

# RIMS

(Research Information Management System)



UFS·UV



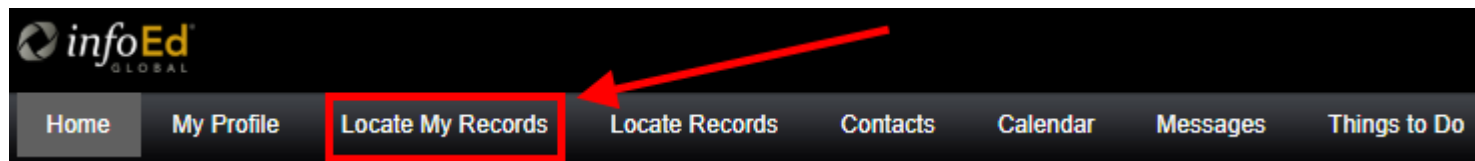
Subsequent submissions on Ethics  
Clearance Applications

Directorate Research Development

2019

**This manual is intended for use in adding a submission to your record on RIMS after you have received ethical approval or conditional approval from the ethics committee.**

**To add a submission to your record, log into your RIMS profile and then click on “Locate My Records” at the top of the screen:**



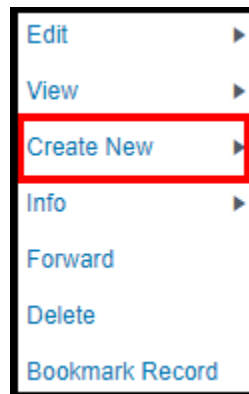
**Under the list of results that display click directly on the record number for the application that you want to add a submission to:**

Results found: 7 Switch Owner You

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Record Number	Record Type	Record Owner	Record Primary Sponsor	Record Status	Record Title
<input type="checkbox"/>	<a href="#">UFS-HSD2019/1014</a>	Human Subjects Protocol	Test, General		Under Development	TEST 20MAY
<input type="checkbox"/>	<a href="#">UFS-HSD2019/0937</a>	Human Subjects Protocol	Test, General		Conditional Approval	test title 21

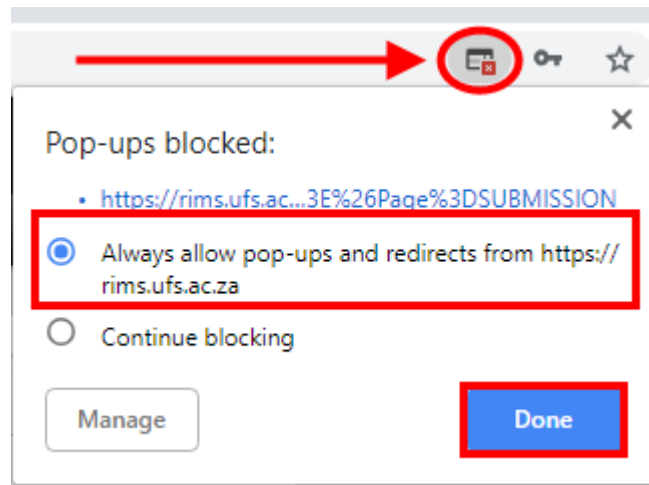
**In the menu that opens up select “Create New”:**



**You can now click on the submission that you want to add:**



**NB: If a new window does not open when you click on one of these submissions then please check the top right hand corner of your web browser to see if the pop-up window has been blocked (if the window does open then skip to the last page of this manual):**



**If the pop-up has been blocked click on the icon in the corner and make the selection to always allow pop-ups for rims.**

**NB: DO NOT click on “create new” and select the submission that you were trying to enter again if the pop-up was blocked. The submission would have been added to your record already. Click on your record number again to access it:**

Results found: 7 Switch Owner

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Record Number	Record Type	Record Owner	Record Primary Sponsor	Re
▶	UFS-HSD2019/1014	Edit	Master Record		
▶	UFS-HSD2019/0937	View	Amendment (21-May-2019 Under Development)		
▶	UFS-HSD2019/0898	Create New	Initial Application (20-May-2019 Sent Back For Revisions)		
▶	UFS-FT-18-02-0000	Info			

After clicking on the record number, navigate through the “Edit” option and the subsequent submission that you have added will be listed there. Simply click on it to open the window that was blocked by your browser’s pop-up blocker:

Once the window opens you will see that there is an e-form that you must complete and you must also remember to submit it when the form is complete:

Record Number  
UFS-HSD2019/1014

TEST 20MAY  
Mr General Test - Psychology Department (Bloemfontein Campus)

Human Subjects  
Edit Mode  
Change Project Info

Done Save

Submissions (2) ?

Home > Submissions > Amendment > Submission

Submission

Amendment Submission Number: UFS-HSD2019/101403 Created on: 21-May-2019 Status: Under Development

Document/Form	Add	Type	Status	Submit
AMENDMENT		Application Form	Incomplete	(Mandatory Form)

Show Existing Protocol Attachments

**NB: Deadlines that apply for initial applications for ethical clearance do not apply for these submissions. You should receive feedback as soon as they have been reviewed.**