

Kindly note:

- Internet Explorer is not compatible with MEOS; some functionality may be lost.
- It is suggested that Chrome, Edge, Safari or Opera, amongst others be used.

NELSON MANDELA
UNIVERSITY



**MEOS
(MANDELA ETHICS ONLINE SYSTEM)**

REC-A REVIEWER USER GUIDE

Table of contents

1.	Introduction	1
2.	Logging in as a REC-A Reviewer	1
3.	Work Area Screen.....	2
	3.1. Top Bar	2
	3.2. General Work Area	4
	3.3. Specific Work Area	5
4.	Functionality on an Application Explained.....	6
	4.1. The Action Panel	7
	4.2. The Timeline Tab	7
	4.3. The Project Tab	8
	4.4. The Documents Tab	9
	4.5. The Data Tab	9
	4.6. The Contacts Tab.....	9
5.	Reviewing an Application.....	10
	5.1. Reviewer Anonymity	11
	5.2. Adding your Review Comments (Panel Comments).....	12
	5.3. Reviewing and Editing your Review Comments	13
	5.4. Adding your General Comments (Form Comments)	14
	5.5. Submitting your Review	15
	5.6. Amending a Review after Submitting Feedback.....	16
6.	Attending to Revisions as the RECA Liaison	17
	6.1. How will I know if I am the RECA Liaison on a Submission?	17
	6.2. How will I know if an Applicant has made Revisions on a Submission?	18
	6.3. How do I Access all Submissions on which I am RECA Liaison?	18
	6.4. How do I Review Changes Made on a Form?	20
	6.5. How do I Request Further Changes to a Form?	21
7.	Approving Revisions	23

1. Introduction

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

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

MEOS covers the following ethics submissions:

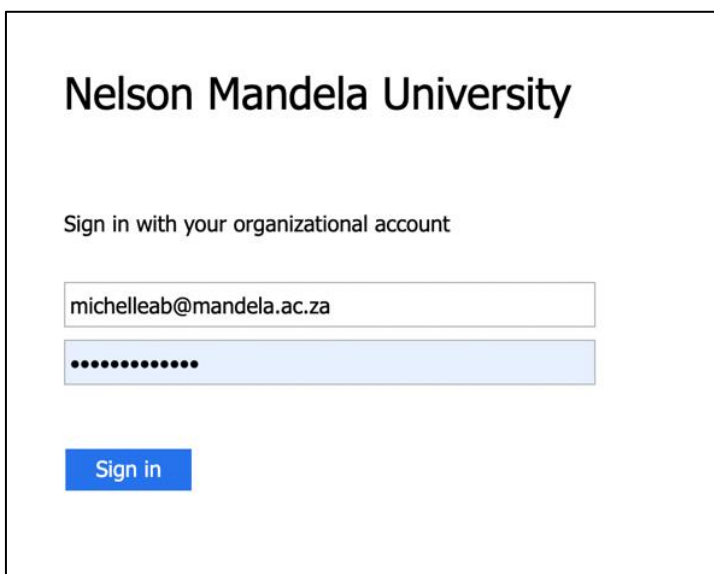
- Applications for ethics approval
- Amendments
- Extensions
- Progress reports
- Adverse event/violation/deviation reports
- Closure reports

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

2. Logging in as a REC-A Reviewer

Navigate to the MEOS reviewer site using the URL – meos-review.mandela.ac.za

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



The screenshot shows the login interface for Nelson Mandela University. At the top, the text "Nelson Mandela University" is displayed in a large, bold font. Below this, the instruction "Sign in with your organizational account" is centered. There are two input fields: the first contains the email address "michelleab@mandela.ac.za", and the second is a password field represented by a series of dots. A blue "Sign in" button is positioned below the password field.

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

3. Work Area Screen

MEOS - Mandela Ethics Online System **Work Area** Contacts Reports Help ▾ Dr MEOS Test2 (MEOS.Test2@mandela.ac.za) ▾

Work Area

Notifications 31	Contacts 0	Reports 0
----------------------------	----------------------	---------------------

My Reviews (RECA) ▾

Meeting Reviews 1	Electronic Reviews 0	Liaison Reviews 0	Referrals 0
-----------------------------	--------------------------------	-----------------------------	-----------------------

The Work Area Screen is divided into three sections:

- Top Bar: black bar across top of screen
- General Work Area: 3 tiles – Notifications, Contacts, Reports
- Specific Work Area: Tiles pertaining to specific reviews required by you

3.1. Top Bar

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

(a) Personal Details

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

MEOS - Mandela Ethics Online System **Work Area** Contacts Reports Help ▾ Dr MEOS Test2 (MEOS.Test2@mandela.ac.za) ▾

Work Area

- Personal Details
- Logout

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

MEOS - Mandela Ethics Online System Work Area Contacts Help ▾ Mr Imtiaz Khan (imtiaz.khan@mandela.ac.za) ▾

