

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-H REVIEWER USER GUIDE

Table of contents

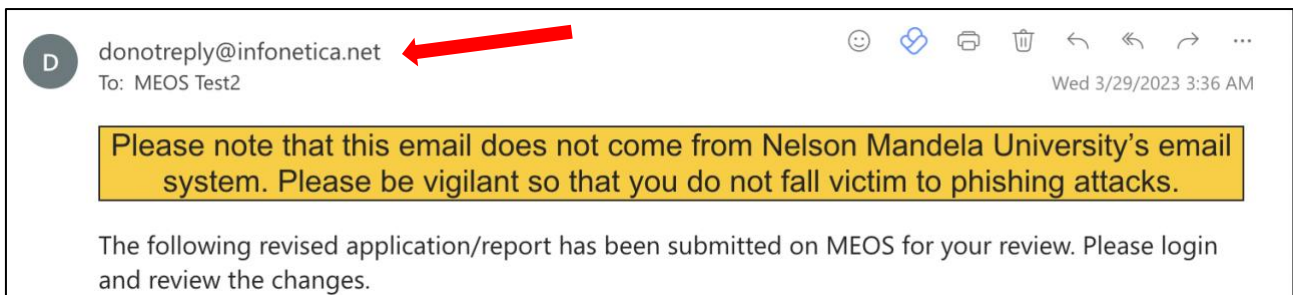
1.	Emails Generated by MEOS.....	1
2.	Logging in as a REC-H Reviewer	1
3.	Work Area Screen.....	2
	3.1. Top Bar	2
	3.2. General Work Area	4
	3.3. My Reviews Work Area	5
4.	How will I know that I have an application to review?	6
5.	Actions and Information on an Application Form	7
	5.1. The Action Panel	7
	5.2. General Information	8
	5.3. Specific Form Information	9
6.	Reviewing an Application.....	12
	6.1. Opening an Application.....	12
	6.2. Reviewer Anonymity	13
	6.3. Adding Review Comments (Panel Comments)	14
	6.4. Reviewing and Editing your Panel Comments	15
	6.5. Adding General Comments (Form Comments).....	16
	6.6. Submitting your Review	17
	6.7. Amending your Submitted Review Comments	18
7.	Compiling your Review Comments into one Document	19
8.	Attending to Revisions as the REC-H Liaison (Post-meeting).....	20
	8.1. How will I know if I am the REC-H Liaison on a Submission?.....	20
	8.2. Explanation of Form Statuses	21
	8.3. How will I know when an Applicant has made Revisions on a Submission?	22
	8.4. How do I Review Changes Made on a Form?	23
	8.5. How do I Request Further Changes to a Form?	24
9.	Approving Revisions	26

1. Emails Generated by MEOS

At various points in the review process, you will receive emails from MEOS. These could include the following:

- An email assigning you to a review.
- A reminder to complete your review.
- A notification that an applicant has submitted a revised application (if you are the designated REC-H liaison).

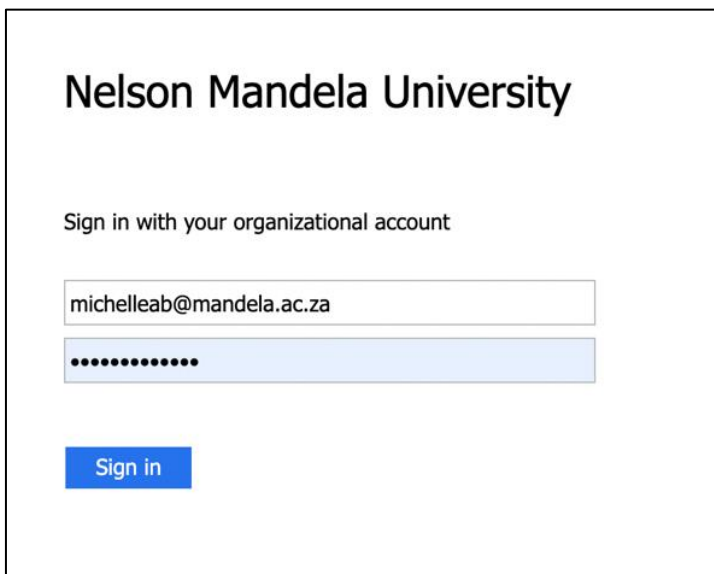
These emails are not from a Mandela University server but are generated external to the University system. They will come from an external email address (donotreply@infonetica.net) and will have the yellow Mandela warning indicated.



