



Submitting an Amendment, Extension or Closure (REC-A)

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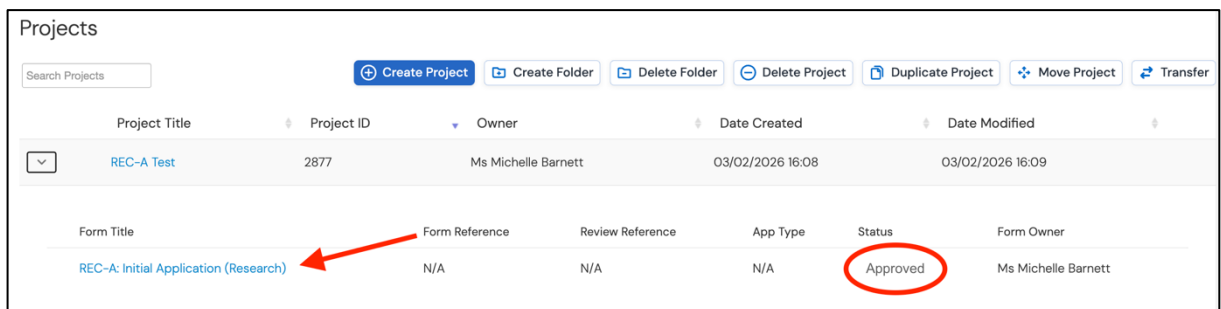
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1. Amendments (Research Study / Practical)

- Amendments can only be requested for a research study/practical that has been granted approval.
- Amendments must be requested and approved PRIOR to the implementation of the amendment.
- Retrospective approval cannot be granted for an amendment.
- Failure to request an amendment prior to its implementation may lead to the suspension of the protocol.

1.1. Applying for an amendment

Log in to your MEOS work area (meos-apply.mandela.ac.za) and open the approved project for which you require an amendment.

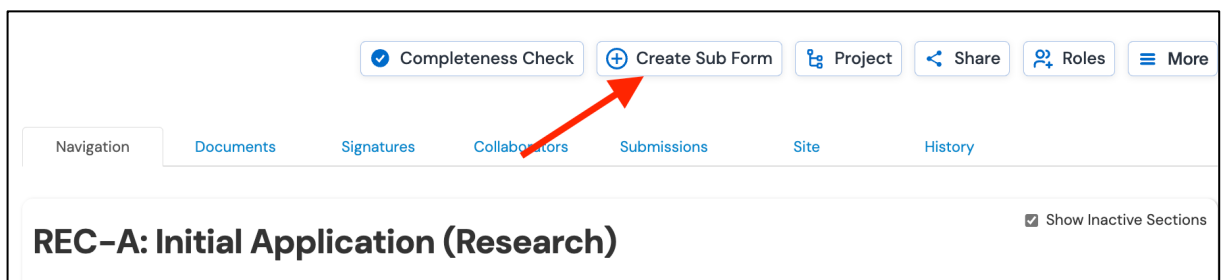


The screenshot shows the 'Projects' interface with a table of projects. A red arrow points to the 'REC-A: Initial Application (Research)' form title, and the 'Approved' status is circled in red.

Project Title	Project ID	Owner	Date Created	Date Modified
REC-A Test	2877	Ms Michelle Barnett	03/02/2026 16:08	03/02/2026 16:09

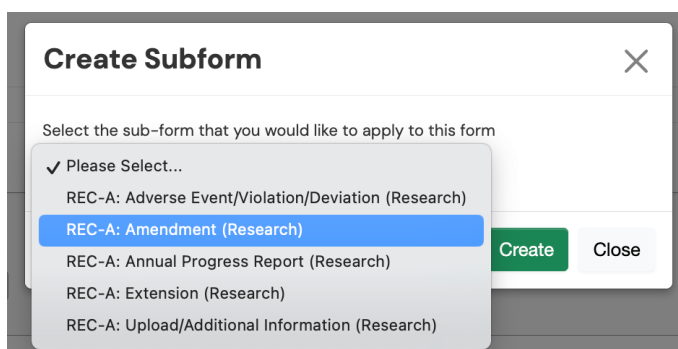
Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-A: Initial Application (Research)	N/A	N/A	N/A	Approved	Ms Michelle Barnett

Click [Create Sub Form].