Title

First Name*

Last Name*

Organisation

Department

Faculty

Campus

Qualification

Telephone

Fax

Address 1

Address 2

Town/City

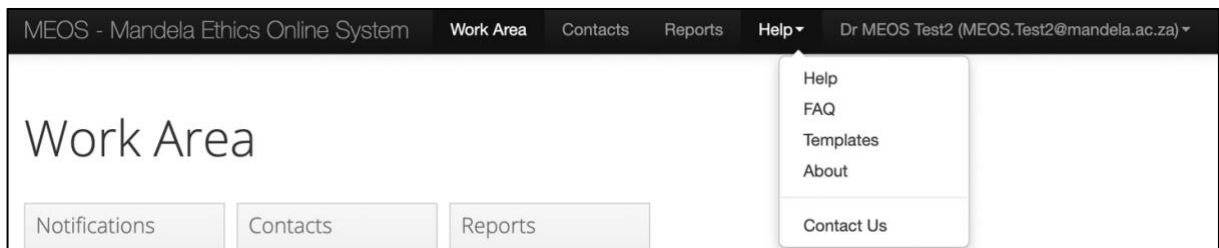
County/State

Postcode

Country

(b) Help

The Help dropdown has various options.



- Help – not populated
- FAQs – not populated
- Templates – access to review templates if any
- About – not populated
- Contact Us

(c) Reports

The Reports area contains any reports that the REC-A administrators have compiled and shared with the entire REC-A committee.

(d) Contacts

The REC-A administrators may add people external to Nelson Mandela University as a contact for example, an expert in a specific field. These contacts will appear in this section. Their details can be updated by clicking on the required contact name.

Contacts			
Search Contacts			
Full Name	Email	Organisation	Town / City
Ms Shelly Barnett	mbarnettpitts@gmail.com	N/A	

To update a contact, complete/amend the fields and [Update].

First Name*	Shelly
Last Name*	Barnett
Organisation	N/A
Department	
Faculty	
Campus	
Country	
Email*	mbarnettpitts@gmail.com
Telephone	
Mobile	
Fax	
Committees*	<input checked="" type="checkbox"/> Research Ethics Committee (Animals)
<input type="button" value="Update"/>	

(e) Work Area

This takes you back to the main Work Area screen.

3.2. General Work Area

The general work area contains three default tiles.

Notifications 31	Contacts 1	Reports 0
---------------------	---------------	--------------

(a) Notifications

Clicking on the Notifications tile displays all notifications that are relevant to you as a reviewer. Notifications can be searched on message content and/or date. Old notifications can be deleted by clicking on the **X** next to a message.

Notifications

Search

Start End

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

<input type="checkbox"/>	Message	Attachments	Reference	Committee	Date	
<input type="checkbox"/>	The following submission reviewer types were assigned to you: RECA Liaison.	None	2022-REC-A-0101-175	Research Ethics Committee (Animal)	26/10/2022	✕
<input type="checkbox"/>	Ethics submission assigned to meeting for review.	None	2022-REC-A-0102-178	Research Ethics Committee (Animal)	21/10/2022	✕
<input type="checkbox"/>	Ethics submission assigned to meeting for review.	None	2022-REC-A-0102-176	Research Ethics Committee (Animal)	27/09/2022	✕

(b) Contacts

The Contacts tile brings up any external contacts that have been added to MEOS by the ethics administrators. This may include subject experts, legal experts, etc.

(c) Reports

The Reports area contains any reports that the REC-A administrators have compiled and shared with the entire REC-A committee.

3.3. Specific Work Area

These tiles, as shown below, are specific to you as a reviewer.

- Meeting Reviews – contains all protocols for review for an upcoming meeting.
- Electronic Reviews – protocols assigned for electronic review (round-robin).
- Liaison Reviews – contains all protocols to which you have been assigned as the REC-A Representative after a meeting.
- Referrals – contains any protocols which you have been asked to review or comment on by the designated REC-A Representative.

My Reviews (RECA) ^

Meeting Reviews 1	Electronic Reviews 0	Liaison Reviews 0	Referrals 0
-----------------------------	--------------------------------	-----------------------------	-----------------------

4. Functionality on an Application Explained

You will be sent an email when applications/reports have been assigned to a meeting for review or have been assigned for electronic review (round-robin). Log into MEOS. The number of reviews that need to be completed is indicated on the Meeting Reviews tile or Electronic Reviews tile.

My Reviews (RECA) ▾

Meeting Reviews 2	Electronic Reviews 0	Liaison Reviews 0	Referrals 0
----------------------	-------------------------	----------------------	----------------

Click on the tile to list the applications to be reviewed. The list can be sorted, if required, by clicking on the arrows to the left of a column title.

Meeting Start Date	Review Reference	Project Id	Application Type	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status
25/11/2022 12:00	2022-REC-A-0104-184	104	Application (Research)	RECA RESEARCH Epsilon TEST	Mrs	Michelle	Barnett	Assigned to Meeting (RECA)
25/11/2022 12:00	2022-REC-A-0105-183	105	Application (Research)	RECA Research Zeta TEST	Mrs	Michelle	Barnett	Assigned to Meeting (RECA)

Click on the required submission in the list of applications to open it. This opens to the main page of the submission.

