8. Instruments (e.g., surveys, questionnaires)

MENUS

PAGES


- Save
- Table of Contents
- Quest Hist
- Form Hist
- Print

CHECKLIST

Please tick all the appropriate Documentation and Upload documents combined into 1 PDF under each section:

*1. Proof of study approval from relevant scientific committee

YES ▼

*Upload proof of study approval from relevant scientific committee 

*2. Prior ethical clearance or denial (also necessary)

*3. Research Proposal

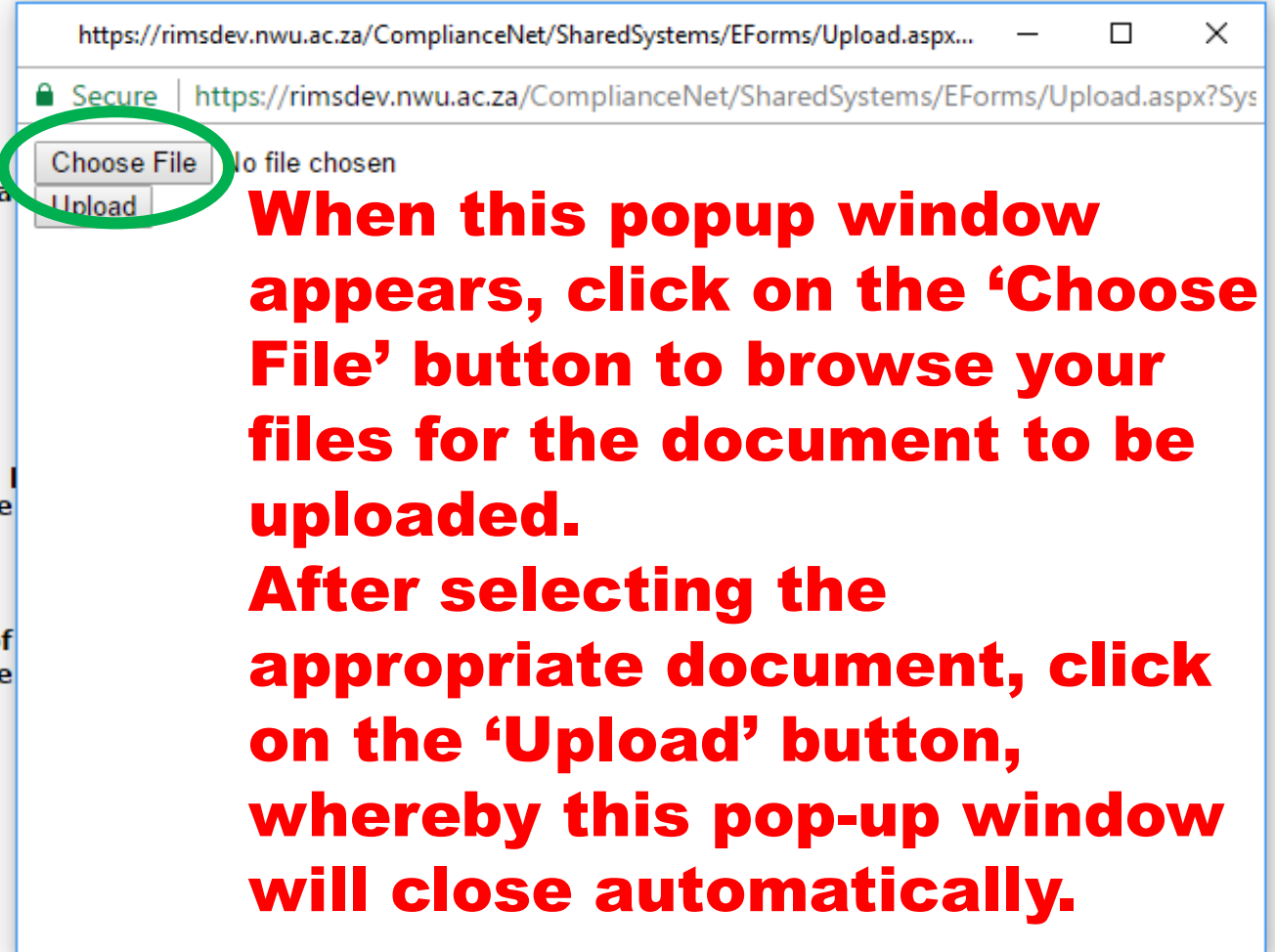
*4. Abbreviated bio/CV of Principle investigator/ principal investigator narrative that shows how qualifications/expertise

