

**After your supervisor has signed your application
please click submit.**

Applicant Manual

RE Application System

Enquiries: REapplications@unisa.ac.za

**Please register with your mylife e-mail
address at Unisa when you are a Unisa
postgraduate students.**



Please note before you proceed:

1. If you are applying as a **postgraduate student**, please register with your **mylife e-mail address at Unisa**.
2. Please make sure that your browser is opening in **Google Chrome or Microsoft Edge**.
3. When you do experience **any technical problems**, please contact our helpdesk: reapplications@unisa.ac.za (Please do not contact the ICT Helpdesk).



Dear applicant

1. **If you are applying as a postgraduate student**, please ensure that your supervisor is registered on the RE Application System. Supervisors register on the same link provided on page 3.

If the Supervisor is not registered, this will delay the signing off your application.

2. **If you are applying as a researcher**, please note that collaborators need to register on the RE Application System. Collaborators register on the same link provided on page 3.



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9. Sign the application form
10. Supervisor’s Guide
11. What Happens After Submission
12. YouTube links for videos



1. HOW TO REGISTER AND LOGIN

To apply for ethics clearance, click on the following link;

<https://unisa.forms.ethicalreviewmanager.com/>

You will be directed to the registration and login interface where you will register or log in.

2

Register

Title*

First Name*

Last Name*

Qualifications

Organisation

Department

Faculty

Campus

Telephone

Fax

Address 1

Address 2

Town / City

Postcode

County / State / Province

Country

Email Address*

Password*

Confirm Password*

☐ I agree to the [Terms and Conditions](#) and [Privacy Policy](#)

1

Research Ethics Application

Log in

Email Address*

Password*

[Forgotten Password](#)

Please complete
the registration page
and click register

An activation email will be sent to
your email.

Please verify your account

3

If this is not working please click on
Help and access FAQ or contact us
by e-mail

4

UNISA | university of south africa

Research Ethics Application

Log in

1. HOW TO COMPLETE REGISTRATION

EXAMPLE.

Title*

First Name*

Last Name*

Qualifications

Organisation

Department

Faculty

Campus

Telephone

Fax

Address 1

Address 2

Town / City

Postcode

County / State / Province

Country

Email Address*

Password*

Confirm Password*

☐ I agree to the [Terms and Conditions](#) and [Privacy Policy](#)

Annotations:

- Your first name
- Your last name
- Your highest qualification
- The name of the institution
- The department you are in
- The college you are in
- The campus
- Your phone number
- Fax you can put N/A
- Address of the institution
- Your **mylife** email address and provide your password for this registration

Title*

First Name*

Last Name*

Qualifications

Organisation

Department

Faculty

Campus

Telephone

Fax

Address 1

Address 2

Town / City

Postcode

County / State / Province

Country

Email Address*

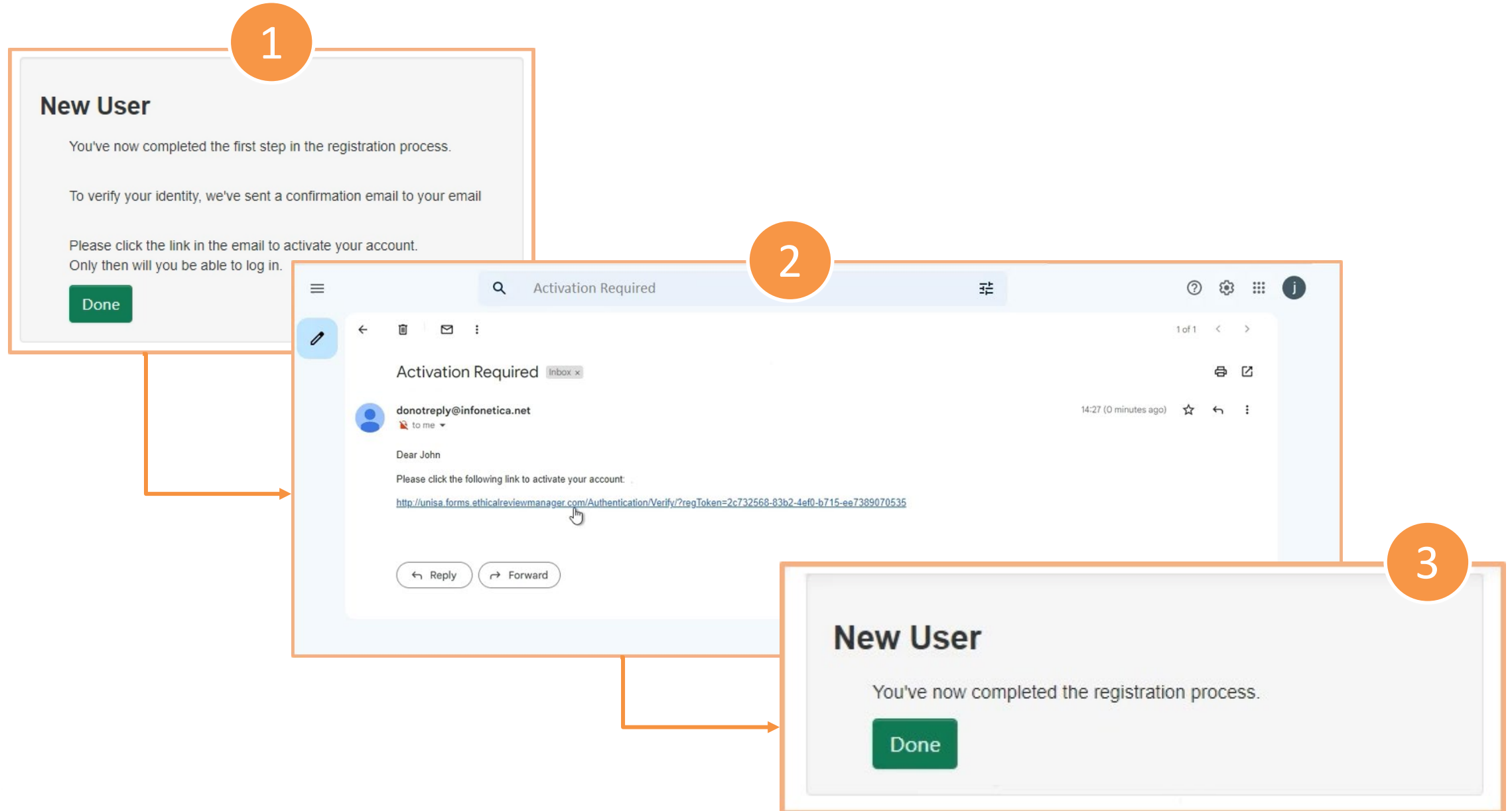
Password*

Confirm Password*

☒ I agree to the [Terms and Conditions](#) and [Privacy Policy](#)

COMPLETED

1.1 ACTIVATION REQUIRED



1.2 LOGIN

Please note if you are a student at Unisa you have to register with your mylife email address

Please use your registered email address and password. After, please click login to start your application process.

Research Ethics Application

Log in

Email Address*

Password*

[Login](#) [New User](#) [Forgotten Password](#)

Correct email address:
0000000@mylife.unisa.ac.za

Incorrect email address:
0000000@unisa.ac.za
0000000@mylife.ac.za
0000000@mylife.unisa.acza



2. WORK AREA EXPLANATION

[Click here to go to Main Page](#)

The screenshot shows the 'Research Ethics Applications' Work Area. The top navigation bar includes 'Work Area', 'Contacts', and 'Help'. The left 'Actions Panel' contains icons for 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. The 'Create Project' icon is highlighted with a blue dashed box. A blue arrow points from this box to a text box at the bottom left. The main 'Work Area' displays four summary cards: 'Notifications' (0), 'Signatures' (0), 'Transfers' (0), and 'Shared' (0). Below these cards are labels: 'To view your notifications', 'Requested Signatures', 'Transferred Projects', and 'Projects shared with others'. The top right corner shows the user 'Mr John Doe (johndoeapp4@gmail.com)' with a dropdown menu containing 'Change Password', 'Personal Details', 'Notifications', and 'Logout'. A green dashed box highlights this area, with a green arrow pointing to a text box at the bottom right.