2. Logging in as a REC-H Reviewer

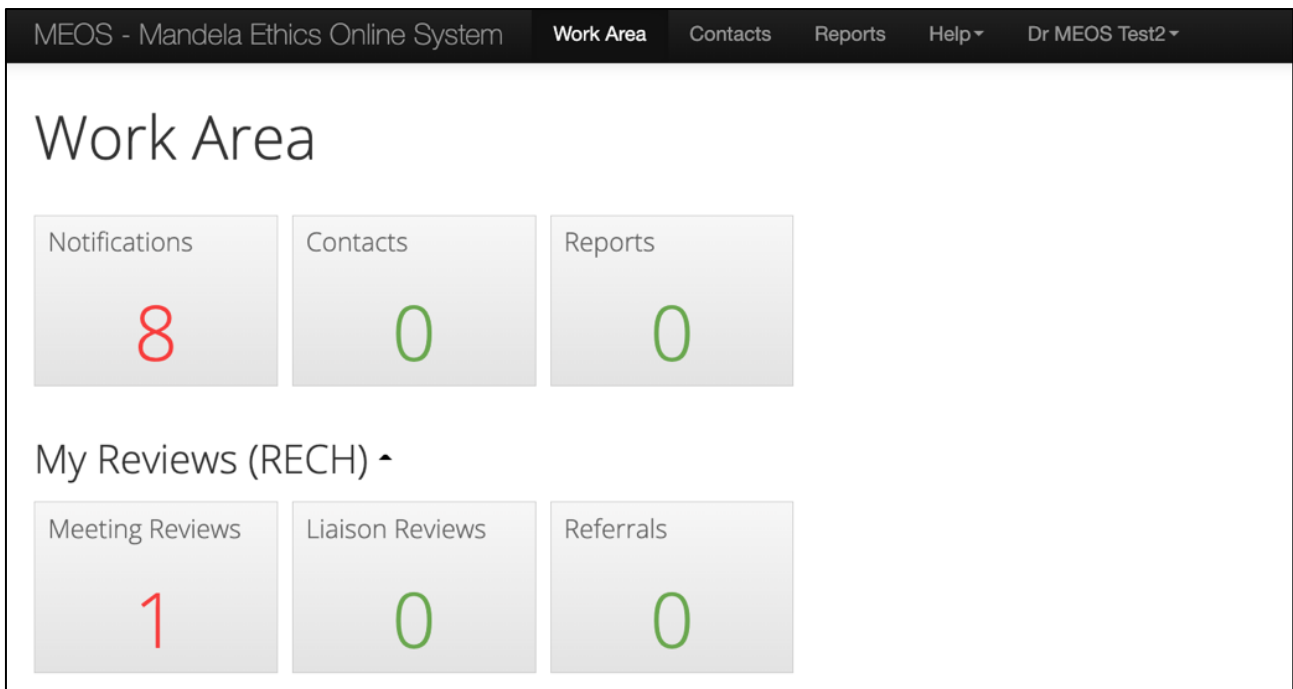
Navigate to the MEOS reviewer site using the URL – meos-review.mandela.ac.za

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.

A screenshot of the Nelson Mandela University login page. The header reads 'Nelson Mandela University'. Below it, the text says 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'michelleab@mandela.ac.za' and the second contains a masked password represented by dots. A blue 'Sign in' button is located below the password field.

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

3. Work Area Screen



The Work Area Screen is divided into three sections:

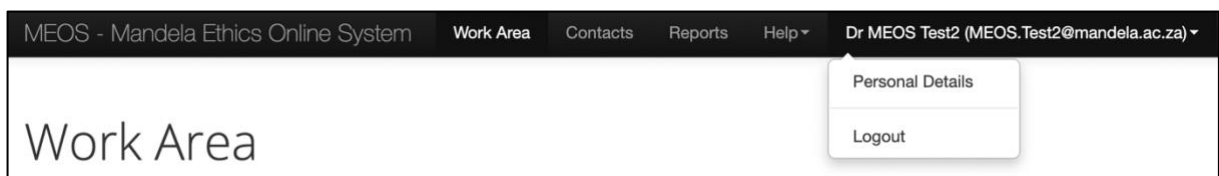
- Top Bar: black bar across top of screen
- General Work Area: 3 tiles – Notifications, Contacts, Reports
- My Reviews Work Area: Tiles pertaining to specific reviews required by you.

3.1. Top Bar

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

(a) Personal Details

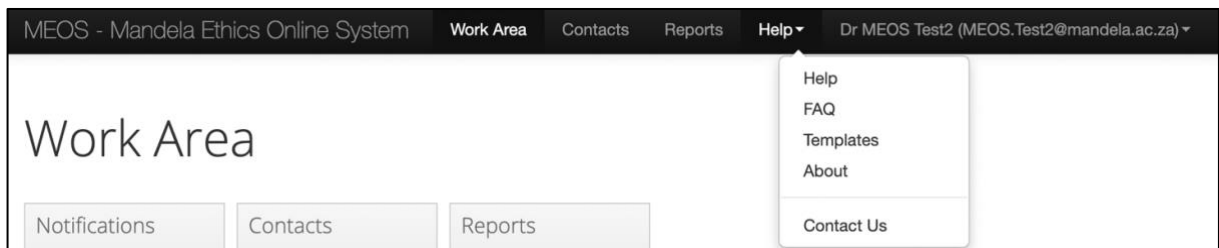
Your personal details are accessed by clicking on the arrow on the right of your email address on the top bar.



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

(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 have been compiled by the ethics administration team which may be of relevance to the reviewers.

(d) Contacts

The ethics 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 54	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"/>	Review outstanding. If review of this submission has been completed and the [Review Done] button actioned, please ignore...	None	2023-BES-0114-204	Business and Economic Sciences	1:22 PM	✕
<input type="checkbox"/>	Review outstanding. If review of this submission has been completed and the [Review Done] button actioned, please ignore...	None	2023-BES-0114-204	Business and Economic Sciences	1:13 PM	✕
<input type="checkbox"/>	You have been unassigned as Faculty Liaison Reviewer for the following project: RECH Research Kappa TEST.	None	2023-BES-0113-205	Business and Economic Sciences	11:41 AM	✕

(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 ethics administrators have compiled and shared with the REC-H ethics committee.

3.3. My Reviews Work Area

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

- Meeting Reviews – contains all protocols that you need to review for an upcoming ethics meeting.
- Liaison Reviews – contains all protocols to which you have been assigned as the REC-H liaison to assist the researcher(s) and ensure that changes are implemented according to the recommendations of the faculty ethics committee.
- Referrals – contains any protocols which you may have been assigned to as an additional reviewer, expert reviewer, etc.

My Reviews (RECH) ^

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

4. How will I know that I have an application to review?

You will be sent an email when you have been assigned to review an ethics submission. This will contain a direct link to the submission.

donotreply@infonetica.net
To: MEOS Test1
Tue 3/14/2023 4:40 PM

Please note that this email does not come from Nelson Mandela University's email system. Please be vigilant so that you do not fall victim to phishing attacks.