*5. Abbreviated bio/CV of each of the members of the research team narrative that shows how qualifications/expertise

*6. Third party or sponsorship agreements

*7. Interview protocol/s and/or briefs informing creative participatory work

*8. Instruments (e.g., surveys, questionnaires)



MEMBERS PAGE

Save

Table of Contents

Quest Hist

Form Hist

Print

CHECKLIST

Please tick all the appropriate Documentation and Upload documents

*1. Proof of study approval from relevant scientific committee

*Upload proof of study approval from relevant scientific committee



Click on the 'glasses' icon if you want to see the document that you have uploaded.

Example

YES

Click on the 'dustbin' icon if you want to delete the uploaded file and re-upload the attachment.

*2. Prior ethical clearance or denial (also necessary if application forms part of multi-institution research)

NA

Example

*3. Research Proposal

*Upload Research Proposal



Note that the Proposal is a mandatory attachment, with only "yes" on the dropdown menu

YES

YES

*4. Abbreviated bio/CV of Principle investigator/ primary researcher/s (1-2 pages for each individual, including a narrative that shows how qualifications/expertise fits with current application)

*5. Abbreviated bio/CV of each of the members of the research team (1-2 pages for each individuals, including a narrative that shows how qualifications/expertise fits with current application)

*6. Third party or sponsorship agreements

*7. Interview protocol/s and/or briefs informing creative participatory work

*8. Instruments (e.g., surveys, questionnaires)

NA

*9. Proof of gatekeeper permissions (as necessary)

NA

*10. Recruitment documents and translations (as necessary) (e.g., written text, advertising, or scripts used to recruit participants)

NA

*11. Consent and information forms applicable) (preferably use your REC

inslations, if

NA

*12. Budgetary outlines, resource or

NA

*13. Signed NWU Code of Conduct fo

N/A

*14. Proof of training (online trainin

N/A

*15. Other relevant documentation

AWAITING

If you indicated 'AWAITING' in any of the above requests, please refer to the below comment section and indicate when the documents will be provided.

Tuesday next year

Ensure that everything has been filled in before scrolling up to the 'Complete' button.

Scroll up

Updated By: NWU RESEARCHER @ 08-Jun-2017 09:02:38 AM

☐ Complete



NWU-HS-2017-0077

Project:

This window will automatically close upon clicking in the 'Complete' box.

Therefore, please ensure that everything in this form has been filled in before you continue.



[Home](#) > [Submissions](#) > [Initial Application](#) > [Submission](#)

Submission

Initial Application

Created on: 08-Jun-2017 Status: Under Development

Document/Form Add

Type

Status

NWU Research Ethics Application Form v4

Application Form

Completed

NWU Attachment Checklist v4

Completed

PDF

PDF

Submit

(Mandatory Form)

(Mandatory Form)

Click on "PDF" next to the specific application form to see a pdf version of the form that you have completed.

Ensure that both the Application Form and the Attachment Checklist display "Completed" in the status column before the 'Submit' button will become active. Only Click on "Submit" once you are sure that you want to continue to the final submission of your application.

Home > Submissions > Init

Submit - Google Chrome

Secure | <https://rimsdev.nwu.ac.za/messaging/Submit.asp?ObjectID=433430F3-36D0-411A-A9E0-D6ECEE1FBD0F>

Protocol NWU-HS-2017-0077 - NWU RESEARCHER "Example title for InfoED's training manual" (Under Development)

[Refresh Route](#)

Route Path - PC EngRec-Route (5/24/2017)

[Add New Person to Review Path](#)






Step 1	Step 1 - FYI	MR JACO J DU PLESSIS
	Step 1 - FYI	NWU RESEARCHER
	Step 1 - FYI	DR WILHELM MARINUS KALMYN WMK VAN NIEKERK
	Step 1 - FYI	MISS YOLANDI Y VILJOEN
	Step 1 - FYI	PROF LIEZL L VAN DYK
	Step 1 - FYI	MISS ANNEKE A STOLS
Step 2	Approval - EngRec Coordinator	MRS TANIA T VISSER
Step 3	Step 3 - Intake Accepted	MISS ANNEKE A STOLS
	Step 3 - Intake Accepted	MR JACO J DU PLESSIS

Submit

This popup window displays the route that your application will follow upon submission. The route includes the names of all the members of the Ethical Committee that will receive notifications of your application.