Actions Panel

Research Ethics Applications Work Area Contacts Help

Mr John Doe (johndoeapp4@gmail.com)

Change Password
Personal Details
Notifications
Logout

Work Area

Create Folder Delete Folder Create Project
Delete Project Duplicate Project Move Project
Transfer

Notifications Signatures Transfers Shared

0 0 0 0

To view your notifications Requested Signatures Transferred Projects Projects shared with others

To Create A Project
Click Create Project on the Actions Panel on the left.

When you are logged in,
Please click your name on the top right corner.
This is where you can change your details

2. UPDATE PERSONAL DETAILS

Research Ethics Applications | Work Area | Contacts | Help | Beta Test Mode | Mr. Keoagile Mosala

Work Area

Notifications: 54 | Signatures: 0 | Transfers: 1 | Shared: 1

Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> declaration2	1086	Mr Keoagile Mosala	19/05/2023 11:43	19/05/2023 11:46	

“Click” Your name on the top - Right Corner

Change Personal Details

Title: Mr

First Name*: xxxxxxxxxxxx

Last Name*: xxxxxxxxxxxx

Organisation: xxxxxxxxxxxx

Department: xxxxxxxxxxxx

Faculty: xxxxxxxxxxxx

Postcode: xxxxxxxxxxxx

Country: South Africa

Change Details

After editing “Click” - Change Details

2. UPDATE PERSONAL DETAILS

Research Ethics Applications Work Area Contacts Help - Beta Test Mode

1086 Version: Beta

Main Application Form

Project Title: declaration2

Researcher

Researcher Information

john Doe

John Doe(johndoeapp4@gmail.com)

First Name

Type your name in the "Search Box"

If it doesn't work, please retype and select your name again.

This time double Click "it"

Share

Research Ethics Applications Work Area Contacts Help - Beta Test Mode

1086 Version: Beta

Main Application Form

Project Title: declaration2

Researcher

Researcher Information

John Doe(johndoeapp4@gmail.com)

Title

Mr

First Name

John

- Updated Information

Share

2. UPDATE PERSONAL DETAILS

Research Ethics Applications Work Area Contacts Help Beta Test Mode

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Move Project

Transfer

Work Area

Notifications 54 Signatures 0 Transfers 1 Shared 1

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> declaration2	1086	Mr Keoagile Mosala	19/05/2023 11:43	19/05/2023 11:46	

Click the your - "Project Title"

Research Ethics Applications Work Area Contacts Help Beta Test Mode

1086

Action Required on Form Status Review Reference Date Modified

Yes Not Submitted N/A 22/05/2023 14:36

Navigation Documents Signatures Collaborators Submissions Centre History

Main Application Form

Section

Important information before you proceed

Filter Questions

Class applications

Project Personnel

Project information

Questions

Important information

Start Here

Class applications

Researcher Collaborator(s) Supervisor(s)

Project information Project Summary Funding Gatekeeper Permission Conflict of Interest

Click - "Researcher Page"

3. HOW TO CREATE A PROJECT

Once you have clicked create project a pop-up window will appear for you to type your project title and select the Main Application Form

Please don't type your name or anything besides
your project title,

The screenshot shows the 'Research Ethics Applications' interface. A 'Create Project' modal is open, prompting the user to enter a 'Project Title*' (maximum 200 characters) and select a 'Form*'. The 'Form*' dropdown currently shows 'Please select...'. A red arrow points to the title input field, and a blue arrow points to the 'Create' button. The background interface includes a 'Work Area' with various project management icons and a 'Projects' section.

1. Type your project title.

2. Click Please select..

This is where you are going to
select the Main Application Form

3. Click Create, Once you have typed

your project title and selected
the Main Application Form

Project Created Successfully

3.1 PROJECT PAGE OVERVIEW

1

Research Ethics Applications

Work Area

Contacts

Help

Mr John Doe (johndoeapp4@gmail.com)

0248

Project

Create Sub Form

Share

Completeness Check

Submit

Refresh

View as PDF

Dummy text form demonstration test.

Project Tree

Dummy text form demonstration test.

Main Application Form

Submit Button

Share

Refresh

Project tree

Project ID

After your supervisor has signed your application please click submit. For postgraduate applicants Only

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	07/10/2022 14:38

Action Required on Form

Application Status

Review Reference

Date Modified

2

3.2 FORM STRUCTURE OVERVIEW

Form Structure

NavigationDocumentsSignaturesCollaboratorsSubmissionsHistory

Main Application Form

Section

Filter Questions

Class applications

Project Personnel

Project Information

Application Forms

Human Participant

College of Agriculture and Environmental Sciences (CAES)

Animal Research Form

Biomedical Research Form

Plant Research Form

Genetically Modified Organisms

Secondary Analysis

Conceptual or Non-human/Animal Research

Risk Assessment

Ethics Consideration

Data Management Plan

Privacy Statement

Declaration

Supervisor Declaration

Questions

Start Here

Class applications

ResearcherCollaborator(s)Supervisor(s)

Project InformationProject SummaryFundingGatekeeper Permission

Type of Research

Research DesignPopulation and samplingData Collection InstrumentsData collection methodsConsent

Project Classification

AnimalsOriginHusbandryFacilityAnimal CareVeterinary CareProcedures

CellsOriginExperimentationProcedures

PlantsOriginPlant CareFacilityProcedures

GMO'sOriginGMO experimentationProcedures

Secondary Data

Conceptual or non-human/animal research

Risk Assessment

Ethics ConsiderationsConflict Of Interest

Data Management Plan

Protection of Personal Information

Declaration

Supervisor Declaration

Show Inactive Sections

Show Inactive Section

4

Click Start Here...

To start with Filtered Questions

3.3 MAIN APPLICATION FORM HELP POP-UP

The screenshot shows the 'Main Application Form' interface. At the top, there's a navigation bar with 'Research Ethics Applications', 'Work Area', 'Contacts', and 'Help'. The user is logged in as 'Mr John Doe (johndoeapp4@gmail.com)'. The form title is 'Main Application Form' with a version number '248' and 'Version: Beta'. Below the title, the project title is 'Dummy text form demonstration test.'.

On the left side, there's a sidebar with various icons: 'Previous', 'Next', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Share', 'Collaborators', 'Completeness Check', and 'Submit'. A red arrow points from the 'Submit' button to a text box.

The main content area is titled 'Filter Questions' and contains the question: 'In what capacity do you want to apply for ethics approval at UNISA?'. There are two radio button options: 'Postgraduate Student at Unisa.' and 'Researcher / Employee at Unisa.'.

A help pop-up is displayed over the form. It has a title 'In what capacity do you want to apply for ethics approval at UNISA? help'. It contains three sections: 'Unisa researcher', 'Unisa student', and 'Non-Unisa researcher', each with a brief description. The 'Unisa researcher' section refers to permanently appointed Unisa employees and current academic associates. The 'Unisa student' section refers to any person registered for a Unisa short learning programme. The 'Non-Unisa researcher' section refers to a researcher not affiliated with Unisa who wishes to conduct research involving Unisa employees, students or data, including visiting researchers.

Below the help pop-up, there are three checkboxes: 'Health Studies/Medicine.', 'Feminist, Womanist, Bosadi Theorizations.', and 'Student Support and Co-Curricular activities.'. There is also an 'Other (Please Describe):' checkbox.

At the bottom, there's a question: 'Is this study part of a collaborative or / and ongoing study?' with two radio button options: 'Yes' and 'No'.

After your supervisor has signed your application, please click submit. For postgraduate applicants Only.

Click the "i" symbol to get more explanation.