Dear MEOS

The following ethics submission has been assigned for your review:

Project ID: 0125
Review Reference: 2023-EDU-0125-231
Title: TEST - RECH - Medium Risk - Eta
Submission Type: REC-H: Initial Application

Please follow <https://meos-review.mandela.ac.za/Timeline/Index/231> to complete your review.

- Click on the [Review Application] button.
- Click on the first block under Questions.
- Use the Previous and Next arrows to navigate through the document.
- Click on the [New Comment] button to add a comment. This will highlight all questions on the page; each has a Select me in the top right-hand corner; select the question and add your comment.
- Click Save.
- If you wish to edit your comments, click on the [Panel Comments] on the left-hand side of the page.
- Once the document has been reviewed and all comments made, click on the [Timeline] button - this returns one to the main project page.
- If you wish to add a comment about the Form as a whole, click on [Form Comments] and then 'Add Comment'.
- Finally, click on the [Review_Feedback] button. This will signify to the administrator that the review has been completed.

Kind regards
 MEOS Admin
MEOS@mandela.ac.za

Alternatively, you can log in to MEOS (meos-review.mandela.ac.za) and access it via your work area tiles. The number of reviews to which you have been assigned is indicated on the Meeting Reviews tile.

My Reviews (RECH) ^

Meeting Reviews	Liaison Reviews	Referrals
2 2 submissions	0	0

5. Actions and Information on an Application Form

Clicking on the Meeting Reviews tile lists the applications to be reviewed. The list can be sorted, if required using the arrows to the left of a column title. Clicking on a submission in the list opens it to the main page of the form.

	Review Reference	Project Id	Review Committee	Application Type	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Assigned Reviewer Full Name	Review Date Received	Review Submission Date
✓	2023-HEA-0127-232	127	Research Ethics Committee - Human	High Risk	Test-RECH-HR-Gamma	Ms	Michelle	Barnett	Assigned to Meeting (RECH)	Ms MEOS Test1, Dr MEOS Test2	14/03/2023 15:53	14/03/2023 15:53
➔	2023-EDU-0125-231	125	Research Ethics Committee - Human	Medium Risk	TEST - RECH - Medium Risk - Eta	Ms	Michelle	Barnett	Assigned to Meeting (RECH)	Ms Julie Smith, Ms MEOS Test1, Dr MEOS Test2, Dr MEOS Test2	09/03/2023 10:35	09/03/2023 10:35

The form has three distinct areas:

1. Action panel
2. General information
3. Specific form information








The screenshot shows the application form interface. On the left is the 'Work Area' with an 'Actions' panel containing icons for Form Submissions (1), Project Submissions (0), Panel Comments (0), Form Comments (0), Review Application, Feedback - Changes Rec'd, Feedback - No Changes, Feedback - Resubmission, and RECH My Comments. The main content area displays 'Form Reference: REC-H: Initial Application (Human)' and 'Review Reference: 2023-BES-0255-361'. Below this is a table of form details. Three red arrows point to: 1. The Actions panel, 2. The form reference information, and 3. The bottom navigation tabs (Timeline, Project, Documents, Data, Contacts, Time KPIs).

Project Id:	0255	Applicant Name:	Ms Michelle Barnett
Current Committee:	Research Ethics Committee - Human	Current Status:	Assigned to Meeting (RECH)
Application Type:	Medium Risk	Meeting:	BETA TEST MEETING - RECH 05/12/2023
Clock Status:	Start (30/30) days remaining.	Assigned Reviewers:	Ms Candy Sweet (Faculty Reviewer/Liaison), Mr Bernard Pitts (Faculty Reviewer), Ms MEOS Test1 (RECH Reviewer), Dr MEOS Test2 (RECH Liaison)
Conflicted Users:	None	Centre:	Mandela

5.1. The Action Panel

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

<p>3 Form Submissions</p>	<p>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.</p>
<p>0 Project Submissions</p>	<p>Project submissions – indicates the number of submissions made on the project as a whole – includes amendments, extensions, progress reports, etc.</p>

 Panel Comments	Panel Comments – indicates the number of comments that you have made. Panel comments are specific to the separate questions on the form.
 Form Comments	Form Comments – indicates the number of general comments made about the form as a whole.
 Review Application	Review Application – opens up the form questions that have been completed by the applicant.
 Feedback - Changes Req'd	Feedback -Changes Req'd – review feedback indicating that the submission is approved with modifications
 Feedback - Resubmission	Feedback -Resubmission – review feedback indicating that you suggest a resubmission for this submission that should serve at a meeting after revisions have been made
 Feedback -No Changes	Feedback -Changes Req'd – that the submission is approved with NO modifications
 RECH_My Comments	RECH_My Comments – action to compile all your review comments into one downloadable document

5.2. General Information

<p>Project Title: TEST - RECH - Medium Risk - Eta Form Reference: REC-H: Initial Application Review Reference: 2023-EDU-0125-231</p>			
Project Id:	0125	Applicant Name:	Ms Michelle Barnett
Current Committee:	Research Ethics Committee - Human	Current Status:	Assigned to Meeting (RECH)
Application Type:	Medium Risk	Meeting:	RECH_Test 31/03/2023
Clock Status:	Start (5/10) days remaining.	Assigned Reviewers:	Dr MEOS Test2 (Faculty Liaison,RECH Reviewer), Ms Julie Smith (Faculty Reviewer), Ms MEOS Test1 (RECH Reviewer)
Conflicted Users:	None	Centre:	Mandela