The screenshot shows the 'REC-A: Initial Application (Research)' form page. The 'Create Sub Form' button is highlighted with a red arrow.

Select the Amendment form and then the green [Create] button.



The screenshot shows the 'Create Subform' dialog box. The 'REC-A: Amendment (Research)' form is selected, and the 'Create' button is highlighted.

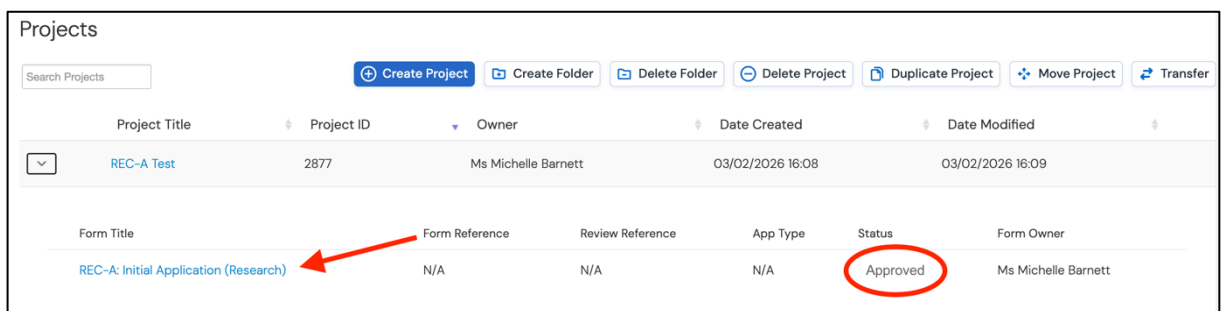
Complete the form. When all required signatures are on the form, the application will automatically submit for review.

2. Annual Progress Report (Research Study)

- An Annual Progress Report (APR) must be submitted on an annual basis.
- Reminder emails are sent before the required date of submission.
- An Annual Progress Report is submitted for one of the following reasons:
 - To report on the progress of a continuing study
 - To inform REC-A of the discontinuation of a study
 - To register a study as complete
- Failure to submit an APR may lead to suspension of the study.

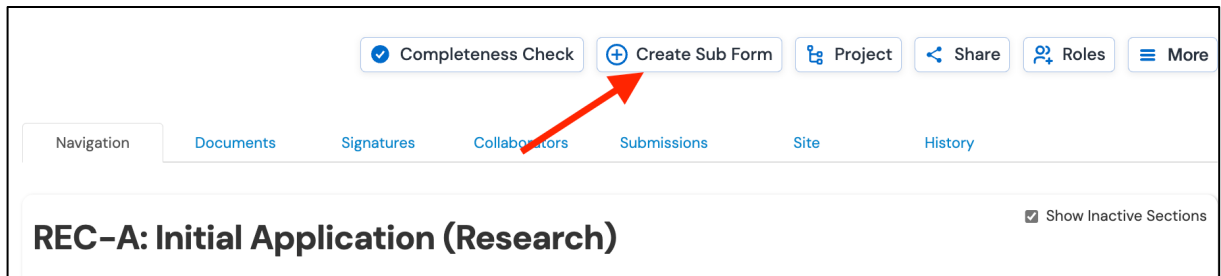
2.1. Creating an annual progress report

Log in to your MEOS work area (meos-apply.mandela.ac.za) and click on the project for which you are creating an annual progress report.



Projects						
Search Projects						
<button>Create Project</button> <button>Create Folder</button> <button>Delete Folder</button> <button>Delete Project</button> <button>Duplicate Project</button> <button>Move Project</button> <button>Transfer</button>						
Project Title	Project ID	Owner	Date Created	Date Modified		
REC-A Test	2877	Ms Michelle Barnett	03/02/2026 16:08	03/02/2026 16:09		
Form Title	Form Reference	Review Reference	App Type	Status	Form Owner	
REC-A: Initial Application (Research)	N/A	N/A	N/A	Approved	Ms Michelle Barnett	

Click [Create Sub Form].