3.4 ADD YOURSELF AS A RESEARCHER

Research Ethics Applications Work Area Contacts Help ▾

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com) ▾

249

Version: Beta

Previous Next Navigate

View as PDF Documents Signatures

Save Share Collaborators

Completeness Check Submit

Main Application Form

Project Title: Test class

Researcher

Researcher Information

j

John Doe(johndoeapp4@gmail.com)

Share

First Name

John

Surname

Doe

Organis

Quality S

Department

Health

College

Science

Highest Qualification

Masters In Information Technology

Type in your name or email and click on the name after the form will populate with your registered information.

If you are having issues, please hover on the name and press "enter"



3.5 ADD YOUR SUPERVISOR

Research Ethics Applications Work Area Contacts Help **Beta Test Mode** Mr John Doe (johndoeapp4@gmail.com) 248

Main Application Form Version: Beta

Project Title: Face Recognition with SMS notification and Security System.

Supervisor

Are there any supervisor(s)?

☒ Yes
☐ No

Supervisors

Supervisor (s)

Keoagile Chair Mosala(mosalek@unisa.ac.za)

Type in your supervisor's name or email and click on the name after the form will be populated with their registered information.

If you are having issues, please hover on the name and press "enter"

Share

Surname

Organisation

<https://unisa.forms.ethicalreviewmanager.com/Project/Page/1235/252#>

3.6 ADD YOUR COLLABORATORS

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

Submit

Collaborators

Are there any Collaborators ?

☒ Yes

☐ No

Collaborators

Collaborators

tha

Thando Mdaka(tmdakat@unisa.ac.za)

Type in your collaborator's name or email and click on the name after the form will populate with their registered information.

Share

If you are having issues, please hover on the name and press "enter"

First Name

Thando

Surname

Mdaka

Organisation

UNISA

Department

3.7 COMMITTEE SELECTION

Research Ethics Applications

Work Area Contacts Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

Submit

☐ Natural Sciences (Biotechnological studies).

☐ Health Studies/Medicine.

☐ Feminist, Womanist, Bosadi Theorizations.

☐ Student Support and Co-Curricular activities.

☐ Other (Please Describe):

Is this study part of a collaborative or / and ongoing study?

☐ Yes

☐ No

Please indicate which Research Ethics Committee must receive this application.

This is normally the college where you are studying or doing your research.

Please ensure that you make the correct selection.

If you are unsure, please contact the administrator before you continue.

Please Select...

Please Select...

College of Accounting Sciences_RERC

College of Agriculture and Environmental Sciences_AREC

College of Agriculture and Environmental Sciences_HREC

College of Economic and Management Sciences_CRERC

College of Education_RERC

College of Graduate Studies_RERC

College of Human Sciences_CREC

College of Law_RERC

School of Computing_SOC_ERC

School of Science_SOS_ERC

School of Engineering_SOE_ERC

Graduate School of Business Leadership_RERC

Professional Research Committee_PRW

Unisa Research Ethics Review Ethics Committee_URERC

Previous page

Next page

Please indicate which Research Ethics Committee must receive this application.
This is normally the college where you are studying or doing your research.
Please ensure that you make the correct selection.
If you are unsure, please contact the administrator before you continue.

3.8 HOW TO UPLOAD DOCUMENTS

Follow the following steps to Upload documents

Please upload the proposal.

Upload Document

Documents - Default

Please attach your Default here:

Document Name	Version Date	Version

Close

1

2

3

Open

This PC > Desktop

Organize New folder

Quick access

Desktop

Downloads

Documents

Pictures

Adding Comme

Infonectica

Login

User Manual

Creative Cloud Fil

OneDrive - Univer

AppData

Apps

UNISA

Document Test 00

File name:

All Files

Open

Cancel

Navigate

to where you have saved your document

Click the Upload Document button to upload a document

Click the Browse Button button to upload a document

3.9 HOW TO DELETE A DOCUMENT

Please upload the proposal.

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Default	Document Test 00	Document Test 00.pdf	07/10/2022	1	48.9 KB	Download	Delete

Research Ethics Applications Work Area Contacts Help ▾

Beta Test Mode Mr John Doe (johndoeapp4@gmail.com) ▾

Save complete

Click the delete button
To delete and you will be able to
add another document



3.10 TYPE OF APPLICATION

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

Submit

Main Application Form

Project Title: Test class

Version: Beta

Application Form(s)

Please select which type of application you are applying for. please select all options that apply to your application. For example, you might select Human Participant and secondary data research. Conceptual studies are exclusive and you cannot make any other selections.

- ☒ Human Participant Research (Studies involving a living person about whom a researcher obtains data through intervention or interaction with the person or by using her/his identifiable information)
- ☐ Secondary Data Research (Studies involving the collation and/or synthesis of already existing material not collected for the current study, either in the public or private domain)
- ☐ Conceptual non-human/non-animal (Studies conducted by analysing already present material in the public domain on a given topic. Conceptual research does not involve conducting any experiments, interviews, or surveys)
- ☐ Animal Research (Studies including any live non-human vertebrate, such as fish, amphibians, reptiles, birds and mammals including domestic animals, purpose- bred animals, livestock, wildlife and cephalopods like octopus and squid)
- ☐ Biomedical Research (Studies including cell/tissue/blood/cultures (Human or animal))
- ☐ Plant Research (Studies including plants)
- ☐ Genetically Modified Organisms (Studies including genetically modified organisms (GMO)" animal, plant, or microbe whose DNA has been altered using genetic engineering techniques")

Previous page

Next page

Select the form applicable to your research study.

4. COMPLETENESS CHECK

Incomplete Form

Completeness Check

Warning: Please ensure that you have addressed any reviewer comments before submitting

Incomplete: Please complete the following questions

- Qualification
- Are there any Supervisor?
- Has your proposal been approved at the college scientific committee? (Please select not applicable if this does not apply to you)
- Signing of declaration
- Approved by supervisor (if applicable): (For postgraduate studies) To my knowledge the student has addressed all aspects in his/her application for research ethics approval set forth in the University of South Africa's Policy for Research Ethics. I confirm that the form is complete according to Appendix A (checklist). I will ensure that the student notifies the committee in writing if any changes to the research are proposed that may affect any of the study-related risks for the research participants such as methodology, sampling, questionnaire, interview schedule, etc. Subsequently, I approve the submission and recommend that approval is granted for the research.

Submit Anyway

Close

Complete Form

Completeness Check

Your form is complete and ready to submit

Warning: Please ensure that you have addressed any reviewer comments before submitting

Submit

Close



5. HOW TO TRANSFER A PROJECT

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

Create Folder

Delete Folder

Create Project

Delete Project

Duplicate Project

Move Project

Transfer

Work Area

Notifications

Signatures

Transfers

Shared

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Investigation of managers perception in change management	252	Mr John Doe	01/11/2022 09:34	02/11/2022 09:46	
> Face Recognition with SMS notification and Security System	248	Mr John Doe	07/10/2022 14:38	25/10/2022 07:40	

Showing 1 to 2 of 2 entries

Previous Next

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[Terms and Conditions](#) |
 [Data Controller Privacy Policy](#) |
 [Data Processor Privacy Policy](#)

Click transfer
To transfer your
project



5.1 HOW TO TRANSFER A PROJECT

The screenshot displays the 'Research Ethics Applications' interface in 'Beta Test Mode'. The user is logged in as 'Mr John Doe (johndoeapp4@gmail.com)'. The 'Work Area' shows a 'Notifications' count of 0 and a 'Projects' list with two entries. A 'Transfer Projects' dialog box is open, prompting the user to provide an email address and a message. The dialog box includes a warning: 'Please note that you will lose all access to this project.' The email address field is filled with 'mosalgk@unisa.ac.za'. The message field contains 'I'm transferring my project to you.' Below the message field is a search bar and a table of projects. The table has columns for 'Id' and 'Project Title'. Two projects are listed: '0248 Face Recognition with SMS notification and Security System.' and '0252 Investigation of managers perception in change management'. The second project is selected with a checkbox. At the bottom of the dialog box are 'Transfer' and 'Close' buttons. A blue arrow points from the 'Transfer' button to a text box below the screenshot.