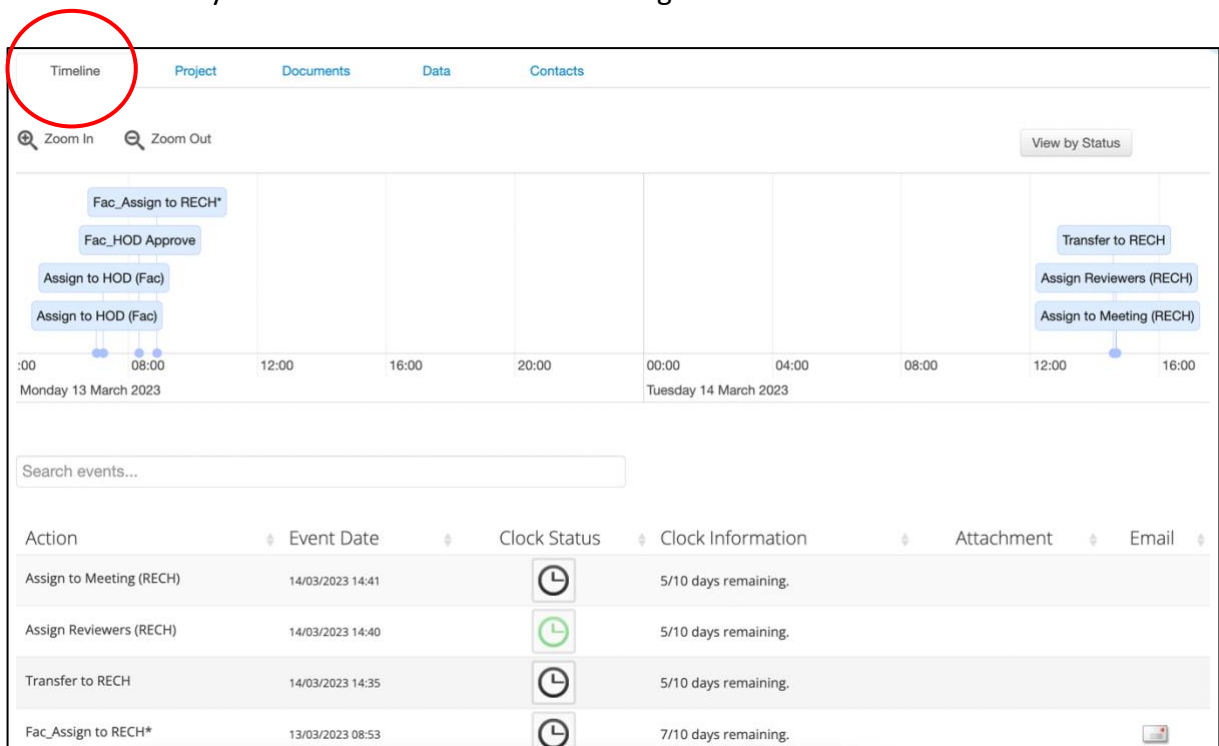
The following should be noted:

- The Project Title is the short title of the project. In most cases, this will be the approved title of the project, but in some instances, where the title is lengthy, the applicant may opt to define a short project title.
- The Review Reference is made up of the year the specific form being reviewed was submitted, the committee it was first submitted to, the project ID and a form submission number. The form submission number changes with each iteration of the form submitted.
- The Project id is the one constant throughout the life of the project. The project id is hyperlinked and clicking on it brings up a list of any form submitted on the project from extensions to amendments to closures, etc. This enables a reviewer to check on the history of the project.
- Assigned Reviewers indicates any reviewers that have been assigned to the submission. This includes the faculty reviewers. Some REC-H reviewers may be both faculty and REC-H reviewers on a submission. It is important to note that an application that has been assigned to REC-H for review is no longer accessible by the faculty administrators, nor reviewers who only review at faculty level.

5.3. Specific Form Information

(a) The Timeline Tab

The Timeline tab indicates the form timeline both on a graph and as a list of actions. (*Please ignore the Clock Status and Clock Information columns*). The timeline can be moved by placing one's mouse anywhere on the timeline and moving it back or forwards.



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

Event Information	
Event:	Assign to Meeting (RECH)
Start Date:	Tuesday, March 14, 2023
Recorded Date:	Tuesday, March 14, 2023
Clock Action:	None
Status Before:	Under RECH Review
Status After:	Assigned to Meeting (RECH)
Attachment:	
Performed By:	Michelle Barnett
Timeline Notes:	
Action Detail:	

[Close](#)

(b) The Project Tab

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: 5px; margin-bottom: 5px; display: inline-block;">TEST - RECH - Medium Risk - Eta</div> <div style="border: 1px solid gray; padding: 5px; margin-left: 20px; display: inline-block;">REC-H: Initial Application</div>				

However, on an older project, there may be a number of submissions displayed. This is very useful when you are reviewing the 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. Clicking on any of the forms displayed will open them.

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

(c) 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							
<input type="text" value="Search Document"/>							
<input checked="" type="checkbox"/>	Type	Document Name	File Name	Version Date	Version	Size	Download
<input checked="" type="checkbox"/>	Submission	Submission	Submission.pdf				Download
<input checked="" type="checkbox"/>	Research Proposal	Research Proposal	Research Proposal Test 1.docx			22.2 KB	Download
<input checked="" type="checkbox"/>	Recruitment Material/Information	Recruitment Info Written	Recruitment Info Written.docx	07/03/2023		22.9 KB	Download
<input checked="" type="checkbox"/>	Institutional Permission Draft Letter	Institutional Permission Draft Letter 1	Institutional Permission Draft Letter 1.docx			22.8 KB	Download
<input checked="" type="checkbox"/>	Gatekeeper Draft Letter	Gatekeeper Test Letter 1	Gatekeeper Test Letter 1.docx			22.2 KB	Download
<input checked="" type="checkbox"/>	Data Collection Instrument	Data Collection Online Questionnaire	Data Collection Online Questionnaire.docx			11.8 KB	Download
<input checked="" type="checkbox"/>	Contract Restriction	Contract Restrictions 1	Contract Restrictions 1.docx			22.1 KB	Download
<input checked="" type="checkbox"/>	Consent Form	Consent Form	Consent Form Test 1.docx			21.7 KB	Download

Showing 1 to 8 of 8 entries

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

(d) The Data Tab

This tab is not currently in use.

