

MEOS RECA Reviewer Quick Guide

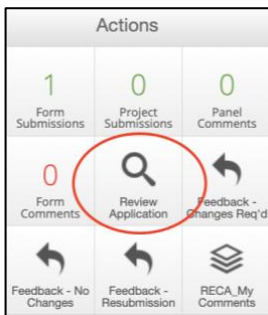
- (1) Log into meos-review.mandela.ac.za
- (2) Go to the Meeting Reviews tile and click on it.



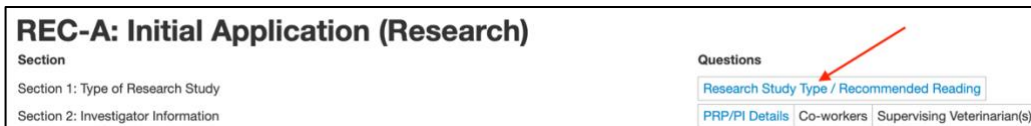
- (3) Click on the submission you wish to review (anywhere on the yellow bar).

Meeting Start Date	Review Reference	Project Id	Application Type	Project Title	Applicant Title	Applicant First Name	Applicant Last Name
30/11/2023 13:00	2023-RECA-0458-500	458	Application (Research)	RECA TEST APPLICATION	Ms	Michelle	Barnett

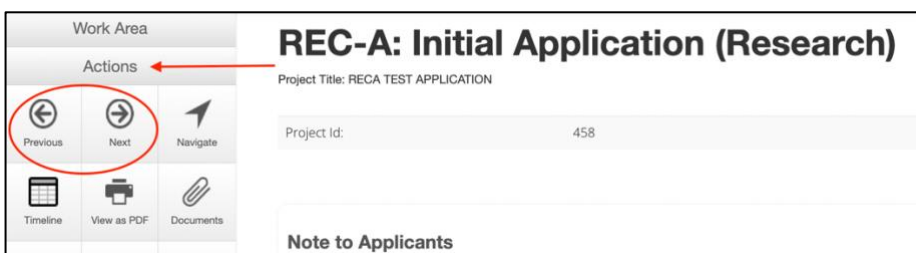
- (4) Click on the Review Application button



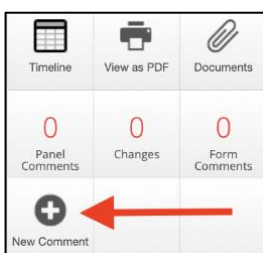
- (5) Click on the first question.



- (6) Move through the application using the Next and Previous buttons. If you cannot see the action buttons in the left-hand panel, click on the word Actions and this will open them up.



- (7) When you want to comment on a question on a page, click on the + New Comment button



(8) Click on Select Me on the question that you want to comment. Add your comment and click Save.

3.7 Briefly (in 300 words or less) describe the scientific or field observations which have prompted the work. A few (up to three) key scientific references may be included. Select Me

(9) To review/edit all your comments, click on the Panel Comments button.

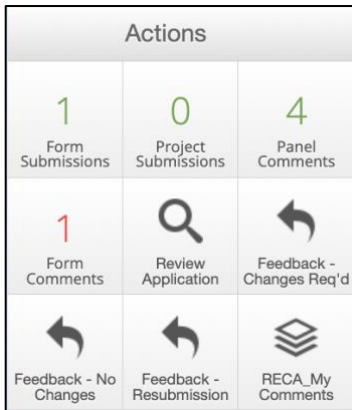
(10) To view all attached documents, click on the Documents button.

<input checked="" type="checkbox"/>	Type	Document Name	File Name
<input type="checkbox"/>	Submission	Submission	Submission.pdf
<input checked="" type="checkbox"/>	REC-A Study Permit	Study Permit	Study Permit.docx
<input checked="" type="checkbox"/>	REC-A Departmental Approval	REC-A Departmental Approval Declaration	REC-A Departmental Approval Declaration.doc
<input checked="" type="checkbox"/>	REC-A Additional Documentation	Test Document 1	Test Document 1.docx

(11) Add general comments about the form by clicking on Form Comments and then + Add Comment.

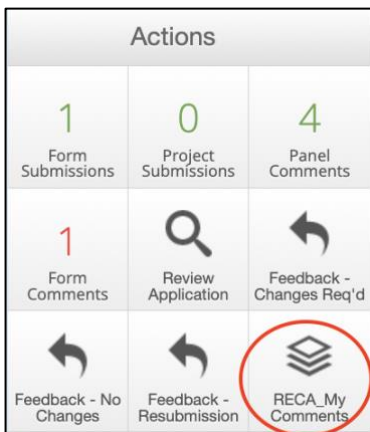
(12) When you have completed your comments, click on the Timeline action button to go back to the main screen.

(13) Click on one of the Feedback buttons.

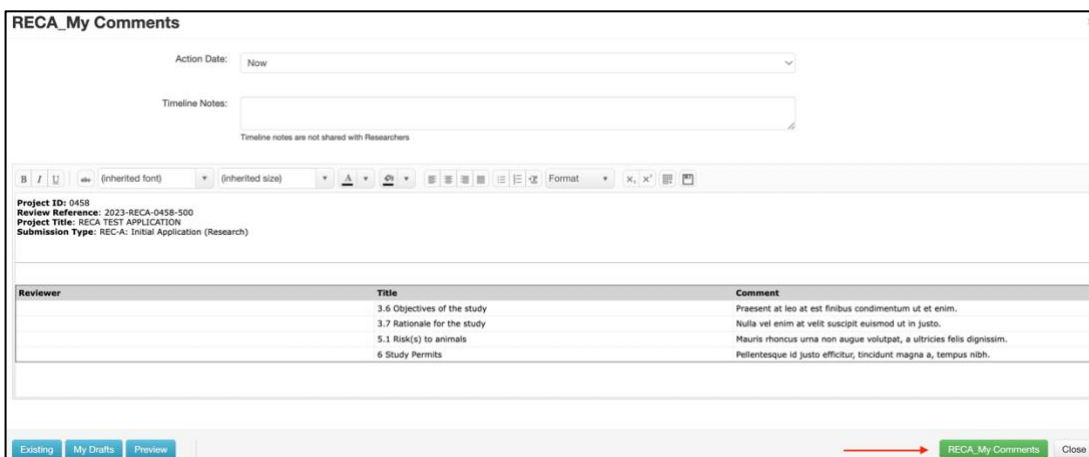


- **Feedback -Changes Req'd:** indicates that the submission is approved with modifications
- **Feedback -No Changes:** indicates that the submission is approved with NO modifications
- **Feedback -Resubmission:** indicates that you suggest a resubmission for this submission that should serve at a meeting after revisions have been made

(14) To compile your comments into one document for download and discussion at the RECHAmeeeting, click on the RECA_My Comments button.



This generates a pop-up containing all your comments. Click on the green [RECA_My Comments] button, [Yes] and then [Download].



Notes:

- The application remains under the Meeting Reviews tile until it is progressed by the ethics admin team.
- You can add more comments or edit your existing comments until it has been progressed,
- Your comments are independent and the other reviewers cannot see them.
- For a more in-depth user guide, refer to: rd.mandela.ac.za/Research-Ethics/MEOS-Review-User-Guides