Research Ethics Applications | Work Area | Contacts | Help | Beta Test Mode | Mr John Doe (johndoeapp4@gmail.com)

Create Folder | Delete Folder | Create Project

Delete Project | Duplicate Project | Move Project

Transfer

Work Area

Notifications: 0

Signatures

Projects

Search Projects

Project Title

> Investigation of managers perception management

> Face Recognition with SMS notification System.

Showing 1 to 2 of 2 entries

Transfer Projects

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

Email Address: mosalgk@unisa.ac.za

Message: I'm transferring my project to you.

Search Projects

Id	Project Title
<input type="checkbox"/> 0248	Face Recognition with SMS notification and Security System.
<input checked="" type="checkbox"/> 0252	Investigation of managers perception in change management

Transfer Close

Please fill in the person's email address you want to transfer the project to. Please note that this person needs to be registered on the system.

6. HOW TO SHARE A PROJECT WITH COLLABORATORS

Click share to
share the project

Collaborators are co-researchers. But you can share your form at any time to your supervisor, you don't have to add him/her as a collaborator. The share function is active for sharing to any registered user.

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

Project

Create Sub Form

9
Reviewer Comments

Share

Completeness Check

Submit

Refresh

View as PDF

Face Recognition with SMS notification and Security System. 0248

Project Tree

Face Recognition with SMS notification and Security System.

Main Application Form

Action Required on Form	Status	Review Reference	Date Modified
Yes	Change Requested	2022-0248-173	25/10/2022 07:40

Navigation

Documents

Signatures

Collaborators

Submissions

History

Main Application Form

Show Inactive Sections

Section	Questions
Filter Questions	Start Here
Project Personnel	Researcher Collaborator(s) Supervisor(s)
Project Information	Project Information Project Summary Funding Gatekeeper Permission
Application Forms	Type of Research
Human Participant	Research Design Population and sampling Data Collection Instruments Data collection methods Consent
Risk Assessment	Risk Assessment
Ethics Consideration	Ethics Considerations Conflict Of Interest
Data Management Plan	Data Management Plan
Privacy Statement	Protection of Personal Information
Declaration	Declaration
Supervisor Declaration	Supervisor Declaration



6.1 HOW TO SHARE A PROJECT WITH COLLABORATORS

Select the rights
that you want to
add to your
collaborator

Face Recognition with SMS notification and Security System. 0248

Project Tree

- Face Recognition with SMS notification
 - Main Application Form

Action Required on Form

Yes

Navigation Documents

Share

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

mw0381554@gmail.com

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

Share Close

Date Modified

25/10/2022 07:40

Show Inactive Sections

Main Application Form

Section

Filter Questions

Project Personnel

Project Information

Application Forms

Human Participant

Risk Assessment

Ethics Consideration

Data Management Plan

Privacy Statement

Declaration

Supervisor Declaration

Questions

Start Here

Researcher Collaborator(s) Supervisor(s)

Project Information Project Summary Funding Gatekeeper Permission

Type of Research

Research Design Population and sampling Data Collection Instruments Data collection methods Consent

Risk Assessment

Ethics Considerations Conflict Of Interest

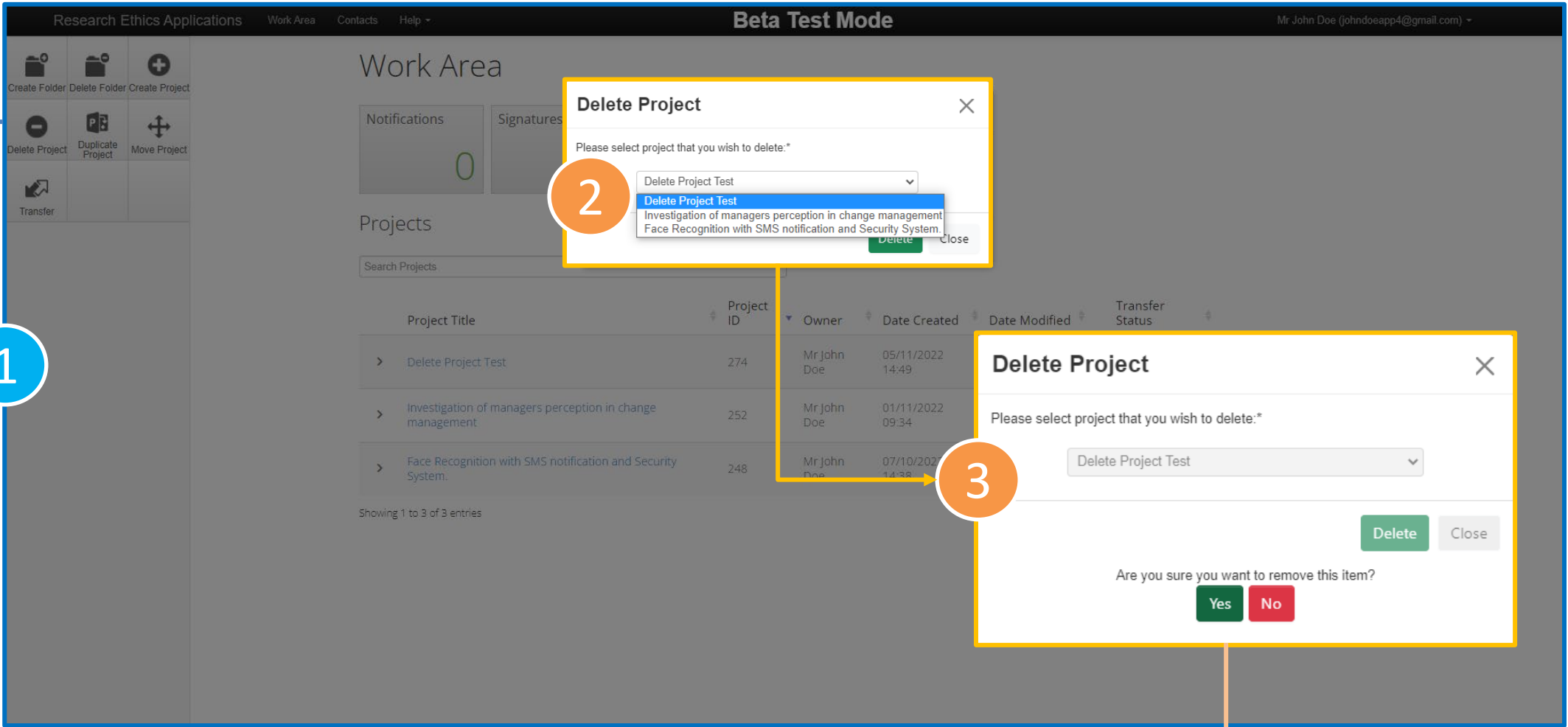
Data Management Plan

Protection of Personal Information

Declaration

Supervisor Declaration

7. HOW TO DELETE A PROJECT



Click Delete

1

2

3

Delete Project

Please select project that you wish to delete.*

Delete Project Test

Investigation of managers perception in change management

Face Recognition with SMS notification and Security System

Delete Project

Please select project that you wish to delete.*

Delete Project Test

Delete Close

Are you sure you want to remove this item?

Yes No

Confirm by clicking yes

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Delete Project Test	274	Mr John Doe	05/11/2022 14:49		
Investigation of managers perception in change management	252	Mr John Doe	01/11/2022 09:34		
Face Recognition with SMS notification and Security System	248	Mr John Doe	07/10/2022 14:38		

Showing 1 to 3 of 3 entries

7.1 HOW TO DELETE A PROJECT

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

Project deleted successfully

Create Folder

Delete Folder

Create Project

Delete Project

Duplicate Project

Move Project

Transfer

WORK AREA

Notifications0

Signatures0

Transfers0

Shared0

Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Investigation of managers perception in change management	252	Mr John Doe	01/11/2022 09:34	02/11/2022 09:46	
> Face Recognition with SMS notification and Security System.	248	Mr John Doe	07/10/2022 14:38	25/10/2022 07:40	

Showing 1 to 2 of 2 entries

◀ Previous

Next ▶



8. SIGN A DECLARATION

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

Submit

Reviewer Comments

I shall conduct the research in strict accordance with the approved proposal. I acknowledge that the approval is valid as long as approved procedures are followed.