(e) 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.

Timeline				Project				Documents				Data				Contacts			
Form Contacts																			
<input type="text" value="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

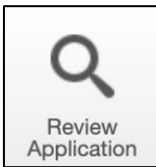
[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Review Contacts

Note: There are currently no contacts listed.

6. Reviewing an Application

6.1. Opening 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.

A screenshot of a web application interface. On the left is a "Work Area" sidebar with "Actions" (Timeline, View as PDF, Documents) and counts for "Panel Comments" (0), "Changes" (4), and "Form Comments" (0). The main area shows "Review Reference: 2023-EDU-0125-231" and "Project Id: 125" with "Version: Beta". The main content is titled "REC-H: Initial Application" and lists sections: "Section 1: General Protocol Information", "Section 2: Risk Assessment", "Section 3: Investigators", and "Section 4: Study Particulars". A "Questions" panel on the right shows hyperlinks for "General Protocol Information", "Document Review", "Risk Assessment", "PI/PRP", and "Co-workers".

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 co-workers, 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="339 593 1396 772"> <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>Submission</td> <td>Submission</td> <td>Submission.pdf</td> <td></td> <td></td> <td></td> <td>Download</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Research Proposal</td> <td>Research Proposal</td> <td>Research Proposal Test 1.docx</td> <td></td> <td></td> <td>22.2 KB</td> <td>Download</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Recruitment Material/Information</td> <td>Recruitment Info Written</td> <td>Recruitment Info Written.docx</td> <td>07/03/2023</td> <td></td> <td>22.9 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"/>	Submission	Submission	Submission.pdf				Download	<input checked="" type="checkbox"/>	Research Proposal	Research Proposal	Research Proposal Test 1.docx			22.2 KB	Download	<input checked="" type="checkbox"/>	Recruitment Material/Information	Recruitment Info Written	Recruitment Info Written.docx	07/03/2023		22.9 KB	Download
<input checked="" type="checkbox"/>	Type	Document Name	File Name	Version Date	Version	Size	Download																										
<input checked="" type="checkbox"/>	Submission	Submission	Submission.pdf				Download																										
<input checked="" type="checkbox"/>	Research Proposal	Research Proposal	Research Proposal Test 1.docx			22.2 KB	Download																										
<input checked="" type="checkbox"/>	Recruitment Material/Information	Recruitment Info Written	Recruitment Info Written.docx	07/03/2023		22.9 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. The changes shown are those between the submission being reviewed and the last submission that the applicant made. 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>																																

6.2. Reviewer Anonymity

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

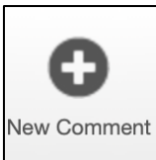
- You cannot see other RECH reviewer comments and they cannot see yours.
- The applicant cannot view any comments made online; they will receive an Action Memo containing the committee feedback after the meeting.

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

6.3. Adding Review Comments (Panel Comments)

To add a comment to a specific question, navigate to the page containing that question and click on the New Comment action button.



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

 A screenshot of a web interface showing a list of questions. At the top, there is an orange header bar with the text "Select a question to comment on". Below this, there are two question blocks. The first block is titled "4.1 Briefly describe the background to this study (in 300 words or less). A few (no more than 5) key scientific references may be included." and contains a text input field with the text "These are the changes that I have made to the background section of the form." To the right of the input field is a "Select Me" button. A red arrow points from the input field to the "Select Me" button. The second block is titled "4.2 Describe the rationale for the data collection (and hence the contribution of the collected data) to the overall study." and contains a text input field with placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus. Quada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est." To the right of the input field is a "Select Me" button. A red arrow points from the input field to the "Select Me" button. Between the two question blocks, there is a dark grey bar with the text "Note: The applicant has changed an answer within this panel since the last submission." and a "View Changes" button. Below the second question block, there is a dark grey bar with the text "Rationale for Data Collection" and a speech bubble icon with the number "0" inside.

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. Inside, there is a "Question Title" field with the text "4.2 Rationale for Data Collection". Below this is a "Comment" field with a text input area containing the text "It is not clear why you have decided to carry out this study. Provide a clear rationale for the use of human participants in this study." At the bottom right of the dialog box, there are two buttons: "Cancel" and "Save".

6.4. Reviewing and Editing your Panel 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. Click on [Edit] to open the comment that you wish to amend.

Panel Comments				
Current Previous History				
Title	Comment	Added	Modified	
4.2 Rationale for Data Collection	It is not clear why you have decided to carry out this study. Provide a clear rationale for the use of human participants in this study.	15/03/2023 06:52	You	Edit
4.3 Objectives of the Study	Have you considered the following? - sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.	15/03/2023 06:55	You	Edit
5.7 Target Participant Group	You have indicated only students, yet your proposal indicates staff as well? Please clarify.	15/03/2023 06:56	You	Edit

[Close](#)

Update the Comment and [Save]. You can also delete the comment if required.

