

# RIMS

(Research Information Management System)



UFS·UV



Ethics Clearance Application Manual

Directorate Research Development

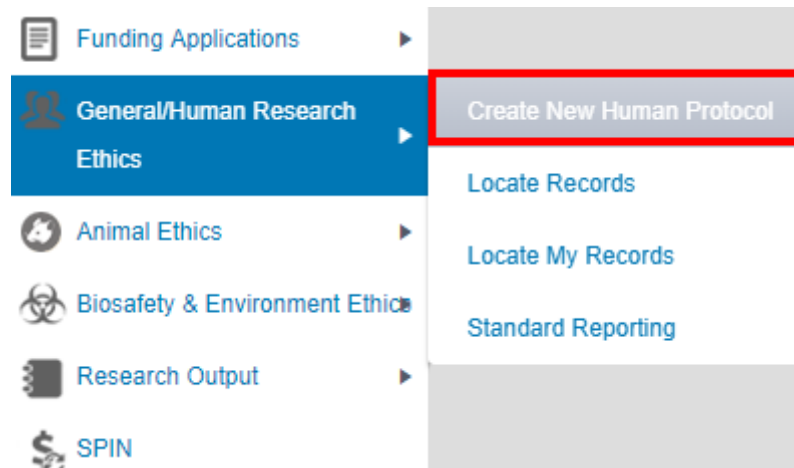
2019

# Index

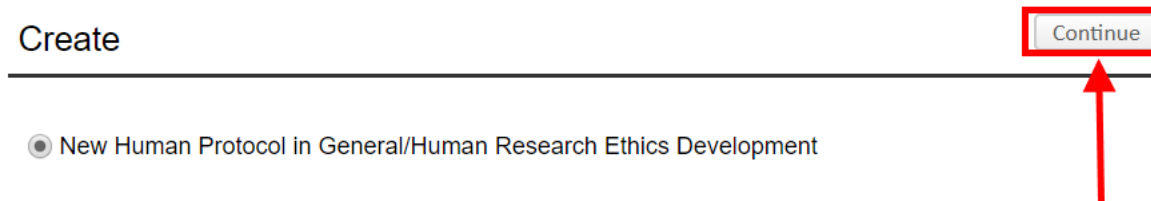
<b>Creating a new application.....</b>	<b>p3-5</b>
<b>Filling out the application forms.....</b>	<b>p6-12</b>
<i>E-Form basics.....</i>	<i>p7</i>
<i>Adding your supervisor.....</i>	<i>p8-9</i>
<i>Completing the E-Forms.....</i>	<i>p10-12</i>
<b>Submitting the application.....</b>	<b>p13-15</b>

# Creating a new application

1) Once you have logged into RIMS, select the appropriate ethics module at the left hand side of the screen and click on “Create New Protocol”:




2) Click on “continue” to start creating the application:




3)

Title

**Enter the title of your research here and then click  
Continue**

Cancel   Spell Check    Continue

4) In the next screen, please make sure that your name and department are displaying correctly and if so, click on Continue:

Select PI    Continue Close

---

Member   Test, General - Research Development Department (Bloemfontein Campus)

**NB: If your department is not correct next to your name here then please DO NOT click on Continue. Call the RIMS office to assist you in linking you to the correct department:**

Email - [RIMS@ufs.ac.za](mailto:RIMS@ufs.ac.za)

Phone - 051 401 9398 / 3682 / 9451 / 3942 / 7619

Please take note of your application's record number. This will help the admins to locate it quickly should you have a query.

**Record Number**  
UFS-HSD2019/0898

**test title**  
Mr General Test - Research Development Department (Bloemfontein Campus)

Human Subjects  
Edit Mode  
Change Project Info

Done Save

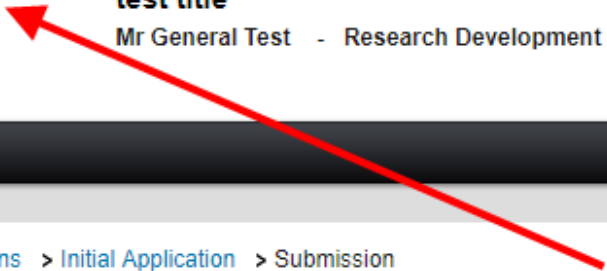
Submissions (1) ?

Home > Submissions > Initial Application > Submission

Submission

**Initial Application** Submission Number: UFS-HSD2019/089801 Created on: 07-May-2019 Status: Under Development

Document/Form	Add	Type	Status	Submit
ETHICS CLEARANCE APPLICATION		Application Form	Completed	PDF (Mandatory Form)
DOCUMENTS CHECKLIST		Application Form	Completed	PDF (Mandatory Form)



# Filling out the application forms

All forms listed under the “Document/Form” heading must be completed before the application can be submitted:

Initial Application				Submission Number: UFS-HSD2019/089801	Created on: 07-May-2019	Status: Under Development
Document/Form	Add	Type	Status	Submit		
<a href="#">ETHICS CLEARANCE APPLICATION</a>		Application Form	Incomplete	<i>(Mandatory Form)</i>		
<a href="#">DOCUMENTS CHECKLIST</a>		Application Form	Incomplete	<i>(Mandatory Form)</i>		