Work Area

Project Title: [RECA TEST APPLICATION](#)
Form Reference: REC-A: Initial Application (Research)
Review Reference: 2023-RECA-0458-500

Actions

- 1 Form Submissions
- 0 Project Submissions
- 0 Panel Comments
- 0 Form Comments
- Review Application
- Feedback - Changes Req'd
- Feedback - No Changes
- Feedback - Resubmission
- RECA My Comments

Project Id: [0458](#) Applicant Name: Ms Michelle Barnett

Current Committee: Research Ethics Committee (Animal) Assigned to Meeting (RECA)

Application Type: Application (Research) [BETA TEST MEETING - RECA 30/11/2023](#)

Clock Status: Start (0/20) days elapsed. Assigned Reviewers: None

Conflicted Users: None Centre: Mandela

Timeline **Project** Documents Data Contacts Time KPIs

Zoom In Zoom Out View

[Assign to Meeting \(RECA\)](#)

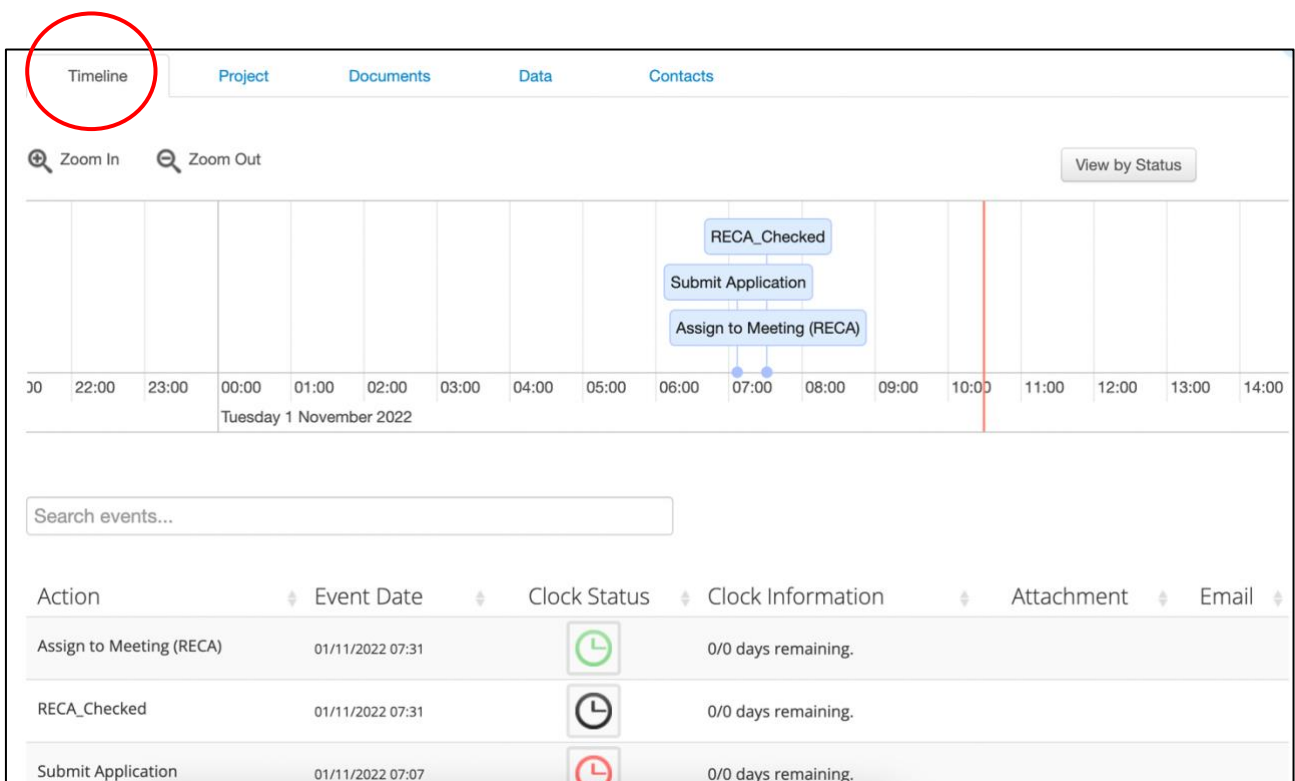
4.1. The Action Panel

The left-hand Actions panel, indicated above, has the following action buttons:

- Form submissions – indicates the number of submission (or versions) of a particular form. When a form is ‘sent back’ to an applicant for revision, all signatures are invalidated and after revisions are made, the form must be signed and resubmitted again. Each submission of a form is considered to be a separate form version.
- Project submissions – indicates the number of submissions made on the project as a whole – includes amendments, extensions, progress reports, etc.
- Panel Comments – indicates the number of comments that you have made. Panel comments are specific to the separate questions on the form.
- Form Comments – indicates the number of general comments made about the form as a whole.
- Review Application – opens up the form questions that have been completed by the applicant.
- RECA_Review Feedback – indicates that you have completed your review of the form and alerts the ethics administrators of this.

4.2. The Timeline Tab

Scrolling down the page reveals the Timeline tab. This shows the various statuses of this particular form submission both on a graph and below as separate actions. *(Please ignore the Clock Status and Clock Information columns).*



Clicking on either a blue speech bubble or one of the listed actions, reveals further information about the action that has been performed.

Event Information	
Event:	Assign to Meeting (RECA)
Start Date:	Tuesday, November 1, 2022
Recorded Date:	Tuesday, November 1, 2022
Clock Action:	Start
Status Before:	Submission Checked (RECA)
Status After:	Assigned to Meeting (RECA)
Attachment:	
Performed By:	Michelle Barnett
Timeline Notes:	
Action Detail:	

Close

4.3. The Project Tab

Clicking on the Project tab provides a brief overview of the project as a whole and all form submissions. On a new project, the following will be displayed.

