

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)

UPLOADING GATEKEEPER PERMISSION LETTERS

USER GUIDE

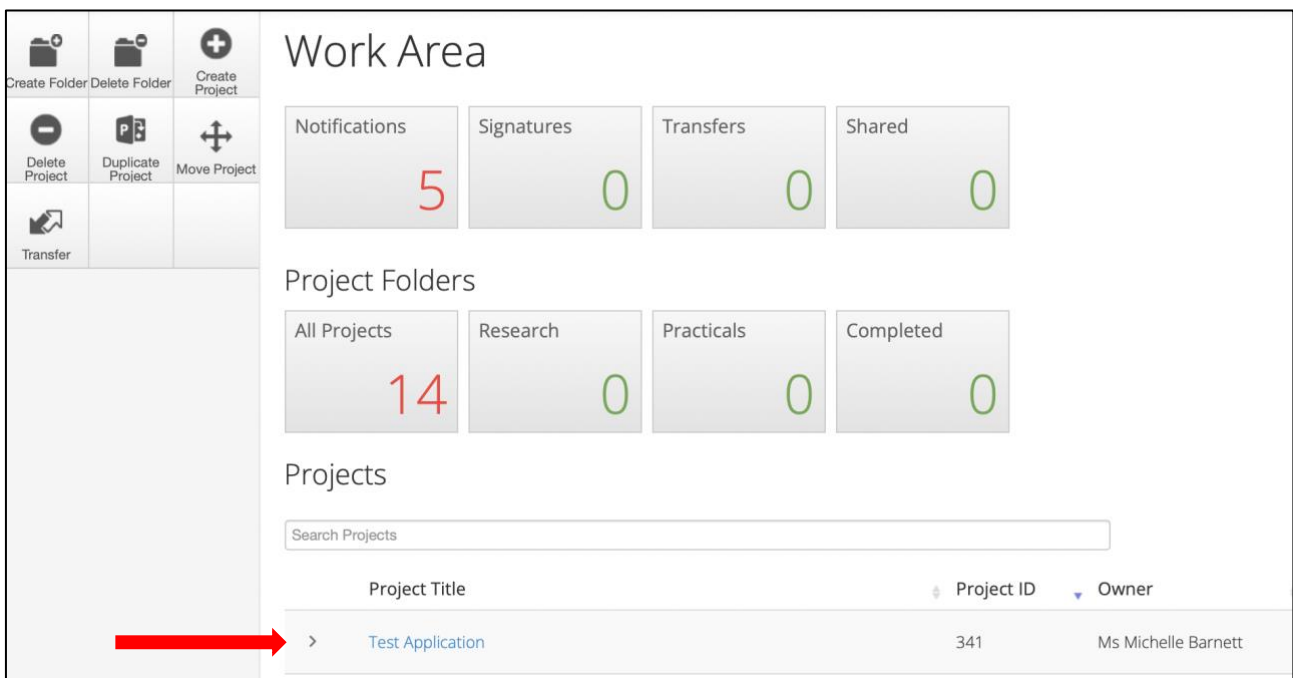
During the ethics application process, draft letters for gatekeeper permission would have been reviewed and approved by the relevant ethics review committee.

Only after ethics approval has been received for a study may the gatekeepers be approached for official permission to conduct the study. Once permission has been received, copies of the final permission letters must be uploaded to your project before the commencement of data collection activities.

The documentation upload sub-form can only be created after your ethics application has been approved.

Log in to MEOS (meos-apply.mandela.ac.za) using your Mandela username and password.

Click on the arrow next to the study that you want to upload a gatekeeper letter to.



Work Area

Notifications: 5, Signatures: 0, Transfers: 0, Shared: 0

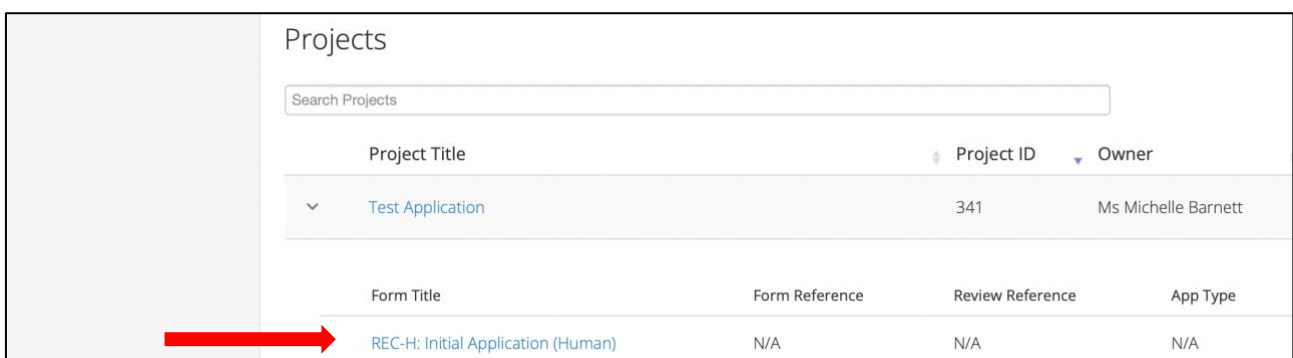
Project Folders

All Projects: 14, Research: 0, Practicals: 0, Completed: 0

Projects

Project Title	Project ID	Owner
> Test Application	341	Ms Michelle Barnett

Click on the REC-H Initial Application (Human) form.