Click on the blue link of the form’s name to enter the e-form:







Initial Application				Submission Number: UFS-HSD2019/089801	Created on: 07-May-2019	Status: Under Development
Document/Form	Add	Type	Status	Submit		
<a href="#">ETHICS CLEARANCE APPLICATION</a>		Application Form	Incomplete	<i>(Mandatory Form)</i>		
<a href="#">DOCUMENTS CHECKLIST</a>		Application Form	Incomplete	<i>(Mandatory Form)</i>		

**Please read the guidelines within the e-form before filling it out and complete the form as required.**

## E-Form basics

**NB: most of the content in the electronic forms will initially be hidden and sections will be revealed as you start filling out the form and answering questions.**

### Icons:

-  or **Add** Click to add a line where data can be filled in or selected
-  Click to open up a picklist from which an option can be selected
-  Click to remove an item that was selected from a picklist or a document that was uploaded
-  Click to delete a line that has been added
-  Click to upload a document
-  Click to view a document that has been uploaded

**Press the “Save” button at the top of the screen regularly while working on the form!**



# Adding your supervisor

If you have a supervisor to send your application to, they must be added on the application form in the section shown here below:

- 1) Choose the "PI" role next to your name, which will already be displaying automatically.

**CHOOSE 'PI' FROM THE DROP-DOWN MENU NEXT TO YOUR NAME BELOW AND THEN CLICK ON THE YELLOW + ICON TO ADD YOUR SUPERVISOR'S NAME AND CHOOSE THE CORRECT ROLE FOR THEM.**

---

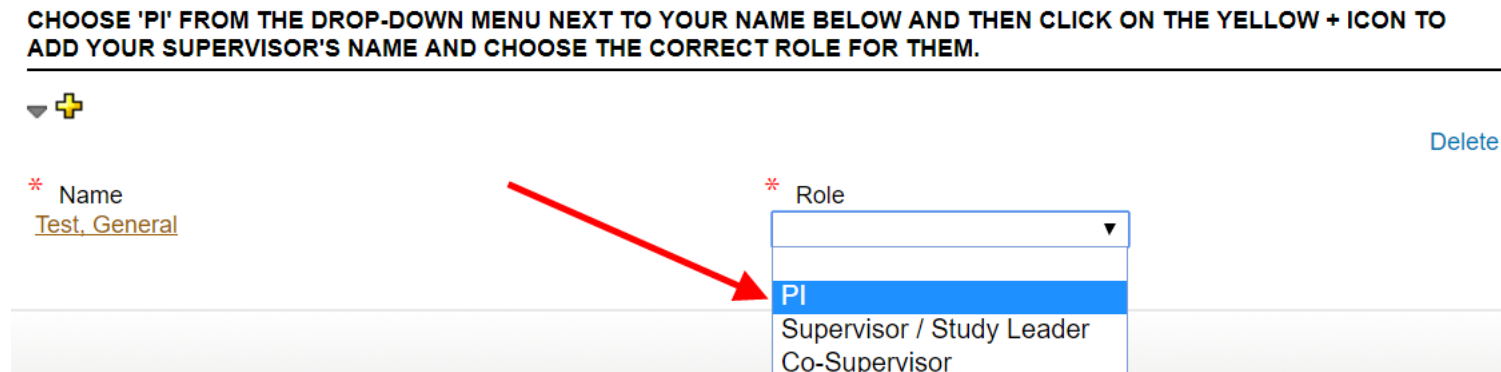
▼ + Delete

\* Name \* Role

Test, General PI

Supervisor / Study Leader

Co-Supervisor



- 2) To add your supervisor, click on either the + or Add button. Find your supervisor by first entering their surname, followed by a comma and a space and then their full names:

**Personnel Listing** Select Close

---

mashamba, mpho

**Mashamba, Mpho ML - UFS\_0874498 - Centre for Africa Studies Sen Prof Department (Bloemfontein Campus)**





Click on their name and then on the Select button. Their name will now display below yours in the application form. Please make sure to select the “supervisor/study leader” role next to their name. You can also add your co-supervisor in the same way:

**CHOOSE 'PI' FROM THE DROP-DOWN MENU NEXT TO YOUR NAME BELOW AND THEN CLICK ON THE YELLOW + ICON TO ADD YOUR SUPERVISOR'S NAME AND CHOOSE THE CORRECT ROLE FOR THEM.**

▼ +

[Delete](#)

\* Name  
Test, General

\* Role  
PI ▼

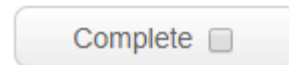
[Delete](#)

\* Name  
Mashamba, Mpho ML

\* Role  
PI  
Supervisor / Study Leader  
Co-Supervisor

## Completing the e-forms

Once all the questions in an E-form have been answered, confirm that the form has been completed by clicking on the tick-box in the top right hand corner:



If you cannot see the “Complete” tick-box then make sure that the window in which the E-form is open is maximised so that it is not cut off.