Completeness Check

Create Sub Form

Project

Share

Roles

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Navigation

Documents

Signatures

Collaborators

Submissions

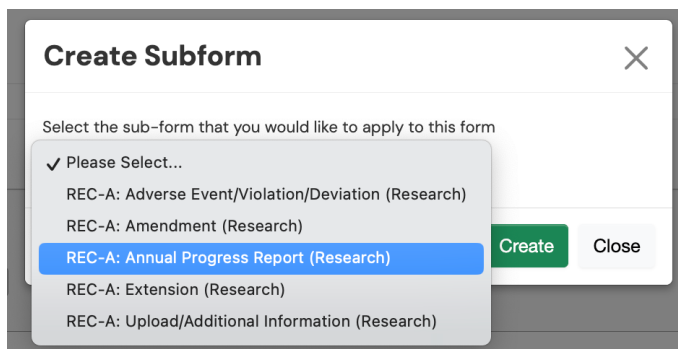
Site

History

REC-A: Initial Application (Research)

Show Inactive Sections

Select the REC-A: Annual Progress Report (Research) and then the green [Create] button.



Create Subform

Select the sub-form that you would like to apply to this form

✓ Please Select...

REC-A: Adverse Event/Violation/Deviation (Research)

REC-A: Amendment (Research)

REC-A: Annual Progress Report (Research)

REC-A: Extension (Research)

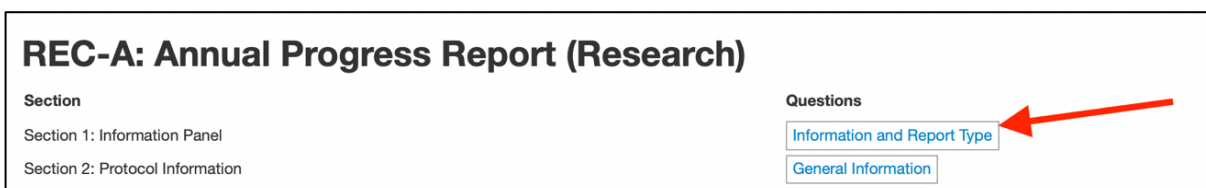
REC-A: Upload/Additional Information (Research)

Create

Close

(a) Reporting on the progress of a continuing study

After creating the Annual Progress Report, click on the first question – Information and Report Type.

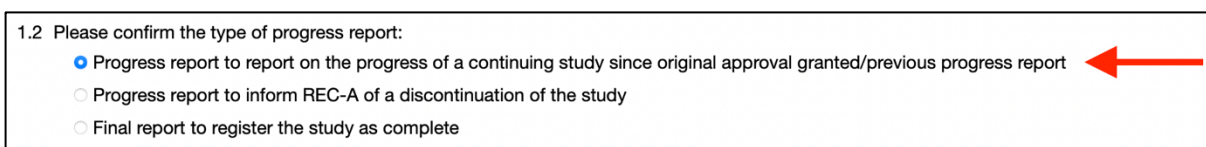


REC-A: Annual Progress Report (Research)

Section
Section 1: Information Panel
Section 2: Protocol Information

Questions
[Information and Report Type](#)
[General Information](#)

In question 1.2, select “Progress report to report on the progress of a continuing study”.



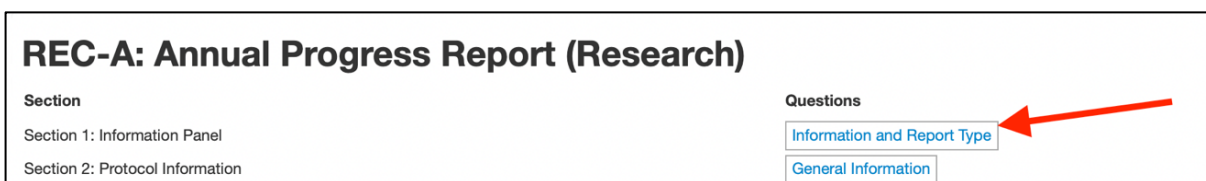
1.2 Please confirm the type of progress report:

- ☒ Progress report to report on the progress of a continuing study since original approval granted/previous progress report
- ☐ Progress report to inform REC-A of a discontinuation of the study
- ☐ Final report to register the study as complete

Complete the form. When all required signatures are on the form, the application will automatically submit for review.

(b) Informing REC-A of the discontinuation of a study

After creating the Annual Progress Report, click on the first question – Information and Report Type.