Timeline	Project	Documents	Data	Contacts
<div style="border: 1px solid gray; padding: 10px; margin-bottom: 5px;">RECA Research Zeta TEST</div> <div style="border: 1px solid gray; padding: 5px; margin-left: 20px;">REC-A: Initial Application (Research)</div>				

However, on an older project, there may be a number of submissions displayed. This is very useful when reviewing a sub-form of a project, for example, an amendment. You can easily open and check the original approved application or an adverse event report, etc. To access these other forms for a project, click on the required form to view it.

Timeline	Project	Documents	Data	Contacts
<div style="border: 1px solid gray; padding: 10px; margin-bottom: 5px;">RECA PRACTICAL Beta TEST</div> <div style="border: 1px solid gray; padding: 5px; margin-left: 20px;">REC-A: Initial Application (Practicals)</div> <div style="border: 1px solid gray; padding: 5px; margin-left: 40px;">REC-A: Adverse Event/Violation/Deviation (Practical)</div> <div style="border: 1px solid gray; padding: 5px; margin-left: 40px;">REC-A: Annual Progress Report (Practical)</div> <div style="border: 1px solid gray; padding: 5px; margin-left: 40px;">REC-A: Documentation Upload/Additional Information</div> <div style="border: 1px solid gray; padding: 5px; margin-left: 40px;">REC-A: Amendment (Practical)</div>				

4.4. The Documents Tab

The documents tab provides access to all documents uploaded with a particular form submission. These can be viewed or downloaded.

Form Documents

Search Document

<input type="checkbox"/>	Type	Document Name	File Name	Version Date	Version	Size	Download
<input type="checkbox"/>	Submission	Submission	Submission.pdf				Download
<input type="checkbox"/>	REC-A Use of Scheduled Substances	REC-A Use of Scheduled Substances	REC-A Use of Scheduled Substances.doc			82.0 KB	Download
<input checked="" type="checkbox"/>	REC-A Supervising Vet Declaration	REC-A Supervising Vet Declaration	REC-A Supervising Vet Declaration.doc			70.0 KB	Download
<input type="checkbox"/>	REC-A Departmental Approval	REC-A Departmental Approval Declaration	REC-A Departmental Approval Declaration.doc			69.0 KB	Download
<input type="checkbox"/>	REC-A Additional Documentation	Test Document 1	Test Document 1.docx			21.8 KB	Download

Showing 1 to 5 of 5 entries

[View Selected](#) [Download Selected](#)

4.5. The Data Tab

This tab is not currently in use.

4.6. The Contacts Tab

The Contacts Tab lists both form and review contacts added to the form. The screenshot below indicates the PRP and PI. This list could include co-workers, lab technicians, etc.

Form Contacts

Search Contacts

Full Name	Email	Organisation	Type
Mrs Michelle Barnett	Michelle.Barnett@mandela.ac.za	Nelson Mandela University	PRP
Ms Candy Sweet	Candy@gmail.com	NMU	PI

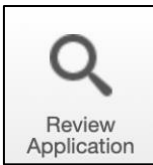
Showing 1 to 2 of 2 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Review Contacts

Note: There are currently no contacts listed.

5. Reviewing an Application







Click on the [Review Application] button in the left-hand action panel of an opened submission to access the sections and questions on a form.

Work Area	Review Reference: 2022-REC-A-0104-184	
Actions Timeline View as PDF Documents Panel Comments Changes Form Comments	Project Id: 104 Version: Beta	REC-A: Initial Application (Research) Section Section 1: Type of Research Study Section 2: Investigator Information Section 3: General Particulars of Study Section 4: Experimental Design and Procedures Section 5: Risks and Benefits Section 6: Permits Section 7: Use of Data from External Animal Sample Collection Section 8: Use of Biological Samples from External Institution/Group Section 9: Departmental Approval/Additional Information Section 11: Declaration and Signatures
		Questions Research Study Type / Recommended Reading PRP/PI Details Co-workers Supervising Veterinarian(s) General Particulars of Study Animal Information Experimental Design and Procedures Risks and Benefits Permits Use of Data from External Animal Sample Collection Use of Biological Samples from External Group Departmental Approval/Additional Information Declaration and Signature(s)

The blue hyperlinked questions provide quick access to the various questions on the form. The questions shown in black cannot be accessed as they are not relevant to the particular submission (for example, in the submission above, there are no supervising vets, therefore this question is not required).

The panel on the left-hand side of each page provides the following functionality.

 Previous	Takes one to the previous page of the form.
 Next	Takes one to the next page of the form.
 Navigate	Takes one to the page of the form on which all sections and questions of the form are displayed. This enables one to move between pages of the form easily and quickly.