I shall notify the ERC in writing of any adverse events that occur arising from harm experienced by participants.

I shall notify the ERC in writing if any changes to the research are proposed that may affect any of the study-related risks for the research participants (e.g. methodology, sampling, questionnaire, interview schedule).

I shall maintain participants' privacy and the confidentiality of records

I shall not use the research and information in a manner that is detrimental to the participants

I shall store research data securely and in accordance with the data protection policy

I shall uphold research integrity and refrain from conduct that may tarnish the reputation of the institution

I shall refrain from the use of human participant data that was collected for other purposes

I shall take the necessary steps to warrant that co-researchers, if applicable, are also aware of and agree to the research protocol

Please click YES if you AGREE with the following statements and NO if you do not

☒ Yes
☐ No

Signing of declaration

Sign

2

Sign Form

Provide your email address and the password you logged in with.

Please enter your login details in order to sign this form:

Username

Password

Sign

Close

1

Previous page

Next page

9. SIGN THE APPLICATION FORM

Research Ethics Applications Work Area Contacts Help - Beta Test Mode Mr John Doe (john.doeapp4@gmail.com) 248 Version: Beta

Previous Next Navigate

View as PDF Documents Signatures

Unlock Share Collaborators

Completeness Check Submit Reviewer Comments 4

Main Application Form

Project Title: Face Recognition with SMS notification and Security System

This form has been locked through signatures/requests

Human Participant Declaration

Researcher's Declaration To Adhere To The Unisa Code Of Conduct Regarding The Ethics Of The Proposed Human Participant Research

I have not commenced with fieldwork relating to any data collection in relation to the proposed research.

I have acquainted myself with UNISA's code on research ethics expressed in the UNISA Policy on Research Ethics and the Standard Operating Procedure on Research Ethics Risk Assessment. I shall fully comply with it.

I shall conduct the research in an ethically responsible way by demonstrating respect for participants' autonomy, considering a fair risk-benefit analysis and employing fair research procedures.

I shall conduct the research in strict accordance with the approved proposal. I acknowledge that the approval is valid as long as approved procedures are followed.

I shall notify the ERC in writing of any adverse events that occur arising from harm experienced by participants.

I shall notify the ERC in writing if any changes to the research are proposed that may affect any of the study-related risks for the research participants (e.g. methodology, sampling, questionnaire, interview schedule).

I shall maintain participants' privacy and the confidentiality of records pertaining to the research.

I shall not use the research and information in a manner that is detrimental to human participants or institutions unless it can be scientifically and ethically justified.

I shall store research data securely and in accordance with the data management measures indicated in my application/proposal.

I shall uphold research integrity and refrain from conduct that may taint the integrity of science, including, but not limited to plagiarism, fabrication and falsification of data.

I shall refrain from the use of human participant data that was collected without a valid research ethics approval for the purpose of this research.

I shall take the necessary steps to warrant that co-researchers, if applicable, familiarise themselves with the Unisa Policy on Research Ethics.

Please click YES if you AGREE with the following statements and NO if you DO NOT AGREE:

☒ Yes
☐ No

Signing of declaration


Sign

Signed: This form was signed by Mr John Doe (john.doeapp4@gmail.com) on 10/10/2022 3:38 PM

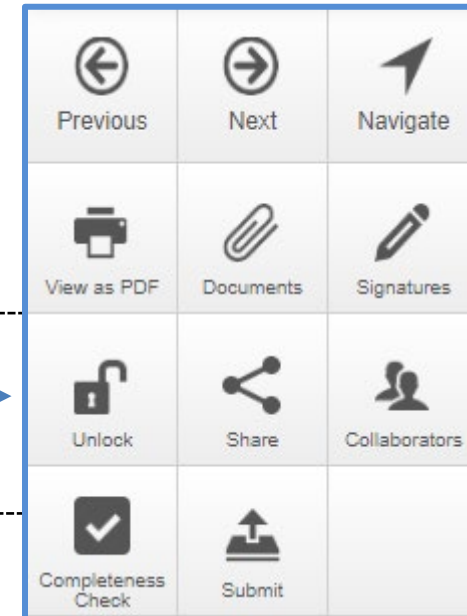
Previous page Next page

(After Signing timestamp
(green bar) will appear)

9. THE UNLOCK FUNCTION

 This form has been locked through signatures/requests

1. This function unlocks the form if you want to make edits.
2. Please note that once you submit the application to the supervisor, please don't unlock the form.



9.1 REQUEST SIGNATURE FROM SUPERVISOR

Applicable to Unisa students

Research Ethics Applications | Work Area | Contacts | Help | **Beta Test Mode** | Mr John Doe (johndoeapp4@gmail.com) | 248 | Version: Beta

Main Application Form
Project Title: Face Recognition with SMS notification and Security System.

Supervisor Declaration
Approved by supervisor (if applicable): (For postgraduate studies)
To my knowledge the student has addressed all aspects in his/her application for research ethics approval set forth in the University of South Africa's Policy for Research Ethics. I confirm that the form is complete according to Appendix A (checklist). I will ensure that the student notifies the committee in writing if any changes to the research are proposed that may affect any of the study-related risks for the research participants such as methodology, sampling, questionnaire, interview schedule.

Request a signature
Enter the email address of the person you want to sign this form

mosalgk@unisa.ac.za

Good day

I have applied for ethical clearance.

