

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)

AMENDMENTS/ANNUAL PROGRESS REPORTS/CLOSURES
(Research Ethics Committee – Animal)

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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 click on the project for which you require an amendment.

Projects				
Search Projects				
Project Title	Project ID	Owner	Date Created	Date Modified
> MEOS Training RECA	1218	Ms Michelle Barnett	25/06/2024 09:27	25/06/2024 09:28

Check that the status is “Approved”, then click [Create Sub Form].

Project	Create Sub Form	Share
Roles	View as PDF	

Project Tree		
MEOS Training RECA		
REC-A: Initial Application (Research)		

Action Required on Form	Status	Review Reference
No	Approved	2024-RECA-1218-1467

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

Project	Create Sub Form	Share
Roles	View as PDF	

Project Tree		
MEOS Training RECA		
REC-A: Initial Application (Research)		

Action Required on Form	Status	Review Reference
No	Approved	2024-RECA-1218-1467

Create Subform

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

Complete the form. Share it with your supervisor if your supervisor does not already have access to your entire project. After 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					
Project Title	Project ID	Owner	Date Created	Date Modified	
> MEOS Training RECA	1218	Ms Michelle Barnett	25/06/2024 09:27	25/06/2024 09:28	

Click [Create Sub Form].

<div> <div>Project</div> <div>Create Sub Form</div> <div>Share</div> </div> <div> <div>Roles</div> <div>View as PDF</div> </div>			<div>Project Tree</div> <div> <div>MEOS Training RECA</div> <div>REC-A: Initial Application (Research)</div> </div>		
Action Required on Form		Status	Review Reference		
No		Approved	2024-RECA-1218-1467		

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

<div> <div>Project</div> <div>Create Sub Form</div> <div>Share</div> </div> <div> <div>Roles</div> <div>View as PDF</div> </div>			<div>Project Tree</div> <div> <div>MEOS Training RECA</div> <div>REC-A: Initial Application (Research)</div> </div>		
Action Required on Form		Status	Review Reference		
No					

×

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)

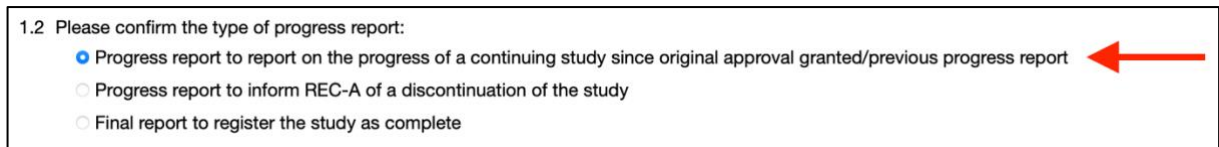
Section

- Section 1: Information Panel
- Section 2: Protocol Information
- Section 3: Progress of Study
- Section 4: Summary of Experimental Design and Procedures
- Section 5: Adverse Events/Violations/Deviations & Compliance
- Section 6: Declaration and Signature(s)

Questions

- Information and Report Type
- General Information
- Progress of Study
- Summary of Experimental Design and Procedures
- Adverse Events/Violations/Deviations & Compliance
- Declaration and Signature(s)

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. Share it with your supervisor if your supervisor does not already have access to your entire project. After 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)

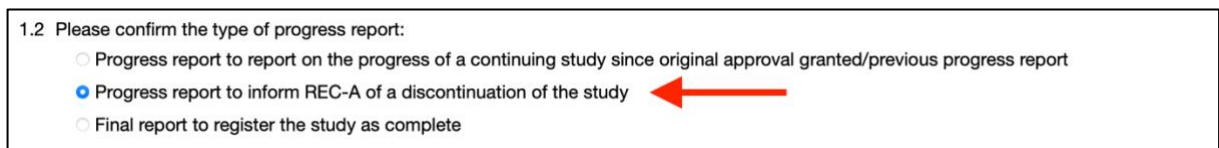
Section

- Section 1: Information Panel
- Section 2: Protocol Information
- Section 3: Progress of Study
- Section 4: Summary of Experimental Design and Procedures
- Section 5: Adverse Events/Violations/Deviations & Compliance
- Section 6: Declaration and Signature(s)

Questions

- Information and Report Type
- General Information
- Progress of Study
- Summary of Experimental Design and Procedures
- Adverse Events/Violations/Deviations & Compliance
- Declaration and Signature(s)

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. Share it with your supervisor if your supervisor does not already have access to your entire project. After 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

Section 3: Progress of Study

Section 4: Summary of Experimental Design and Procedures

Section 5: Adverse Events/Violations/Deviations & Compliance

Section 6: Declaration and Signature(s)

Questions

Information and Report Type

General Information

Progress of Study

Summary of Experimental Design and Procedures

Adverse Events/Violations/Deviations & Compliance

Declaration and Signature(s)




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. Share it with your supervisor if your supervisor does not already have access to your entire project. After 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 for review and approval 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 relevant project.