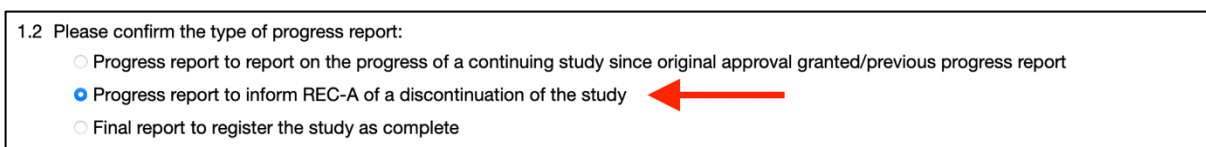


REC-A: Annual Progress Report (Research)

Section
Section 1: Information Panel
Section 2: Protocol Information

Questions
[Information and Report Type](#)
[General Information](#)

In question 1.2, select “Progress report to inform REC-A of a discontinuation of the study”.



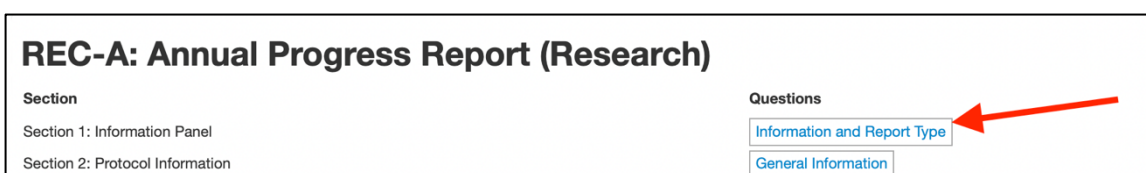
1.2 Please confirm the type of progress report:

- ☐ Progress report to report on the progress of a continuing study since original approval granted/previous progress report
- ☒ Progress report to inform REC-A of a discontinuation of the study
- ☐ Final report to register the study as complete

Complete the form. When all required signatures are on the form, the application will automatically submit for review.

(c) Registering a study as complete (Closure Report)

After creating the Annual Progress Report, click on the first question – Information and Report Type.



REC-A: Annual Progress Report (Research)

Section
Section 1: Information Panel
Section 2: Protocol Information

Questions
[Information and Report Type](#)
[General Information](#)

In question 1.2, select “Final report to register the study as complete”.

1.2 Please confirm the type of progress report:

- ☐ Progress report to report on the progress of a continuing study since original approval granted/previous progress report
- ☐ Progress report to inform REC-A of a discontinuation of the study
- ☒ Final report to register the study as complete 

Complete the form. When all required signatures are on the form, the application will automatically submit for review.

3. Extensions (Research Study)

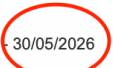
Kindly note:

- Applications for extension must be submitted 4-6 weeks before approval lapses.
- An extension cannot be granted for a study if the ethics approval has lapsed.
- If ethics approval has lapsed, a new application must be submitted through MEOS.
- Data collection may not continue if ethics approval has lapsed.
- The ethics expiry date can be found on the original letter of approval.

3.1. How do I check when ethics approval for my study expires?

(a) On the original approval letter

Ref: [0144 / Approval]
Ethics Approval: 30/05/2023 - 30/05/2026
31/05/2023



(b) In your MEOS work area

Click on the approved project for which you require an extension.

Search Projects

Create Project

Create Folder

Delete Folder

Delete Project

Duplicate Project

Move Project

Transfer

Project Title

Project ID

Owner

Date Created

Date Modified

REC-A Test

2877

Ms Michelle Barnett

03/02/2026 16:08

03/02/2026 16:09

Form Title

Form Reference

Review Reference

App Type

Status

Form Owner

REC-A: Initial Application (Research)

N/A

N/A

N/A

Approved

Ms Michelle Barnett

Click on the Site tab.

Create Sub Form Project Share Roles View as PDF

Navigation Documents Signatures Collaborators Submissions Site History

REC-A: Initial Application (Research) ☒ Show Inactive Sections

Section Questions

Section 1: Type of Research Study Research Study Type / Recommended Reading



The expiry date is indicated.

Navigation Documents Signatures Collaborators Submissions Site History		
Site		
Note: Form is locked		
Site Name	Status	Expiry Date
Mandela	Active	06/08/2028

3.2. Applying for an extension

Log in to your MEOS work area (meos-apply.mandela.ac.za) and open the project for which you require an extension.