 Timeline	<p>Takes one to the main screen which contains the tabs as well as the action buttons to provide feedback and alert the administrator that the review has been completed.</p>																								
 View as PDF	<p>Enables one to view/download the form as a PDF.</p>																								
 Documents	<p>Displays all documentation uploaded as part of the form.</p> <table border="1" data-bbox="338 595 1420 707"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Type</th> <th>Document Name</th> <th>File Name</th> <th>Version Date</th> <th>Version</th> <th>Size</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Form</td> <td>Form</td> <td>Form.pdf</td> <td></td> <td></td> <td></td> <td>Download</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>REC-A Study Permit</td> <td>Study Permit</td> <td>Study Permit.docx</td> <td></td> <td></td> <td>21.8 KB</td> <td>Download</td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	Type	Document Name	File Name	Version Date	Version	Size	Download	<input checked="" type="checkbox"/>	Form	Form	Form.pdf				Download	<input checked="" type="checkbox"/>	REC-A Study Permit	Study Permit	Study Permit.docx			21.8 KB	Download
<input checked="" type="checkbox"/>	Type	Document Name	File Name	Version Date	Version	Size	Download																		
<input checked="" type="checkbox"/>	Form	Form	Form.pdf				Download																		
<input checked="" type="checkbox"/>	REC-A Study Permit	Study Permit	Study Permit.docx			21.8 KB	Download																		
<p>2</p> Panel Comments	<p>Shows any comments made on specific questions by the ethics administration team during the initial check before the submission is assigned to the meeting for review. Comments that you make will also increase this number.</p>																								
<p>2</p> Changes	<p>Shows any changes made by the applicant in response to issues raised by ethics administration team. This will be covered in more detail below.</p>																								
<p>0</p> Form Comments	<p>Shows any comments made on the form as a whole by the ethics administration team during the initial check before the submission is assigned to the meeting for review. Comments that you make will also increase this number.</p>																								
 New Comment	<p>Action button to add new comments to a question on the form.</p>																								

5.1. Reviewer Anonymity

The review comments that you make on the form for feedback and discussion at the REC-A meeting are anonymous and independent.

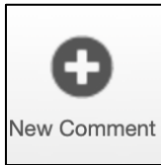
- You cannot see other reviewer comments and they cannot see yours.
- The applicant cannot view any comments made online; they receive an Action Memo containing the committee feedback after the meeting.

Your comments are visible to the ethics administration team and the REC-A Chair.

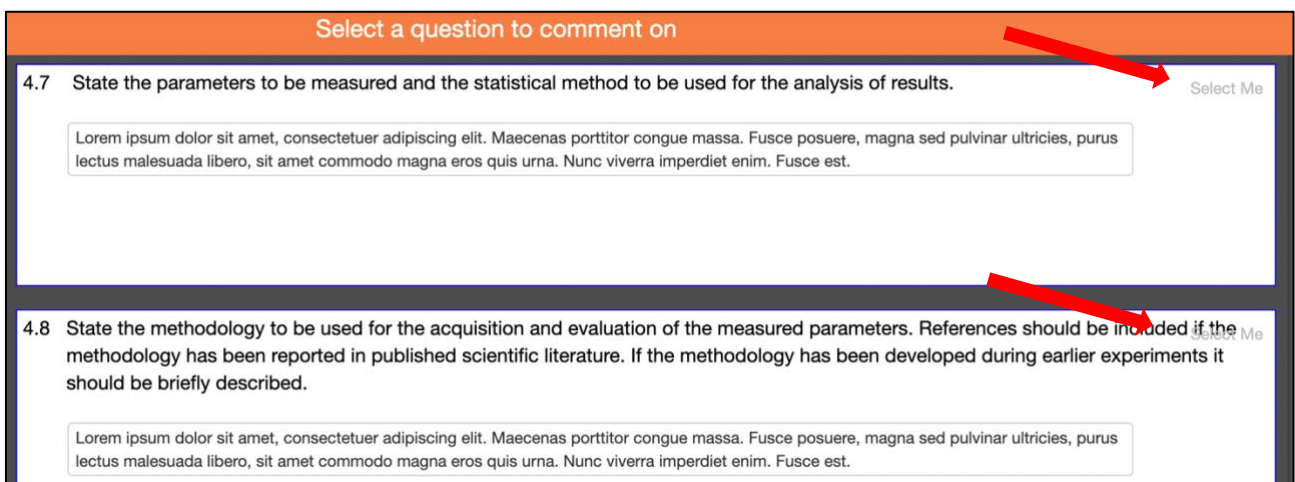
You are able to view comments that the ethics administration team have made during their initial check of the submission. These comments go directly to the applicant, are visible to all and are not review-related.

5.2. Adding your Review Comments (Panel Comments)

To add a comment to a specific question, click on the New Comment action button in the left-hand panel.



The questions on that page will be highlighted and a [Select Me] will appear in the top-right hand corner of the question block.



Click on the [Select Me] of the question that you wish to comment on. Add your comment and [Save].

A dialog box titled "Add Comment" with a close button (X) in the top right corner. The dialog box has a white background and a grey border. It contains the following fields and buttons:

- Question Title: 4.8 Methodology
- Comment: A text input field containing the text "It is not clearly what methodology you are proposing. Please rephrase."
- Buttons: "Cancel" and "Save" buttons at the bottom right.

5.3. Reviewing and Editing your Review Comments

The [Panel Comments] button will increase with each comment made.



Click on the [Panel Comments] button to open all comments made. Any comments made by the ethics administration team during the initial check will appear under the Previous tab.