Request | Close

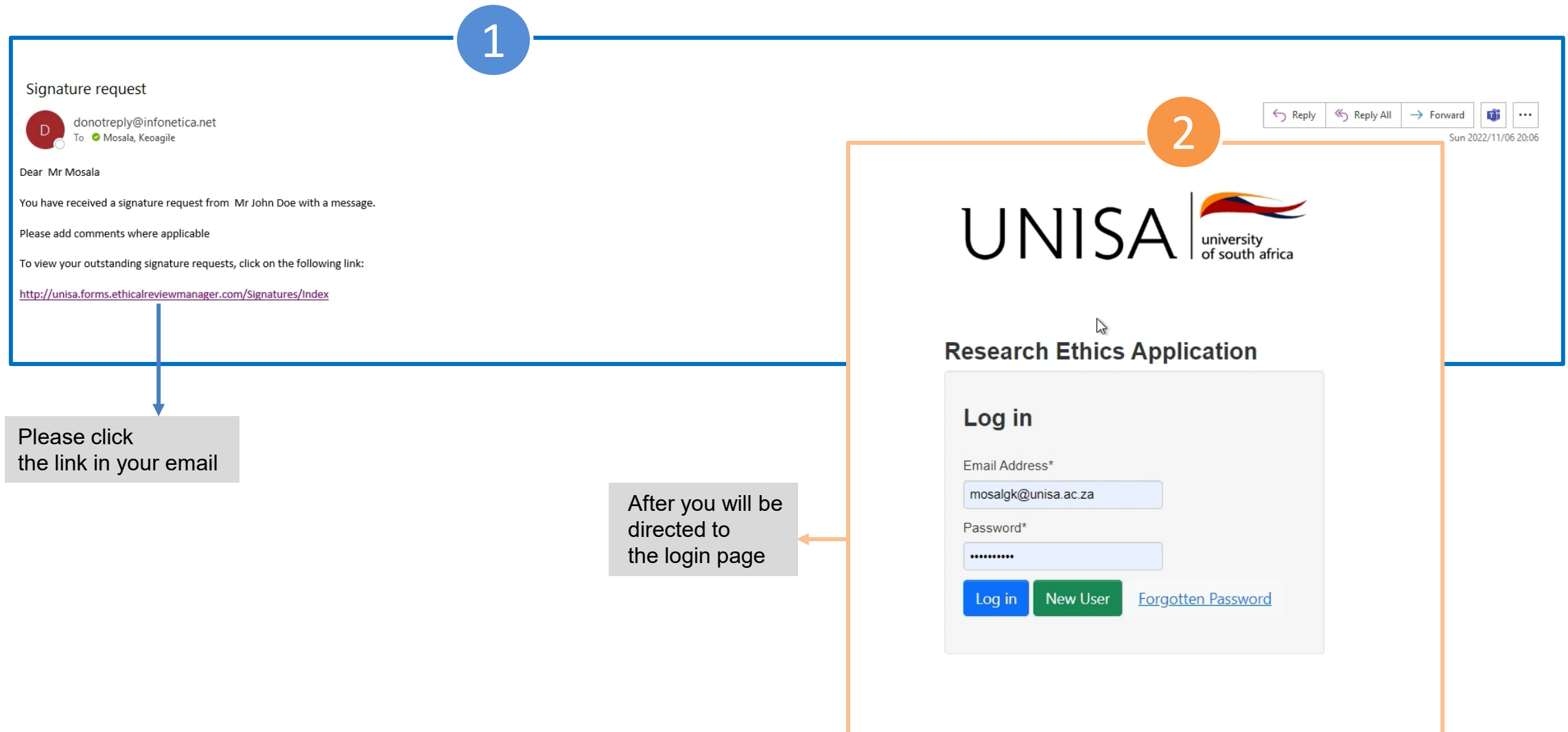
1 | **2** | **3**

After requesting a signature, a pop-up menu will appear notifying you that the system has send an email to your supervisor.

Signature Request: Signature requested from mosalgk@unisa.ac.za on 10/10/2022 15:39

Please enter your supervisor email

10. SUPERVISOR GUIDE



10.1 SUPERVISOR INTERFACE

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr Keogile Chair Mosala (mosalgk@unisa.ac.za)

Signatures

Search signatures

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please add comments where applicable	06/11/2022 20:05		Requested	View Form
Default	Needs analysis for training supervisors on the REadmin	267	Mrs Tanya Coetzee	hope it works	03/11/2022 17:06		Invalidated	View Form
Default	Needs analysis for training supervisors on the REadmin	267	Mrs Tanya Coetzee	Please sign if you are happy	03/11/2022 16:49		Invalidated	View Form
Default	Needs analysis for training supervisors on the REadmin	267	Mrs Tanya Coetzee	Please sign off.	03/11/2022 16:25	03/11/2022 16:31	Rejected	View Form
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please sign	25/10/2022 07:38	25/10/2022 07:39	Invalidated	View Form
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please Sign	17/10/2022 09:38	17/10/2022 09:42	Invalidated	View Form
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please sign	17/10/2022 09:32	17/10/2022 09:34	Invalidated	View Form
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please sign	17/10/2022 09:08	17/10/2022 09:09	Invalidated	View Form

Please click
View Form

10.2 SUPERVISOR – HOW TO ADD A COMMENT

Research Ethics Applications | Work Area | Contacts | Help | **Beta Test Mode** | Mr Keogile Chair Mosala (mosalgk@unisa.ac.za) | 248 | Version: Beta

Main Application Form
Project Title: Face Recognition with SMS notification and Security System.
Read access only.

Filter Questions
In what capacity do you want to apply for ethics approval at UNISA?
☒ Postgraduate Student at Unisa.
☐ Researcher / Employee at Unisa.

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

Add new comment
Please change your highest qualification to your current highest qualification |
Save Cancel

1: Click on the comment bubble icon (0/6) in the top right corner of the application form.

2: After clicking the comment bubble a pop-up page will appear.

3: Click save to save the comment.

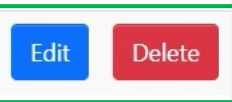
10.3 SUPERVISOR's COMMENT

Comments ×

Comment	Date Added	Owner
Please change your highest qualification to your current highest qualification	Sunday, November 6, 2022 at 8:10 PM	You

Add New Comment

Close

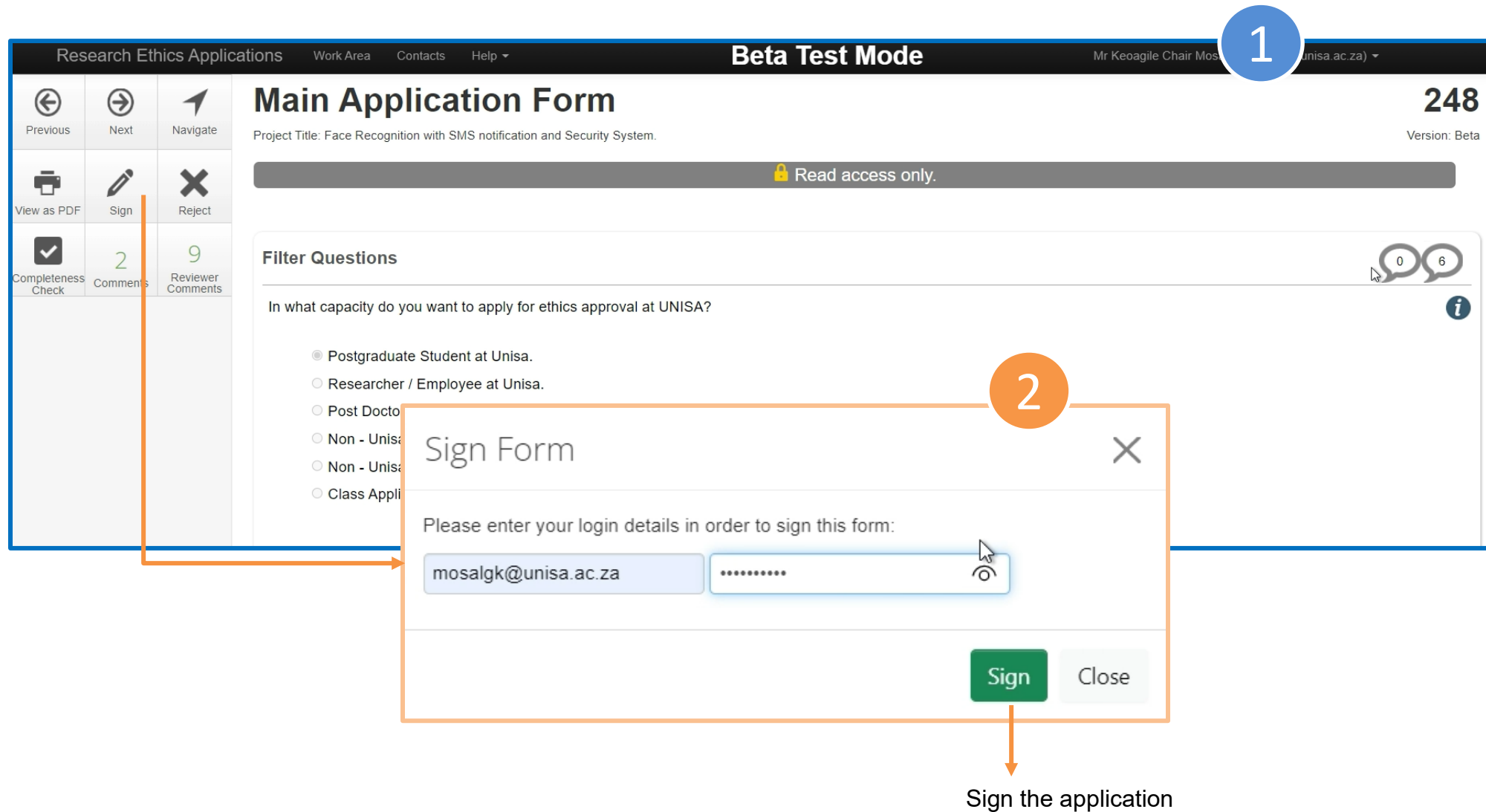


Edit comment

Delete comment



10.4 SUPERVISOR SIGN-OFF



The screenshot displays the UNISA Research Ethics Applications interface in Beta Test Mode. The main form is titled "Main Application Form" and shows a project title: "Face Recognition with SMS notification and Security System." The form is currently in "Read access only" mode. A sidebar on the left contains navigation and action buttons: Previous, Next, Navigate, View as PDF, Sign, Reject, Completeness Check, Comments (2), and Reviewer Comments (9). A "Filter Questions" section is visible, asking "In what capacity do you want to apply for ethics approval at UNISA?" with options: Postgraduate Student at Unisa, Researcher / Employee at Unisa, Post Doctor, Non - Unisa, Non - Unisa, and Class Appli. A "Sign Form" overlay is shown, prompting the user to enter login details. The overlay includes a text input field for the email address "mosalgk@unisa.ac.za" and a password field with a toggle icon. Below the input fields are "Sign" and "Close" buttons. An orange arrow points from the "Sign" button to the text "Sign the application".