Projects					
Search Projects					
Project Title	Project ID	Owner	Date Created	Date Modified	
> MEOS Training RECA	1218	Ms Michelle Barnett	25/06/2024 09:27	25/06/2024 09:28	

Click on the Centre tab.

Action Required on Form	Status	Review Reference	Date Modified
No	Approved	2024-RECA-1218-1467	25/06/2024 09:28
<div> <div>Navigation</div> <div>Documents</div> <div>Signatures</div> <div>Collaborators</div> <div>Submissions</div> <div>Centre</div> <div>History</div> </div>			

The expiry date is indicated.

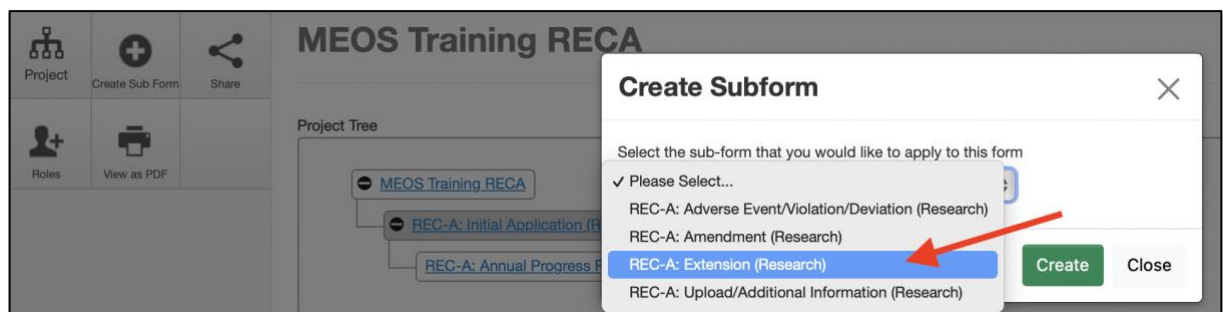
Centre		
Note: Form is locked		
Centre Name	Status	Expiry Date
Mandela	Active	15/04/2026

3.2. Applying for an Extension

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

Search Projects				
Project Title	Project ID	Owner	Date Created	Date Modified
> MEOS Training RECA	1218	Ms Michelle Barnett	25/06/2024 09:27	25/06/2024 09:28

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



Complete the form. Share it with your supervisor if your supervisor does not already have access to your entire project. After 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.

4.1. Creating an Annual Progress Report

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

Projects					
Search Projects					
Project Title	Project ID	Owner	Date Created	Date Modified	
> MEOS Training Practical	1219	Ms Michelle Barnett	25/06/2024 10:25	25/06/2024 10:27	

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

The screenshot shows the 'MEOS Training Practical' interface. On the left, there is a sidebar with icons for 'Project', 'Create Sub Form' (circled in red), 'Share', 'Roles', and 'View as PDF'. The main area displays the 'Project Tree' with 'MEOS Training Practical' and 'REC-A: Initial Application (Practical)'. A 'Create Subform' dialog box is open, prompting the user to 'Select the sub-form that you would like to apply to this form'. The dialog lists several options: 'Please Select...', 'REC-A: Adverse Event/Violation/Deviation (Practical)', 'REC-A: Amendment (Practical)', 'REC-A: Annual Progress Report (Practical)' (highlighted in blue with a red arrow), 'REC-A: Closure (Practical)', and 'REC-A: Upload/Additional Information (Practicals)'. At the bottom of the dialog are 'Create' and 'Close' buttons. The background shows the 'Action Required on Form' section with 'No' and 'Approved' status, and a 'Review Reference' section with the value '2024-RECA-1219-1468'.

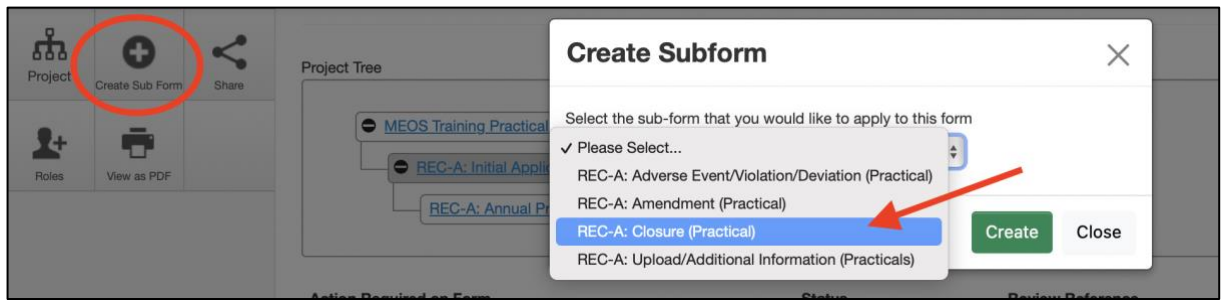
Complete the form. After all required signatures are on the form, the application will automatically submit for review.

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					
Project Title	Project ID	Owner	Date Created	Date Modified	
> MEOS Training Practical	1219	Ms Michelle Barnett	25/06/2024 10:25	25/06/2024 10:27	

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



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