Panel Comments				
Current Previous History				
Title	Comment	Added	Modified	
4.2 Details of Animals	Modus perseceris intellegebat mea ei, dolore labore est eu. Mel idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mel no etiam semper interesset.	01/11/2022 17:13	You	Edit
4.4 Holding Density	Modus perseceris intellegebat mea ei, dolore labore est eu. Mel idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mel no etiam semper interesset.	01/11/2022 17:13	You	Edit
4.7 Parameters and Analysis	Modus perseceris intellegebat mea ei, dolore labore est eu. Mel idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mel no etiam semper interesset.	01/11/2022 17:12	You	Edit
4.8 Methodology	It is not clearly what methodology you are proposing. Please rephrase.	01/11/2022 17:10	You	Edit
4.11 Euthanasia	Modus perseceris intellegebat mea ei, dolore labore est eu. Mel idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mel no etiam semper interesset.	01/11/2022 17:12	You	Edit

[Close](#)

Click on [Edit] to open the comment that you wish to amend.

Update Comment	
Question Title	4.8 Methodology
Comment	<input type="text" value="It is not clearly what methodology you are proposing. Please rephrase."/>
<div style="display: flex; justify-content: space-between;"> Delete Cancel Save </div>	

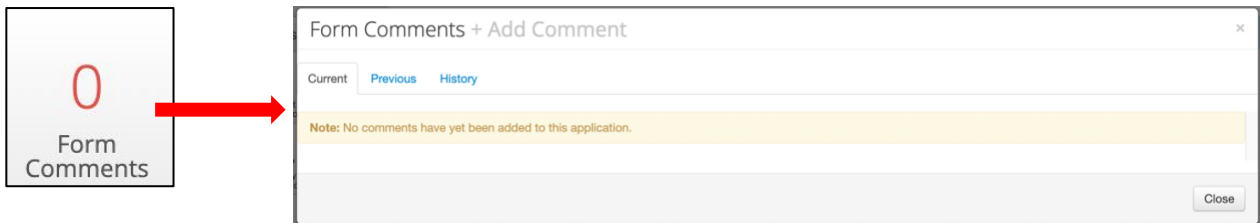
Update the Comment and [Save], or [Delete] the comment if required.

Please note: Edited/deleted panel comments remain as part of the history of the Project and can be accessed by all under the History Tab under the Project ID link.

5.4. Adding your General Comments (Form Comments)

General comments are any comments about the application that do not pertain to a specific form question. A form comment should also include your recommendation on approval. Form comments are independent. Other reviewers cannot view your comments and you cannot view theirs.

Clicking on the [Form Comments] action button opens the Form Comments pop-up.



Click on + Add Comment. Add your general comment and [Save].

The screenshot shows the 'Form Comments + Add Comment' pop-up window. It has tabs for 'Current', 'Previous', and 'History'. Below the tabs is a table with two columns: 'Comment' and 'Date Added'. The 'Comment' column contains a text input field with the text 'Recommend approval with minor modifications.' Below the input field are 'Save' and 'Cancel' buttons. The 'Date Added' column has two columns labeled 'Now' and 'You'. A 'Close' button is in the bottom right corner.

To edit a form comment, click on the [Form Comments] action button to bring up a list of the forms comments that you have made. Click on the required comment.

The screenshot shows the 'Form Comments + Add Comment' pop-up window with a list of comments. It has tabs for 'Current', 'Previous', and 'History'. Below the tabs is a table with two columns: 'Comment' and 'Date Added'. The 'Comment' column contains two rows of text: 'Application should be considered as medium risk.' and 'Recommend approval with minor modifications.' The 'Date Added' column contains two rows of timestamps: '02/11/2022 10:43 AM' and '02/11/2022 10:36 AM'. A red arrow points to the first row of the table. A 'Close' button is in the bottom right corner.

Edit and [Save] or [Delete].

Please note: Edited/deleted form comments remain as part of the history of the Project and can be accessed by all under the History Tab under the Project ID link.

5.5. Submitting your Review

After completing your review, navigate to the main application screen by using the [Timeline] action button.



Click on one of the Feedback action buttons.

	<ul style="list-style-type: none"> • Feedback - Changes Req'd: indicates that the submission is approved with modifications • Feedback - No Changes: indicates that the submission is approved with NO modifications • Feedback - Resubmission: indicates that you suggest a resubmission for this submission that should serve at a meeting after revisions have been made
--	---

Add an optional comment to the Timeline Notes, click the green [Feedback] button and then [Yes]. This comment will be visible to all on the Timeline as outlined in the The Timeline Tab section above.

Feedback - Changes Req'd

Action Date: Now

Timeline Notes: Minor changes

Timeline notes are not shared with Researchers

Feedback - Changes Req'd

Are you sure you wish to perform this action?

Yes
No

5.6. Amending a Review after Submitting Feedback

Reviews can be amended after the [RECA_Review Feedback] button has been actioned. The submission will remain under the Meeting Reviews tile in your Work Area until the RECA Meeting.

To amend your review, open the required form and click on [Review Application]. Click on the first hyperlinked question to access the questions and navigate through the form using the [Previous] and [Next] buttons.

A number will appear in the speech bubble next to any questions that have been commented on. Please note that the number indicates the comments made by ALL committee members who have already reviewed the submission. You will, however, only be able to view your comments.

Animal Types → 1

4.1 To which category of animals do the animals to be used in this study belong (*select all that apply*)?

- Domestic animals
- Farm or agricultural animals
- Feral animals
- Laboratory animals
- Higher invertebrates
- Lower invertebrates (including insects)
- Marine animals or aquaculture
- Non-human primates
- Wildlife animals
- Zoo Animals
- Other

Click on the speech bubble to open up the comment for editing or deletion.