Research Ethics Applications Work Area Contacts Help **Beta Test Mode** Mr Keagile Chair Mos... unisa.ac.za

1

Main Application Form 248
Project Title: Face Recognition with SMS notification and Security System.
Version: Beta

Read access only.

Filter Questions 0 6

In what capacity do you want to apply for ethics approval at UNISA?

- ☒ Postgraduate Student at Unisa.
- ☐ Researcher / Employee at Unisa.
- ☐ Post Doctor
- ☐ Non - Unisa
- ☐ Non - Unisa
- ☐ Class Appli

2

Sign Form

Please enter your login details in order to sign this form:

mosalgk@unisa.ac.za

Sign **Close**

Sign the application

10.5 SUPERVISOR SIGN-OFF

Research Ethics Applications Work Area Contacts Help ▾ Beta Test Mode Mr Keagile Chair Mosuniso unisa.ac.za ▾

248 Version: Beta

Project Title: Face Recognition with SMS notification and Security System.

Read access only.

Filter Questions

In what capacity do you want to apply for ethics approval at UNISA?

- ☒ Postgraduate Student at Unisa.
- ☐ Researcher / Employee at Unisa.
- ☐ Post Doctor
- ☐ Non - Unisa
- ☐ Non - Unisa
- ☐ Class Appli

Sign Form

Please enter your login details in order to sign this form:

mosalgk@unisa.ac.za

Sign Close

Please note: If the applicant need to do changes, please click on reject to move the applications back to the applicant and do not sign.

Sign the application

11. APPLICATION SUBMISSION

IMPORTANT!

Research Ethics Applications

Work Area

Contacts

Help

Mrs Tanya Coetzee (coetz@unisa.ac.za)

Test application for SOE 0344

Note: There is a newer version of the project. [Update](#)

Project Tree

- Test application for SOE
- Main Application Form

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	12/01/2023 14:22

Navigation Documents Signatures Collaborators Submissions Centre History

Main Application Form

Section

Important information before you proceed

Filter Questions

Class applications

Project Personnel

Project Information

Application Forms

Human Participant

College of Agriculture and Environmental Sciences (CAES)

Animal Research Form

Questions

Important information

Start Here

Class applications

Researcher

Collaborator(s)

Supervisor(s)

Project Information

Project Summary

Funding

Gatekeeper Permission

Type of Research

Research Design

Population and sampling

Data Collection Instruments

Data collection methods

Consent

Project Classification

Animals

Origin

Husbandry

Facility

Animal Care

Veterinary Care

Procedures

75°F Mostly cloudy

1:15 PM 2023/03/03

If your Application has been signed off by your supervisor, please do not update the form if there are new updates. It will cause the form to unlock, and it will need a new sign off from you and your supervisor.

11.1 APPLICATION SUBMISSION

The screenshot displays the 'Main Application Form' interface for Research Ethics Applications. The browser address bar shows 'unisa.forms.ethicalreviewmanager.com/Project/Index/654'. The user is logged in as 'Mrs Tanya Coetzee (coetzl@unisa.ac.za)'. The application title is 'Example Application for Workshop training (with permission)' with ID '0633'. A table shows the application status as 'Not Submitted' with a review reference of 'N/A' and a date modified of '21/02/2023 12:42'. The 'Main Application Form' section includes a list of questions to be completed: Important information, Start Here, Researcher, Collaborator(s), Supervisor(s), Project Information, Project Summary, Funding, Gatekeeper Permission, Type of Research, Research Design, Population and sampling, Data Collection Instruments, Data collection methods, Consent, Risk Assessment, Ethics Considerations, Conflict Of Interest, Data Management Plan, Protection of Personal Information, and Declaration. The interface also features a sidebar with navigation options like Project, Create Sub Form, View Comments, Share, Completeness Check, Submit, and View as PDF. A footer indicates the system is © Infonetica Ltd 2023 Version 2.7.2.2.

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	21/02/2023 12:42

Main Application Form

Section

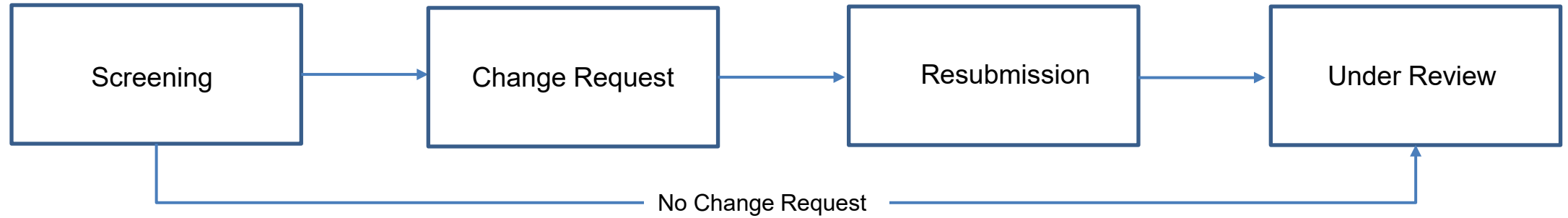
- Important information before you proceed
- Filter Questions
- Project Personnel
- Project Information
- Application Forms
- Human Participant
- Risk Assessment
- Ethics Consideration
- Data Management Plan
- Privacy Statement
- Declaration

Questions

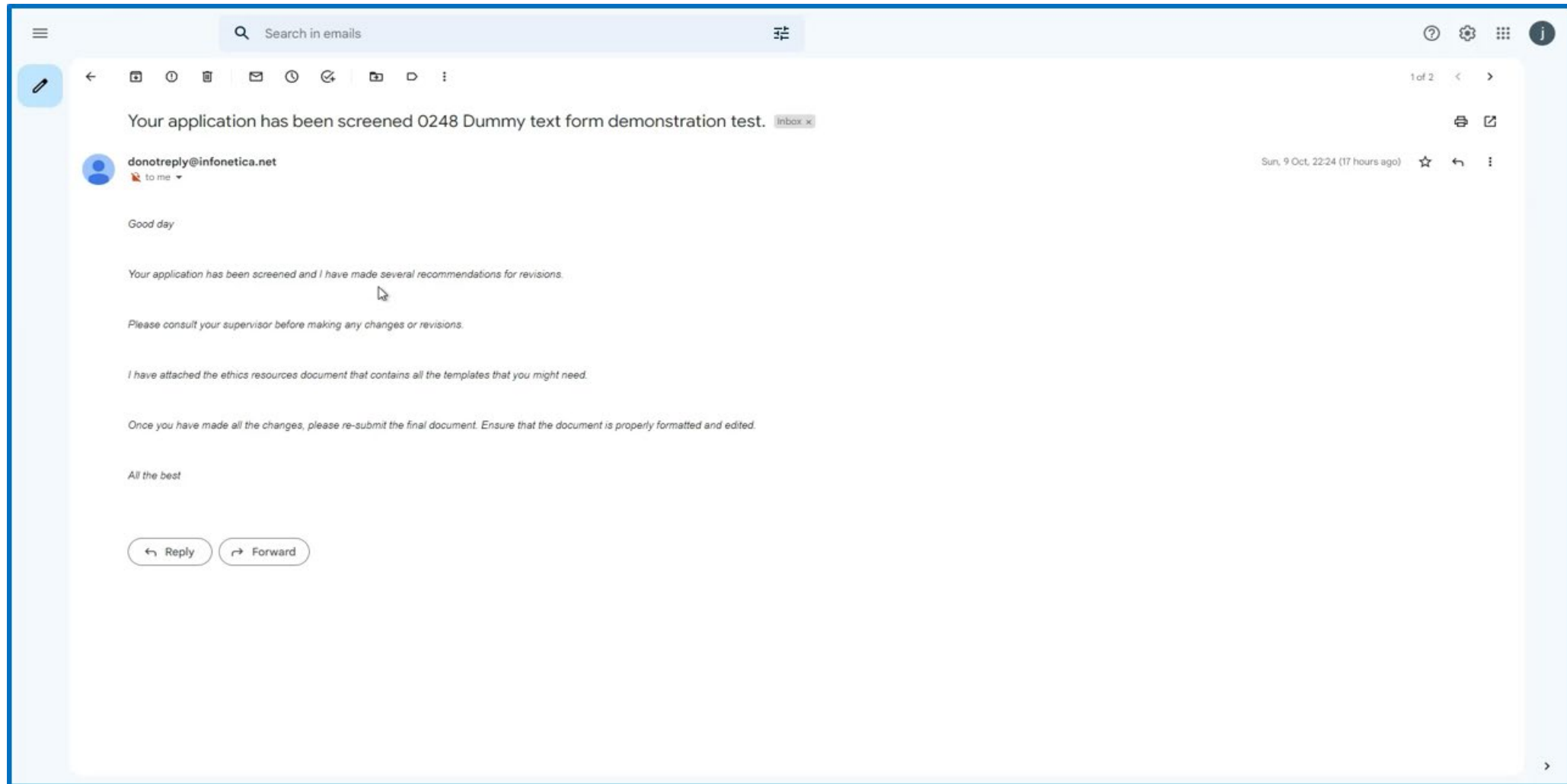
- Important information
- Start Here
- Researcher
- Collaborator(s)
- Supervisor(s)
- Project Information
- Project Summary
- Funding
- Gatekeeper Permission
- Type of Research
- Research Design
- Population and sampling
- Data Collection Instruments
- Data collection methods
- Consent
- Risk Assessment
- Ethics Considerations
- Conflict Of Interest
- Data Management Plan
- Protection of Personal Information
- Declaration