Click on the submit button if you are ready for final submission



-  Human Ethics
-  Laboratory Animals
-  Research Output
-  My Projects
-  SPIN

Workflow Chart(s)

--Select--

[Disclosure Map](#)
[Technology Transfer Disclosures](#)
 Portal Configurations

**The window
automatically closes,
and you find yourself
back here**


[Human Ethics](#)

[Laboratory Animals](#)

[Research Output](#)

[My Projects](#)

[SPIN](#)

Workflow Chart(s)

--Select--

[Disclosure Map](#)
[Technology Transfer Disclosures](#)

[Portal Configurations](#)






**Locating
Own
Records**

**Locating
Other
Records**

**End
Presentation**

Click to select the presentation you wish to view



-  Human Ethics
-  Laboratory Animals
-  Research Output
-  My Projects
-  SPIN

Hover the mouse arrow over 'Human Ethics' until options panel appears

--Select--






Disclosure Map

Technology Transfer Disclosures

 Portal Configurations

Locating Your Own Records

[Home](#)[My Profile](#)[My Items](#)[Search For Items](#)[Contacts](#)[Calendar](#)[Messages](#)[Things to Do](#)[Quick Find](#)

-  [Human Ethics](#)
-  [Laboratory Animals](#)
-  [Research Output](#)
-  [My Projects](#)
-  [SPIN](#)

[Create New Protocol](#)[Locate Records](#)[Locate My Records](#)

t(s)

[--Select--](#)

Click on the 'Locate My Records' option

 [Portal Configurations](#)

V13 Portal

Welcome NWU RESEARCHER

Logout

Home

My Profile

My Items

Search For Items

Contacts

Calendar

Messages

Things to Do

Quick Find

Human Ethics

Laboratory Animals

Research Output

My Projects

SPIN

My Item(s)

Page 1 of 2

Human Protocol

Sorting

NWU-HS-2017-0077

Human Protocol

RESEARCHER, NWU - North-West University

Example title for InfoED's training manual

Default Sponsor

Not Specified to Not Specified

Status: Under Development

NWU-HS-2017-0075

Human Protocol

RESEARCHER, NWU - North-West University

Testing, Testing, 123: Can you hear me Major Tom

Default Sponsor

Not Specified to Not Specified

Status: Under Development

NWU-HS-2017-0069

Human Protocol

RESEARCHER, NWU - North-West University

VTC Training coordinator HHREC application

Default Sponsor

Not Specified to Not Specified

Status: Under Development

NWU-HS-2017-0068

Human Protocol

RESEARCHER, NWU - North-West University

VTC coordinator training

Default Sponsor

Not Specified to Not Specified

Status: Under Development

NWU-HS-2017-0023

Human Protocol

RESEARCHER, NWU - North-West University

Test incomplete submission - Selected person

Default Sponsor

01-Mar-2017 to 01-Dec-2017

Status: Under Development

NWU-HS-2017-0022

Human Protocol

RESEARCHER, NWU - North-West University

Test incomplete submission

Hover over the application number of the record you want to locate, until a menu pops up...

- Human Ethics
- Laboratory Animals
- Research Output
- My Projects
- SPIN

My Item(s)

Page 1 of 2 Human Protocol Sorting

NWU-HS-2017-0077	Example title for Info	Default Sponsor	No	Specified	Status: Under Development
NWU-HS-2017-0075	Testing, Testing, 123:	Default Sponsor	No	Specified	Status: Under Development
NWU-HS-2017-0069	Human Protocol RESEARCHER, NWU - North-West University	VTC Training coordinator HHREC application	Default Sponsor	Not Specified to Not Specified	Status: Under Development
NWU-HS-2017-0068	Human Protocol RESEARCHER, NWU - North-West University	VTC coordinator training	Default Sponsor	Not Specified to Not Specified	Status: Under Development
NWU-HS-2017-0023	Human Protocol RESEARCHER, NWU - North-West University	Test incomplete submission - Selected person	Default Sponsor	01-Mar-2017 to 01-Dec-2017	Status: Under Development
NWU-HS-2017-0022	Human Protocol RESEARCHER, NWU - North-West University				

Edit

Master Record

View

Create New

Info

Forward

Delete


Click Here

Hover over “Edit”
and click on
“Master Record”
from the
additional sidebar
that appears.

Record Number
NWU-HS-2017-0077

Example title for InfoED's training manual
NWU RESEARCHER - North-West University

Done Save

 Human Subjects

Access to this screen
has been denied,
please check your
system level and/or
protocol level access.