Update Comment

Question Title 4.2 Rationale for Data Collection

Comment

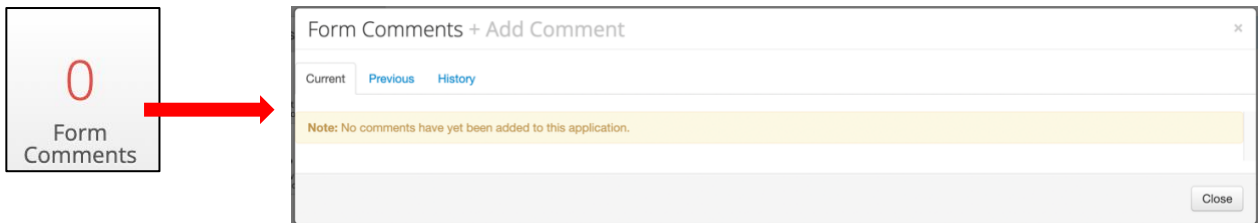
[Delete](#) [Cancel](#) [Save](#)

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

6.5. Adding 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 the text 'Recommend approval with minor modifications.' The 'Date Added' column has 'Now' and 'You' as options. Below the table are 'Save' and 'Cancel' buttons. A 'Close' button is at the bottom right.

Comment	Date Added
Recommend approval with minor modifications.	Now You

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. It has tabs for 'Current', 'Previous', and 'History'. Below the tabs is a table with two columns: 'Comment' and 'Date Added'. The first row has the comment 'Application should be considered as medium risk.' and the date '02/11/2022 10:43 AM'. The second row has the comment 'Recommend approval with minor modifications.' and the date '02/11/2022 10:36 AM'. A red arrow points to the first row. A 'Close' button is at the bottom right.

Comment	Date Added
Application should be considered as medium risk.	02/11/2022 10:43 AM
Recommend approval with minor modifications.	02/11/2022 10:36 AM

Edit your comment and [Save]. The comment can also be deleted if required.

Form Comments + Add Comment

Current Previous History

Comment	Date Added
Application should be considered as medium risk.	02/11/2022 10:43 AM
Recommend approval with minor modifications.	02/11/2022 10:36 AM

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

6.6. Submitting your Review

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

Timeline

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

Project Title: TEST - RECH - Medium Risk - Eta
Form Reference: REC-H: Initial Application (Human)
Review Reference: 2023-BES-0255-361

Click on one of [Feedback] action buttons.

- **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, then [Yes].

Feedback -Changes Req'd

Action Date: Now

Timeline Notes:

Timeline notes are not shared with Researchers

Feedback -Changes Req'd Close

Are you sure you wish to perform this action?

Yes No


6.7. Amending your Submitted Review Comments

Reviews can be amended after one of the [Feedback] buttons has been actioned. The submission will remain under the Meeting Reviews tile in your Work Area until the REC-H Meeting.

To amend your review, open the required form and click on [Review Application].

To edit Panel comments and Form comments, access the full list directly by clicking on the relevant buttons in the left-hand panel.

Alternatively, navigate through the form using the [Previous] and [Next] buttons to the relevant question. A number is indicated 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.

Rationale for Data Collection → 

4.2 Describe the rationale for the data collection (and hence the contribution of the collected data) to the overall study.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. 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.

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

Comments ✕

Current Previous History

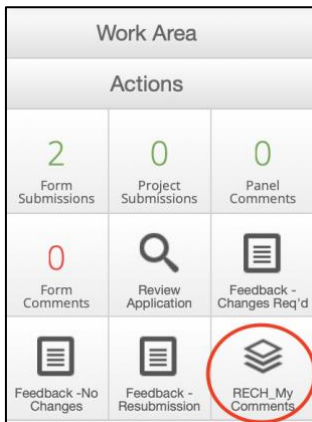
Title	Comment	Added	Modified	
4.2 Rationale for Data Collection	Please provide a clear rationale for the use of human participants in this study. Use the rationale outlined in your research proposal to elaborate.	15/03/2023 06:52	You	Edit

[Close](#)

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

7. Compiling your Review Comments into one Document

To compile your comments into one document for discussion at the REC-H meeting, click on the RECH_My Comments button.



This will generate a pop-up containing all your comments. Click on the green [RECH_My Comments] button and then [Yes].

RECH_My Comments

Action Date:

Timeline Notes:

Timeline notes are not shared with Researchers

21/07/2023

REVIEWER COMMENTS
Ms MEOS Test1

Project ID: 0255
Review Reference: 2023-BES-0255-361
Project Title: TEST - RECH - Medium Risk - Eta
Submission Type: REC-H: Initial Application (Human)

Reviewer	Title	Comment
	4.1 Background to the study	Lorem ipsum dolor sit amet, consectetur adipiscing elit. 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.
	4.4 Research design elements	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.
	10.4 Data storage (hard-copies)	Donec luctus augue ex, aliquam luctus augue ultrices a. Curabitur porttitor gravida nisi, a venenatis magna posuere ut. Pellentesque volutpat porttitor tellus sit amet laculis. Curabitur fringilla bibendum tellus, sit amet fermentum eros ullamcorper eget.

Existing My Drafts Preview RECH_My Comments Close

Download your comments by clicking the [Download] button.

Attachment ×

REVIEWER COMMENTS
Ms MEOS Test1

Project ID: 0255
Review Reference: 2023-BES-0255-361
Project Title: TEST - RECH - Medium Risk - Eta
Submission Type: REC-H: Initial Application (Human)

Reviewer	Title	Comment
	4.1 Background to the study	Lorem ipsum dolor sit amet, consectetur adipiscing elit. 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

Download
Close

8. Attending to Revisions as the REC-H Liaison (Post-meeting)

8.1. How will I know if I am the REC-H Liaison on a Submission?

(a) By Email (assigning you as a reviewer)

If you are assigned as the REC-H liaison after the REC-H meeting, you will receive an email indicating this. Clicking on the link in the email will take you directly to the form.

If the status of the form is “Changes Required (RECH)”, there will be no actions available to you other than [Review Application]. In this status, the application has been unlocked and the applicant is able to edit it before having it signed and resubmitted for your review and approval.