If there are still mandatory fields that have not yet been completed in the E-form you will see the following message after clicking on “Complete”:

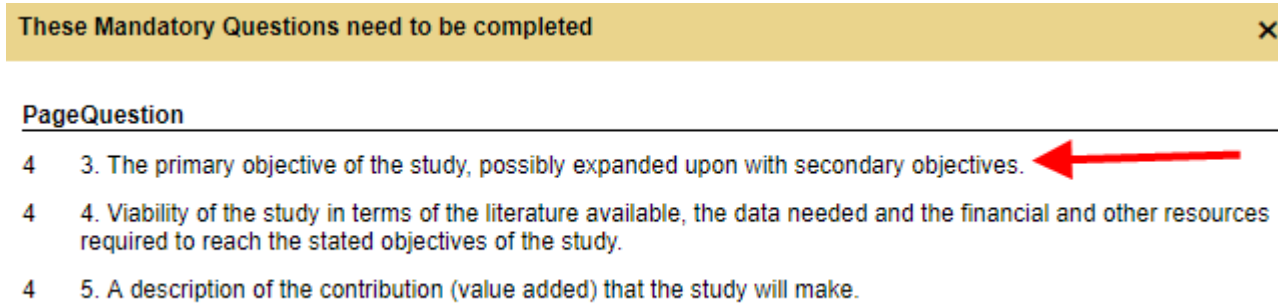
rims.ufs.ac.za says

Incomplete mandatory field(s) found



If you see this click on “OK”

After clicking on OK a window will appear that lists all of the mandatory questions that have not been completed:



Clicking directly on any of the questions will cause the E-form to automatically scroll to the question.

Make sure that you then complete the mandatory questions. They will be marked with a red asterisk icon (\*)

Once all of the questions have been answered in the E-Form the form will successfully complete and automatically close if you click on the "Complete" tick-box.

The status of the form will then have changed to “Completed” and it will also generate a PDF link that you can click on to open up the application form as a PDF document that can be saved or printed:

Initial Application				
Submission Number: UFS-HSD2019/089801 Created on: 07-May-2019 Status: Under Development				
Document/Form	Type	Status		Submit
<a href="#">ETHICS CLEARANCE APPLICATION</a>	Application Form	Completed	<a href="#">PDF</a>	(Mandatory Form)
<a href="#">DOCUMENTS CHECKLIST</a>	Application Form	Incomplete		(Mandatory Form)

# Submitting the application

**NB: your application will not automatically be submitted after completing the E-forms!**

After completing the E-forms it is still necessary to click on the “Submit” button to send in your application:

Document/Form	Add	Type	Status	PDF	(Mandatory Form)
ETHICS CLEARANCE APPLICATION		Application Form	Completed	PDF	(Mandatory Form)
DOCUMENTS CHECKLIST		Application Form	Completed	PDF	(Mandatory Form)

The application cannot be submitted if all the E-Forms have not been completed. If one or more of the forms are still incomplete the following message will be displayed after clicking on “Submit”:

rims.ufs.ac.za says

You must complete the submission packet before you can submit this protocol. There are mandatory fields and/or forms not yet completed.

OK

Once the E-forms have been completed, clicking on the “Submit” button will open a window that displays the route through which the application will be submitted:

Protocol UFS-HSD2019/0898 - Mr General Test "test title" (Under Development)

Refresh Route    Route Path - GHREC Central Office Route    Add New Person to Review Path    **Submit**

Step 1	PI Notification	Mr General Test	
Step 2	Supervisor Approval	Mr Willem W Kilian	
Step 3	Admincheck	admincheck RIMS	
Step 4	PI Notification	Mr General Test	

*No comments have been recorded yet*

**If you are not a UFS Health Sciences student** you should see your supervisor’s name in the step highlighted above. If you do not see them please make sure that you have added them to the application correctly (see page 8 of this manual).

**To complete the submission you must click on the “Submit” button again in this window.**

**NB: do not manually add anyone to the route here!**

After clicking on the “Submit” button as shown above the status of the Initial Application will change to “Submitted”:

Record Number  
UFS-HSD2019/0898

test title  
Mr General Test - Psychology Department (Bloemfontein Campus)

Human Subjects  
Edit Mode  
Change Project Info

Done Save

Submissions (1) ?

Home > Submissions > Initial Application > Submission

Submission

Initial Application Submission Number: UFS-HSD2019/089801 Created on: 07-May-2019 Status: Submitted

Document/Form	Type	Status	Show Route	(Route History)
<a href="#">ETHICS CLEARANCE APPLICATION</a>	Application Form	Completed	PDF	(Mandatory Form)
<a href="#">DOCUMENTS CHECKLIST</a>	Application Form	Completed	PDF	(Mandatory Form)

Click on “Done” in the top left corner to exit the screen.

**NB: if your application is going to a supervisor then they must sign off on the application on RIMS or it will not reach the ethics committee!**

**You will receive an email containing a PDF letter from the ethics committee after their review.**