[Change Project Info](#)

CLICK ON "SUBMISSIONS" HERE

Submissions (2)

?

[Home](#) > [Summaries](#) > Summary

You do not currently have access to this screen. If you believe that you should have access for editing, please contact your Administrator to update your permissions. Otherwise, you can use the navigation functions to select another screen within this record.

Submissions

Add

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date	Date From	Date To	Access Log
Initial Application	N/A	09-Jun-2017	N/A	N/A	Submitted	N/A	N/A	N/A	Log Delete
Documentation	N/A	N/A	N/A	N/A	Under Development	N/A	N/A	N/A	Log Delete

User-Defined Fields

Supervisor / Promoter

Supervisor

Set | Clear

Click on the name of the submitted record you would like to access

Submissions (1)

?

[Home](#) > [Submissions](#) > [Initial Application](#) > [Submission](#)

Submission

Initial Application				Created on: 08-Jun-2017	Status: Under Development
Document/Form	Add	Type	Status		
NWU Research Ethics Application Form v4		Application Form	Completed	PDF	(Mandatory Form)
NWU Attachment Checklist v4			Incomplete		(Mandatory Form)

Please ensure that the ‘status’ of the Application Form displays “Completed” before submitting your application.

After clicking on “Initial application”, InfoEd will open this screen with the application forms.

[Home](#) > [Submissions](#)

Submissions

Add

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date	Date From	Date To	Access Log
Initial Application	N/A	09-Jun-2017	N/A	N/A	Submitted	N/A	N/A	N/A	Log Delete
Documentation	N/A	N/A	N/A	N/A	Under Development	N/A	N/A	N/A	Log Delete

User-Defined Fields

Supervisor / Promoter

Supervisor

Set | Clear

Guide on completing application forms

Locating Other Records

End Presentation

Click to select the presentation you wish to view



- [Human Ethics](#)
- [Laboratory Animals](#)
- [Research Output](#)
- [My Projects](#)
- [SPIN](#)

Hover the mouse arrow over 'Human Ethics' until options panel appears

--Select--

[Disclosure Map](#)
[Technology Transfer Disclosures](#)
[Portal Configurations](#)

Locating Other Records

Human Ethics

Laboratory Animals

Research Output

My Projects

SPIN

[Create New Protocol](#)
[Locate Records](#)
[Locate My Records](#)

ed you

Click on the 'Locate Records' option

Filter by Area

[Show Completed Items](#)
[Display Options/Sorting](#)

Select 'Locate' Criteria

[Help](#) [Close](#)

Clicking on items in each column will select and de-select them

Modules/Areas to search across	Selected Modules/Areas	Available fields to search by	Selected fields
Animal Protocol	Human	Record Associated Departments	
Research Output	Protocol	Record Classification Codes	
		Record Creation Date	
		Record Key Words	
		Record Number	
		<u>Record Owner</u>	
		Record Owner Primary Department	
		Record Personnel	
		Record Personnel Department	
		Record Primary Department	
		Record Sponsor	
		Record Sponsor Type	
		Record Status	
		Record Title	
		Status Code Grouping	

Click on "Record Owner" in this pop-up window

Select 'Locate' Criteria

[Help](#)[Close](#)

Clicking on items in each column will select and de-select them

Modules/Areas to search across	Selected Modules/Areas	Available fields to search by
Animal Protocol	Human Protocol	Record Associated Departments
Research Output		Record Classification Codes
		Record Creation Date
		Record Key Words
		Record Number
		Record Owner Primary Department
		Record Personnel
		Record Personnel Department
		Record Primary Department
		Record Sponsor
		Record Sponsor Type
		Record Status
		Record Title
		Status Code Grouping

Selected fields

[Search](#)

Record Owner

When this search bar appears, type the surname of the record owner

Select 'Locate' Criteria

[Help](#) [Close](#)

Clicking on items in each column will select and de-select them

Modules/Areas to search across	Selected Modules/Areas	Available fields to search by	Selected fields
Animal Protocol	Human	Record Associated Departments	Record Owner
Research Output	Protocol	Record Classification Codes	<input type="text" value="REsearcher"/>
		Record Creation Date	RESEARCHER, NWU - North-West University
		Record Key Words	
		Record Number	
		Record Owner Primary Department	
		Record Personnel	
		Record Personnel Department	
		Record Primary Department	
		Record Sponsor	
		Record Sponsor Type	
		Record Status	
		Record Title	
		Status Code Grouping	