Actions			
3 Form Submissions	0 Project Submissions	3 Panel Comments	
1 Form Comments	🔍 Review Application		
Project Id:		0125	Applicant Name: Ms Michelle Barnett
Current Committee:		Research Ethics Committee - Human	Current Status: Changes Required (RECH) ←
Application Type:		Medium Risk	Meeting: RECH_Test 31/03/2023
Clock Status:		Start (5/10) days remaining	Assigned Reviewers: Dr MEOS Test2 (Faculty Liaison, RECH Liaison), Ms Julie Smith (Faculty Reviewer), Ms MEOS Test1 (RECH Reviewer)

If the status of the form is “Superseded”, this means that the applicant has made revisions and resubmitted.

Click on Work Area in the black top-bar and then on the Liaison Reviews tile to access the most recent submission of the form.

(b) By Email (copied in on Action Memo sent to the applicant)

You will be copied in on the Action Memo email that the applicant/PRP is sent.

(c) Liaison Review Tile

If you have been assigned as the REC-H Liaison, the Liaison Review tile in your MEOS work area will indicate the number of submissions to which you have been assigned as liaison.

**8.2. Explanation of Form Statuses**

Click on the Liaison Reviews tile to open the list of submission to which you have been assigned as liaison. The current status of the form is indicated.

Review Reference	Project Id	Review Committee	Application Type	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Assigned Reviewer Full Name
2023-RECH-0125-233	125	Research Ethics Committee - Human	Medium Risk	TEST - RECH - Medium Risk - Eta	Ms	Michelle	Barnett	Changes Submitted (RECH)	Ms Julie Smith, Ms MEOS Test1, Dr MEOS Test2, Dr MEOS Test2

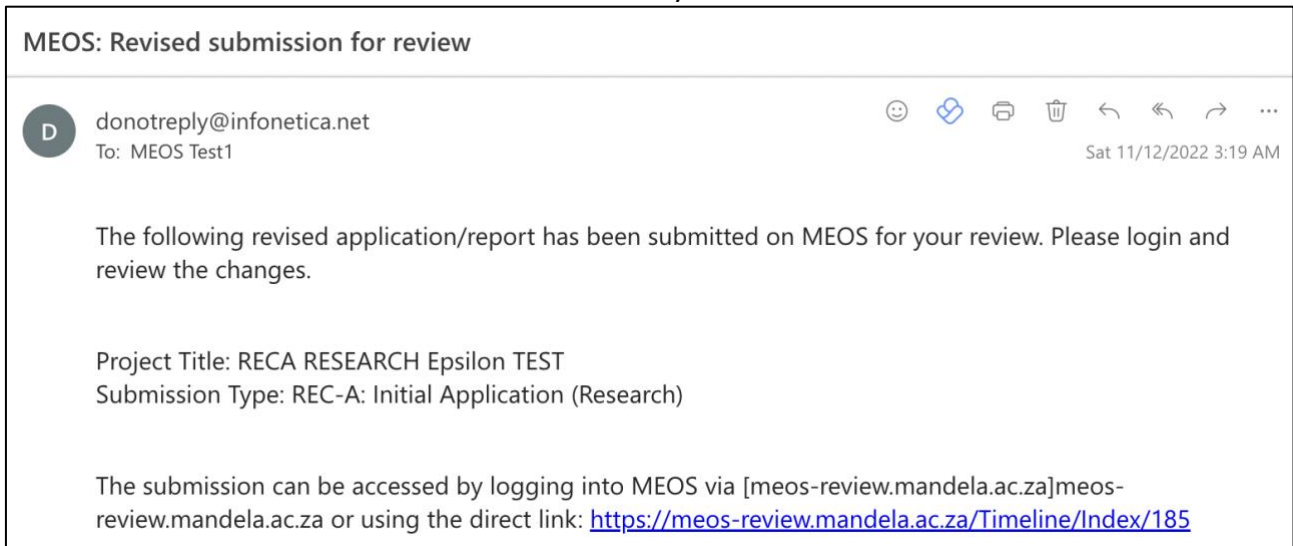
The Review Status of the form indicates if the applicant needs to make revisions and submit to you for approval, or if the revisions have been made and you need to review the changes. There are 4 possible review statuses.

- *Changes Required (RECH)* – 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 (RECH)* – **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 (RECH)* – 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 (RECH)* – **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.

8.3. How will I know when an Applicant has made Revisions on a Submission?

You will receive an email indicating that the applicant has submitted the revisions for your review. Click on the direct link or access the submission via your MEOS work area.



Click on [Review Application] to open the form to review the changes.

Project Title: TEST - RECH - Medium Risk - Eta
Form Reference: REC-H: Initial Application
Review Reference: 2023-RECH-0125-233

Project Id:	0125	Applicant Name:	Ms Michelle Barnett
Current Committee:	Research Ethics Committee - Human	Current Status:	Changes Submitted (RECH)
Application Type:	Medium Risk	Meeting:	Unassigned
Clock Status:	Start (10/10) days remaining.	Assigned Reviewers:	Dr MEOS Test2 (Faculty Liaison, RECH Liaison), Ms Julie Smith (Faculty Reviewer), Ms MEOS Test1 (RECH Reviewer)
Conflicted Users:	None	Centre:	Mandela

8.4. 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.

The screenshot shows a form review interface for 'REC-H: Initial Application'. The top right corner displays 'Review Reference: 2023-RECH-0125-233'. Below this, the 'Project Id:' is 125 and 'Version:' is Beta. The main content area is divided into 'Section' and 'Questions'.

The 'Section' part lists:

- Section 1: General Protocol Information
- Section 2: Risk Assessment

The 'Questions' part has three buttons: 'General Protocol Information', 'Document Review', and 'Risk Assessment'.