Projects					
Search Projects Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project Transfer					
Project Title	Project ID	Owner	Date Created	Date Modified	
REC-A Test	2877	Ms Michelle Barnett	03/02/2026 16:08	03/02/2026 16:09	
Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-A: Initial Application (Research)	N/A	N/A	N/A	Approved	Ms Michelle Barnett

Click on [Create Sub Form].

Completeness Check Create Sub Form Project Share Roles More

Navigation Documents Signatures Collaborators Submissions Site History

REC-A: Initial Application (Research) Show Inactive Sections

Select REC-A: Extension (Research) and then the green [Create] button.

Project Create Sub Form Share Roles View as PDF

MEOS Training RECA

Project Tree

- MEOS Training RECA
 - REC-A: Initial Application (Research)
 - REC-A: Annual Progress Report (Research)

Create Subform

Select the sub-form that you would like to apply to this form

- ✓ Please Select...
- REC-A: Adverse Event/Violation/Deviation (Research)
- REC-A: Amendment (Research)
- REC-A: Extension (Research)
- REC-A: Upload/Additional Information (Research)

Create Close

Complete the form. When all required signatures are on the form, the application will automatically submit for review.

4. Annual Progress Report (Practical)

- An Annual Progress Report (APR) must be submitted on an annual basis.
- Reminder emails are sent before the required date of submission.
- Failure to submit an APR may lead to suspension of the Practical.

Log in to your MEOS work area (meos-apply.mandela.ac.za) and open the approved practical for which you are creating an annual progress report.

Projects					
Search Projects <button>Create Project</button><button>Create Folder</button><button>Delete Folder</button><button>Delete Project</button><button>Duplicate Project</button><button>Move Project</button>					
Project Title	Project ID	Owner	Date Created	Date Modified	
REC-A TEST Form (PRACTICAL)	2925	Ms Michelle Barnett	16/02/2026 09:32	16/02/2026 09:32	
Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-A: Initial Application (Practicals)	N/A	N/A	N/A	Approved	Ms Michelle Barnett

Click on [Create Sub Form].

Completeness Check

Create Sub Form

Project

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Roles

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History

REC-A: Initial Application (Practicals)

Show Inactive Sections

Section

Questions

Select REC-A: Annual Progress Report (Practical) and then the green [Create] button.

Create Subform

×

Select the sub-form that you would like to apply to this form

✓ Please Select...

REC-A: Adverse Event/Violation/Deviation (Practical)

REC-A: Amendment (Practical)

REC-A: Annual Progress Report (Practical)

REC-A: Closure (Practical)

REC-A: Upload/Additional Information (Practicals)

Create

Close

Complete the form. After all required signatures are on the form, the application will automatically submit for review.

5. Closure Report (Practical)

Log in to your MEOS work area (meos-apply.mandela.ac.za) and click on the practical for which you are creating a closure report.

Projects					
Search Projects <button>Create Project</button><button>Create Folder</button><button>Delete Folder</button><button>Delete Project</button><button>Duplicate Project</button><button>Move Project</button>					
Project Title	Project ID	Owner	Date Created	Date Modified	
REC-A TEST Form (PRACTICAL)	2925	Ms Michelle Barnett	16/02/2026 09:32	16/02/2026 09:32	
Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-A: Initial Application (Practicals)	N/A	N/A	N/A	Approved	Ms Michelle Barnett

Click on [Create Sub Form], select REC-A: Closure (Practical) and click on the green [Create] button.

Completeness Check **Create Sub Form** Project Share Roles More

Navigation Documents Signatures Collaborators

REC-A: Initial Application (Practical)

Section

Section 1: Information / General Particulars

Section 2: Proposed Animal Use

Section 3: Declaration and Signatures

Question

General

Objective

Declaration

Select the sub-form that you would like to apply to this form

✓ Please Select...

- REC-A: Adverse Event/Violation/Deviation (Practical)
- REC-A: Amendment (Practical)
- REC-A: Annual Progress Report (Practical)
- REC-A: Closure (Practical)**
- REC-A: Upload/Additional Information (Practicals)

Create Close

Complete the form. When all required signatures are on the form, the application will automatically submit for review.