Please open your application and press the submit button. Your application will be submitted to the selected research ethics committee.

12. WHAT HAPPENS AFTER SUBMISSION



12.1 CHANGE REQUEST AFTER SCREENING EMAIL



12.2 APPLICATION WITH COMMENTS - AVAILABLE IN WORK AREA

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

Create Folder

Delete Folder

Create Project

Delete Project

Duplicate Project

Move Project

Transfer

Work Area

Notifications

1

Signatures

0

Transfers

0

Shared

0

Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Dummy text form demonstration test	248	Mr John Doe	07/10/2022 14:38	07/10/2022 15:38	

Showing 1 to 1 of 1 entries

Previous Next



12.3 COMMENTS FROM THE REVIEWER

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

Project

Create Sub Form

Reviewer Comments

4

Share

Completeness Check

Submit

Refresh

View as PDF

Dummy text form demonstration test.0248

Project Tree

Dummy text form demonstration test.

Main Application Form

After the screening process you will see a reviewer comments tile in the action panel. Please select to open all comments.

Overall Reviewer Panel Comments

Close

Show Previous Comments

Title	Comment	Date Added	Submission
In what capacity do you want to apply for ethics approval at UNISA?	Please select Postgraduate at UNISA.	09/10/2022 at 22:13 PM	Latest Submission
Project Title :	Face Recognition with SMS notification and Security System.	09/10/2022 at 22:15 PM	Latest Submission
Please upload a proposal	Please reupload the Proposal.	09/10/2022 at 22:20 PM	Latest Submission
This proposal summary should be written in lay terms (non-technical, everyday language) and include:	Please motivate more.	09/10/2022 at 22:18 PM	Latest Submission

Close

Animal Research Form

Biomedical Research Form

Plant Research Form

Genetically Modified Organisms

Secondary Analysis

Conceptual or Non-human/Animal Research

Animals

Origin

Husbandry

Facility

Animal Care

Veterinary Care

Procedures

Cells

Origin

Experimentation

Procedures

Plants

Origin

Plant Care

Facility

Procedures

GMO's

Origin

GMO experimentation

Procedures

Secondary Data

Conceptual or non-human/animal research

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr John Doe (johndoeapp4@gmail.com)

248

Version: Beta

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Share

Collaborators

Completeness Check

Su

4

Main Application Form

Project Title: Dummy text form demonstration test.

Filter Questions

In what capacity do you want to apply for ethics approval at UNISA?

☒ Postgraduate Student at Unisa.

Reviewer Comments

Show Previous Comments ☐

Title	Comment	Date Added	Submission
In what capacity do you want to apply for ethics approval at UNISA?	Please select Postgraduate at UNISA.	09/10/2022 at 22:13 PM	Latest Submission

Close

Example MCom

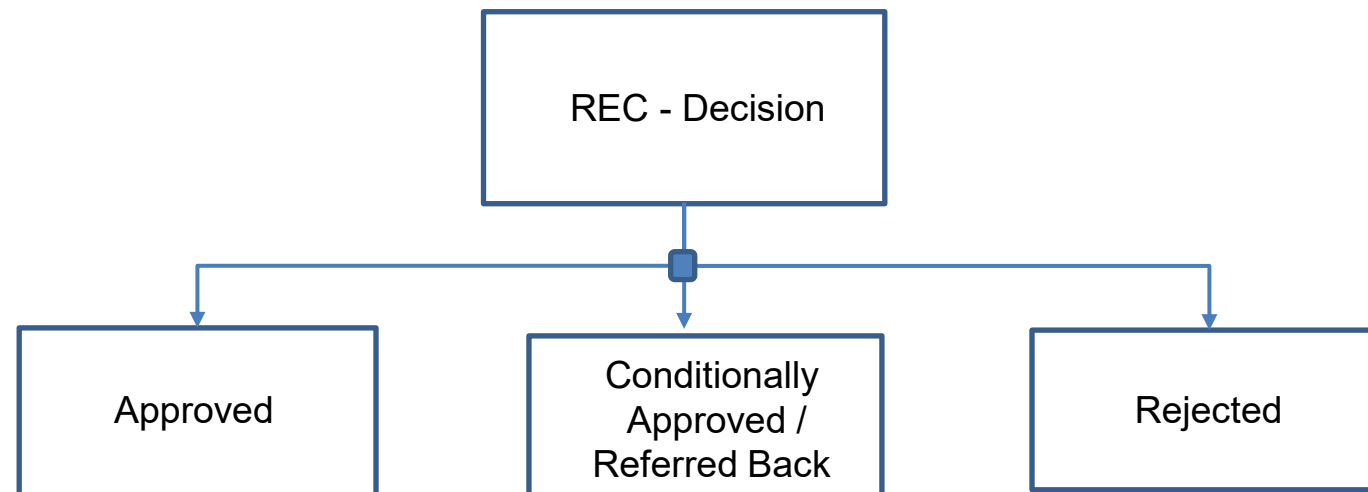
Please indicate in which catalytic niche area does your study belong?

☐ Marine Studies.
☐ Aviation and Aeronautical studies.
☐ Automotive.
☒ Energy.
☐ Space study and Square Kilometer Array.
☐ Fourth Industrial evolution and Digitalisation.

Please click on the one comment in the speech bubble on the right

12.5 OUTCOME OF YOUR APPLICATION SUBMISSION

After the REC formal decision, you will be notified of the outcome of the application.



RE Application System – YouTube Link

1. How to register: <https://youtu.be/DOABmmbW0I4>
2. Log in and Work Area explanation: <https://youtu.be/3gOEdVGqUD4>
3. Create A Project: <https://youtu.be/WCXJ3Dzde3U>
4. How to Fill in Questions: <https://youtu.be/5GRQAKBAsic>
5. Supervisor Manual: https://youtu.be/GMjWj_LfTuo
6. Referred back and Changes: <https://youtu.be/mqlvWL7YGFA>