Comments

Current Previous History

Title	Comment	Added	Modified	
4.2 Details of Animals	Modus persequeris intellegebat mea ei, dolore labore est eu. Mel idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mel no etiam semper interesset.	01/11/2022 17:13	You	Edit

Alternatively, Click on the [New Comment] action button in the left-hand button to add further comments as outlined in the Adding your Review Comments (Panel Comments) section.

Panels comments and Form comments can also be directly accessed by using the relevant buttons in the left-hand panel.

6 Panel Comments	0 Changes	2 Form Comments
------------------------	--------------	-----------------------

6. Attending to Revisions as the RECA Liaison

6.1. How will I know if I am the RECA Liaison on a Submission?

An email as shown below will be sent to you if you have been assigned as the RECA Liaison on a submission that requires revision by the applicant, either for approval or for resubmission to a subsequent RECA committee meeting.

<p>Dear</p> <p>You have been assigned to the following submission, either as the REC-A liaison or in a referral capacity (at the request of the REC-A Liaison/Chair, etc.).</p> <p>2022-REC-A-0104-184 : RECA RESEARCH Epsilon TEST</p> <p>This submission can be accessed as follows:</p> <ul style="list-style-type: none"> • REC-A Liaison: Log on to MEOS (meos-review.mandela.ac.za) and access it via the Work Area tile called [Changes to review]. • REC-A Referreal: Log on to MEOS (meos-review.mandela.ac.za) and access it via the Work Area tile called [Referrals].

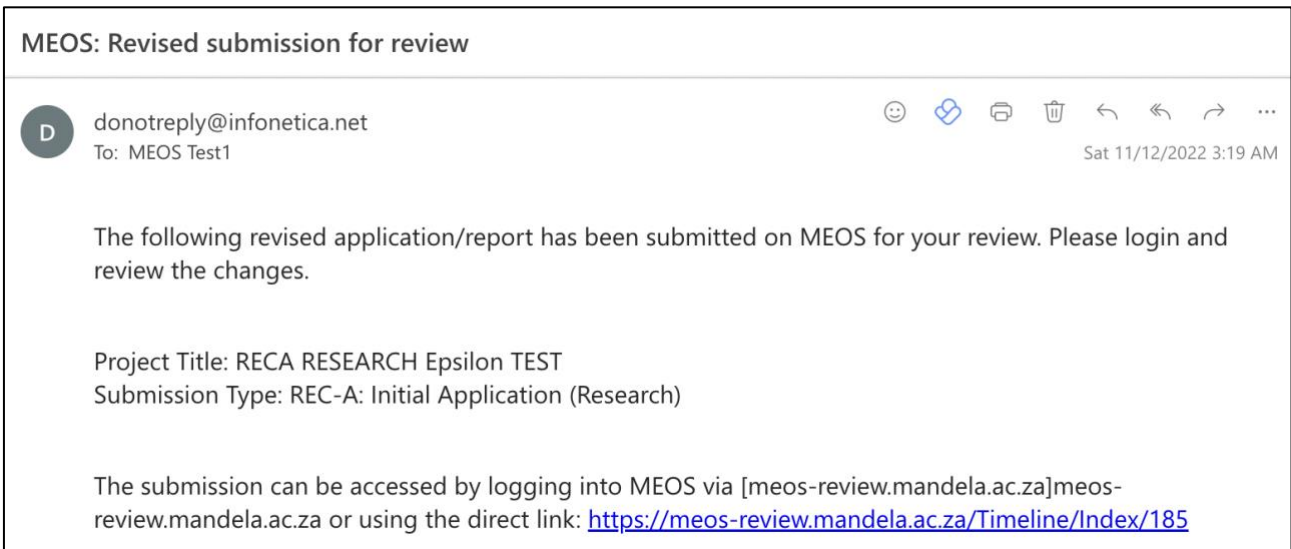
You will also be sent a copy of the Action Memo that the applicant receives.

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

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

6.2. How will I know if an Applicant has made Revisions on a Submission?

You will receive an email indicating that the applicant has submitted the revisions for your review.



6.3. How do I Access all Submissions on which I am RECA Liaison?

Log on to your MEOS review work area (meos-review.mandela.ac.za). The number on the [Liaison Reviews] tile indicates the number of submissions that you are assigned to as liaison.



Clicking on the tile displays the list of submissions.

Review Reference	Project Id	Application Type	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Assigned Reviewer Full Name
2022-REC-A-0104-185	104	Application (Research)	RECA RESEARCH Epsilon TEST	Mrs	Michelle	Barnett	Changes Submitted (RECA)	Ms MEOS Test1
2022-REC-A-0102-178	102	Amendment (Practical)	RECA PRACTICAL Gamma TEST	Mrs	Michelle	Barnett	Changes Required (RECA)	Ms MEOS Test1

The Review Status indicates if the applicant needs to make revisions and submit to you for approval, or if the revisions have been made and you need to review the changes. There are 4 possible review statuses.