Select the sought-after record from this dropdown suggestion box

V13 Portal

Welcome NWU RESEARCHER

Logout

Home

My Profile

My Items

Search For Items

Contacts

Calendar

Messages

Things to Do

Quick Find

Human Ethics

Laboratory Animals

Research Output

My Projects

SPIN

My Item(s)

Page 1 of 2

Human Protocol

Sorting

NWU-HS-2017-0077

Human Protocol

RESEARCHER, NWU - North-West University

Example title for InfoED's training manual

Default Sponsor

Not Specified to Not Specified

Status: Under Development

NWU-HS-2017-0075

Human Protocol

RESEARCHER, NWU - North-West University

Testing, Testing, 123: Can you hear me Major Tom

Default Sponsor

Not Specified to Not Specified

Status: Under Development

NWU-HS-2017-0069

Human Protocol

RESEARCHER, NWU - North-West University

VTC Training coordinator HHREC application

Default Sponsor

Not Specified to Not Specified

Status: Under Development

NWU-HS-2017-0068

Human Protocol

RESEARCHER, NWU - North-West University

VTC coordinator training

Default Sponsor

Not Specified to Not Specified

Status: Under Development

NWU-HS-2017-0023

Human Protocol

RESEARCHER, NWU - North-West University

Test incomplete submission - Selected person

Default Sponsor

01-Mar-2017 to 01-Dec-2017

Status: Under Development

NWU-HS-2017-0022

Human Protocol

RESEARCHER, NWU - North-West University

Test incomplete submission

Hover over the application number of the record you want to locate, until a menu pops up...

- Human Ethics
- Laboratory Animals
- Research Output
- My Projects
- SPIN

My Item(s)

Page 1 of 2 Human Protocol Sorting

NWU-HS-2017-0077	Example title for Info	Default Sponsor	No	Specified	Status: Under Development
NWU-HS-2017-0075	Testing, Testing, 123:	Default Sponsor	No	Specified	Status: Under Development
NWU-HS-2017-0069	Human Protocol RESEARCHER, NWU - North-West University	VTC Training coordinator HHREC application	Default Sponsor	Not Specified to Not Specified	Status: Under Development
NWU-HS-2017-0068	Human Protocol RESEARCHER, NWU - North-West University	VTC coordinator training	Default Sponsor	Not Specified to Not Specified	Status: Under Development
NWU-HS-2017-0023	Human Protocol RESEARCHER, NWU - North-West University	Test incomplete submission - Selected person	Default Sponsor	01-Mar-2017 to 01-Dec-2017	Status: Under Development
NWU-HS-2017-0022	Human Protocol RESEARCHER, NWU - North-West University				

Edit

Master Record

View

Create New

Info

Forward

Delete


Click Here

Hover over “Edit”
and click on
“Master Record”
from the
additional sidebar
that appears.

Record Number
NWU-HS-2017-0077

Example title for InfoED's training manual
NWU RESEARCHER - North-West University

Done Save

 Human Subjects

Access to this screen
has been denied,
please check your
system level and/or
protocol level access.

[Change Project Info](#)

CLICK ON "SUBMISSIONS" HERE

Submissions (2)

[Home](#) > [Summaries](#) > Summary

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Submissions

Add

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date	Date From	Date To	Access Log
Initial Application	N/A	09-Jun-2017	N/A	N/A	Submitted	N/A	N/A	N/A	Log Delete
Documentation	N/A	N/A	N/A	N/A	Under Development	N/A	N/A	N/A	Log Delete

User-Defined Fields

Supervisor / Promoter

Supervisor

Set | Clear

Click on the name of the submitted record you would like to access

- [Human Ethics](#)
- [Laboratory Animals](#)
- [Research Output](#)
- [My Projects](#)
- [SPIN](#)

Workflow Chart(s)

--Select-- ▼

[Disclosure Map](#)

[Technology Transfer Disclosures](#)

[Portal Configurations](#)

**New
Application**

**Locating
Records**

**Locating
Other
Records**

**End
Presentation**

Click to select the presentation you wish to view

Thank you

The background of the slide features a large, multi-paned window. The window is filled with bright, warm light, likely from the sun. In the foreground, the silhouettes of several people are visible, looking out the window. The silhouettes are dark against the bright light of the window. The overall mood is contemplative and grateful.

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