On the left side, there is an 'Actions' menu with three items: 'Timeline', 'View as PDF', and 'Documents'. Below these are three tiles: 'Panel Comments' with a red '3', 'Changes' with a red '9' (circled in red), and 'Form Comments' with a red '1'.

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

The 'Changes' modal window displays a list of questions that have been changed by the applicant:

- 4.1 Background to the Study
- 4.2 Rationale for Data Collection
- 4.3 Objectives of the Study
- 4.4 Research Design Elements
- 5.7 Target Participant Group (5 changes)

A 'Close' button is located at the bottom right of the modal.

Click on one of the changes hyperlinks. This takes you directly to the question. Click on the [View Changes] button.

The screenshot shows the form review interface for 'Objectives/Hypotheses of the Study'. A blue banner at the top contains a note: 'Note: The applicant has changed an answer within this panel since the last submission.' A 'View Changes' button is circled in red.

The main content area is titled 'Objectives/Hypotheses of the Study' and contains question 4.3: 'List the objectives/hypotheses of the study (focus on the major objective(s) of the evaluation/experiment/survey, etc. for which ethics clearance is required).' Below the question is a text area containing the following text:

- Praesent at leo at est finibus condimentum ut et enim.
- Nulla vel enim at velit suscipit euismod ut in justo.
- Mauris rhoncus urna non augue volutpat, a ultricies felis dignissim.
- Pellentesque id justo efficitur, tincidunt magna a, tempus nibh.
- Fusce quis est quis lectus sollicitudin fermentum quis vel quam.
- Additional objective 1
- Additional objective 2
- Additional objective 3
- Additional objective 4
- Additional objective 5

Deletions are indicated in red. Additions are indicated in green. To revert to the revised submission, click the [View Latest] button.

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

Objectives/Hypotheses of the Study (Submitted on 15/03/2023) 0







4.3 List the objectives/hypotheses of the study (focus on the major objective(s) of the evaluation/experiment/survey, etc. for which ethics clearance is required).

- Praesent at leo at est finibus condimentum ut et enim.
- Pellentesque id justo efficitur, tincidunt magna a, tempus nibh.
- Fusce quis est quis lectus sollicitudin fermentum quis vel quam magna.
- Additional objective 1
- Additional objective 2
- Additional objective 3
- Additional objective 4
- Additional objective 5
- Additional objective 6




8.5. 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 Review Comments (Panel Comments) section above.

After you have added further comments, click on the [Timeline] action button in the left-hand panel to return to the main screen of the form.

Actions		
 Previous	 Next	 Navigate
 Timeline	 View as PDF	 Documents

Click on the [RECH_Liaison More Changes] button.

Actions		
4 Form Submissions	0 Project Submissions	5 Panel Comments
1 Form Comments	 Review Application	 RECH_Liaison Approve
 RECH_Liaison More Changes		

An Action Memo will be generated for the applicant. The comments that you have made on the latest submission will be pulled into the Action Memo. They can be edited to ensure that they are clear for the applicant. You can add additional feedback if required.

Please ignore the banner in yellow. This is a standard banner. Your comments will not be visible to the applicant on the form, and you are unable to mark them as visible. Your comments will be sent on the Action Memo as below.

Edit the Action Memo using the editing tool in the centre of the screen.

Add a mandatory timeline note. This can be specific or generic, for example: Changes required

When you are satisfied with the Action Memo, click the green [RECH_Liaison More Changes] button and then [Yes].

After sending the Action Memo, the status of the form will be updated from Changes Submitted (RECH) to Changes Required (RECH).

Project Title: TEST - RECH - Medium Risk - Eta
 Form Reference: REC-H: Initial Application
 Review Reference: 2023-RECH-0125-233

Project Id:	0125	Applicant Name:	Ms Michelle Barnett
Current Committee:	Research Ethics Committee - Human	Current Status:	Changes Required (RECH) ←
Application Type:	Medium Risk	Meeting:	Unassigned
Clock Status:	Start (10/10) days remaining.	Assigned Reviewers:	Dr MEOS Test2 (Faculty Liaison, RECH Liaison), Ms Julie Smith (Faculty Reviewer), Ms MEOS Test1 (RECH Reviewer)
Conflicted Users:	None	Centre:	Mandela

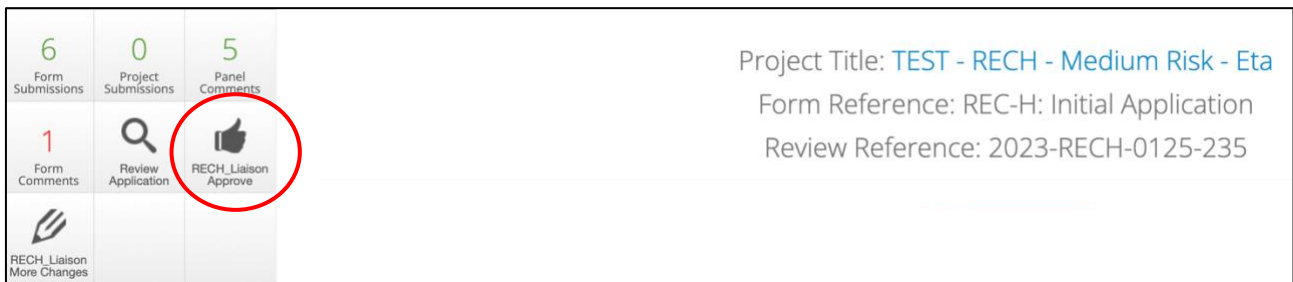
By sending the Action Memo, all signatures are invalidated, and the form is opened for the applicant to make further revisions and resubmit for your approval.

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.

9. 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 [RECH_Liaison Approve] action.



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



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

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