- *Changes Required (RECA)* – no action is required by you as the liaison. The applicant needs to make revisions based on the Action Memo emailed. The Action Memo will also be copied to you.
- *Changes Submitted (RECA)* – **ACTION** is required by you. The applicant has made revisions; the form has been re-signed and submitted. You need to review the revisions and either request further revision or approve the revisions.
- *Resubmission Required (RECA)* – no action is required by you as the liaison. The applicant needs to make revisions based on the Action Memo emailed. The Action Memo will also be copied to you.
- *Resubmission by Applicant (RECA)* – **ACTION** is required by you. The applicant has made revisions; the form has been re-signed and submitted. You need to review the revisions and either request further revision or approve the revisions.

Click on an application which has been revised and then [Review Application] to open the form and review the changes made.

2 Form Submissions	0 Project Submissions	4 Panel Comments
1 Form Comments	Review Application	RECA Liaison Approve
RECA Request More Changes		

Project Title: [RECA RESEARCH Epsilon TEST](#)

Form Reference: REC-A: Initial Application (Research)

Review Reference: 2022-REC-A-0104-185

[Delete submission](#)

Project Id:	0104	Applicant Name:	Mrs Michelle Barnett
Current Committee:	Research Ethics Committee (Animal)	Current Status:	Changes Submitted (RECA)
Application Type:	Application (Research)	Meeting:	Unassigned
Clock Status:	Start (0/20) days elapsed.	Assigned Reviewers:	Ms MEOS Test1 (RECA Liaison)
Conflicted Users:	None	Centre:	Mandela

6.4. How do I Review Changes Made on a Form?

After opening the form, the number of changes made by the applicant is indicated on the [Changes] tile. (Please note: The Panel Comments and Form Comments buttons will only show your review comments made during the initial review of the form for the RECA committee meeting).

Clicking on [Changes] opens up a list of all questions that have been changed by the applicant.

Click on a hyperlink. This takes you directly to the question with a [View Changes] button.

Click on [View Changes] to view the changes made. Deletions are indicated in red. Additions are indicated in green. The [View Changes] button will change to a [View Latest] button.

Note: The applicant has changed an answer within this panel since the last submission. View Latest

Parameters and Analysis (Submitted on 01/11/2022)

4.7 State the parameters to be measured and the statistical method to be used for the analysis of results.

LoremThe ipsum parameters dolor to sit be amet, measured eonsectetur are: adipiscing Blah elit de blah de blah. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

Clicking on the [View Latest] button shows the revised version only.

Note: The applicant has changed an answer within this panel since the last submission. View Changes

Parameters and Analysis

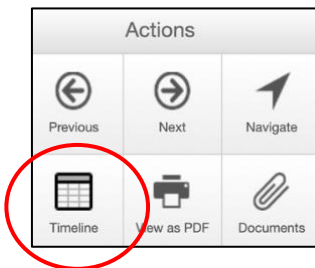
4.7 State the parameters to be measured and the statistical method to be used for the analysis of results.

The parameters to be measured are: Blah de blah de blah.

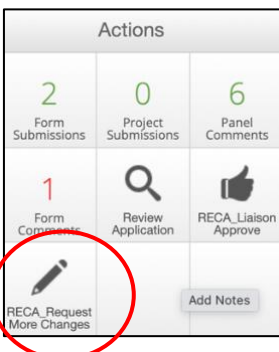
6.5. How do I Request Further Changes to a Form?

If you are not satisfied with the revisions made, add a comment to the relevant question(s) using the process outlined in the [Adding your Review Comments \(Panel Comments\)](#) section above.

When all comments have been added, click on the [Timeline] action button.



Click on the [RECA_Request More Changes] button.



Project Title: RECA RESEARCH Epsilon TEST
 Form Reference: REC-A: Initial Application (Research)
 Review Reference: 2022-REC-A-0104-185

Project Id:	0104	Applicant Name:	Mrs Michelle Barnett
Current Committee:	Research Ethics Committee (Animal)	Current Status:	Changes Required (RECA)
Application Type:	Application (Research)	Meeting:	Unassigned

By sending the Action Memo, all signatures are invalidated, and the form is opened for the applicant to make further revisions and resubmit for your approval.

IMPORTANT:
 It is not mandatory to make comments on the form to request further changes. You may prefer to have a meeting or a telephone discussion with the applicant. You may have used email to convey the further changes required. However, you **MUST** re-open the form for the applicant using the [RECA_Request More Changes] action button, even if there are no comments on the Action Memo. If this is not done, the applicant is unable to make the revisions for your approval.

7. Approving Revisions

When you are satisfied with the changes, navigate to the main screen of the form by clicking on the submission under the [Liaison Reviews] tile or navigating to it from the form itself using the [Timeline] action. Click on the [RECA_Liaison Approve] action.

3 Form Submissions	0 Project Submissions	6 Panel Comments	Project Title: RECA RESEARCH Epsilon TEST Form Reference: REC-A: Initial Application (Research) Review Reference: 2022-REC-A-0104-186
1 Form Comments	Review Application	RECA_Liaison Approve	
RECA_Request More Changes			

Add a comment to the mandatory timeline notes box and click [RECA_Liaison Approve] and [Yes].

RECA_Liaison Approve

Action Date:

Timeline Notes:*

This action sends an email to the ethics administration team informing them that you have approved the submission and the approval letter can be issued.

After you have approved the submission, it will no longer be found in your Work Area.