Projects

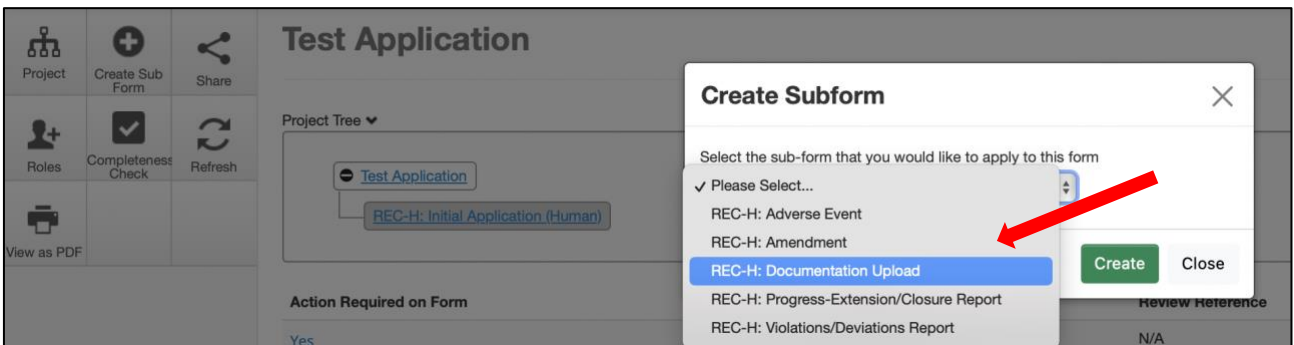
Project Title	Project ID	Owner
> Test Application	341	Ms Michelle Barnett

Form Title	Form Reference	Review Reference	App Type
REC-H: Initial Application (Human)	N/A	N/A	N/A

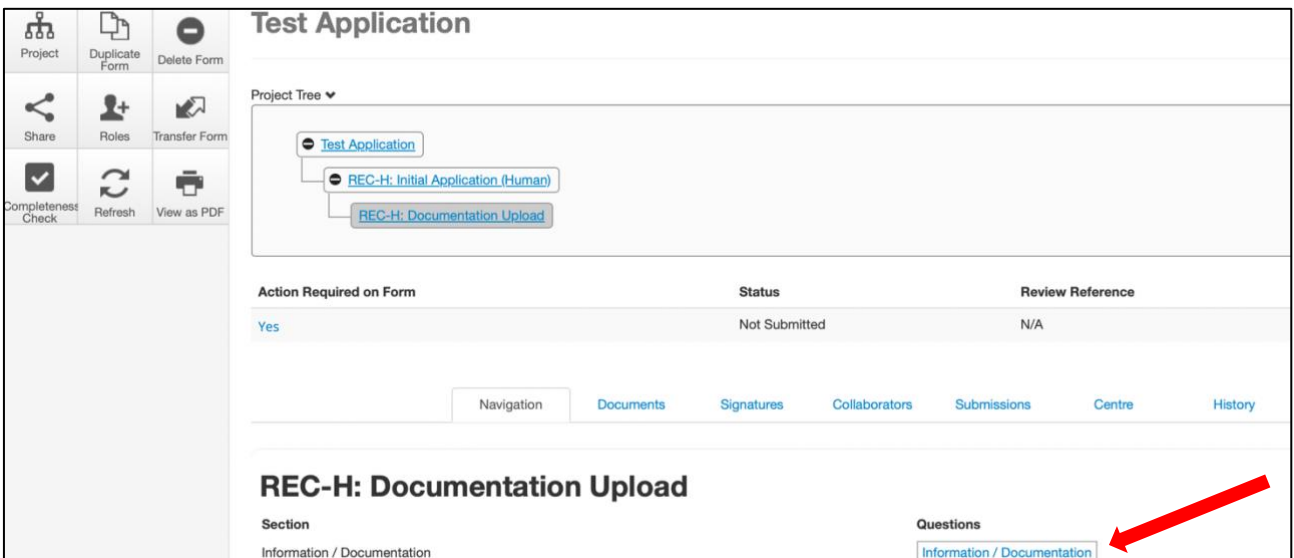
Click on the [Create Sub Form] action in the left-hand panel.



Select REC-H Documentation Upload from the dropdown and click [Create].



Click on the hyperlinked Question, complete the form, sign and it will be automatically submitted.



The Documentation Upload form will appear as a sub-form of your project in the Work Area.

Test Application	341	Ms Michelle Barnett	
Form Title	Form Reference	Review Reference	App Type
REC-H: Initial Application (Human)	N/A	N/A	N/A
REC-H: Documentation Upload	N/A	N/A	N/A

A red arrow points to the 'REC-H: Documentation Upload' row in the table.