



APPLICANT USER GUIDE

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1. Introduction

MEOS facilitates the ethics review process from approval of original ethics application to closure of the project.

All applications/reports for a research study requiring ethics clearance are created, submitted, reviewed, and approved on MEOS, providing one central storage repository where users can access all approved ethics submissions, approval letters and correspondence relating to an application.

MEOS covers the following ethics submissions:

- Applications for ethics approval
- Amendments
- Extensions
- Progress reports
- Adverse event/violation/deviation reports
- Closure reports

Researchers from other institutions requiring access to Nelson Mandela University students/staff for research purposes cannot apply on MEOS. The process to obtain ethics approval for such research can be found on the [RECH website](#).

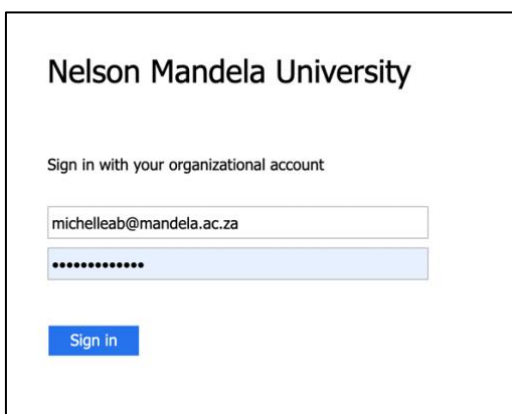
2. Logging in

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.

Navigate to MEOS using the URL – meos-apply.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.



Nelson Mandela University

Sign in with your organizational account

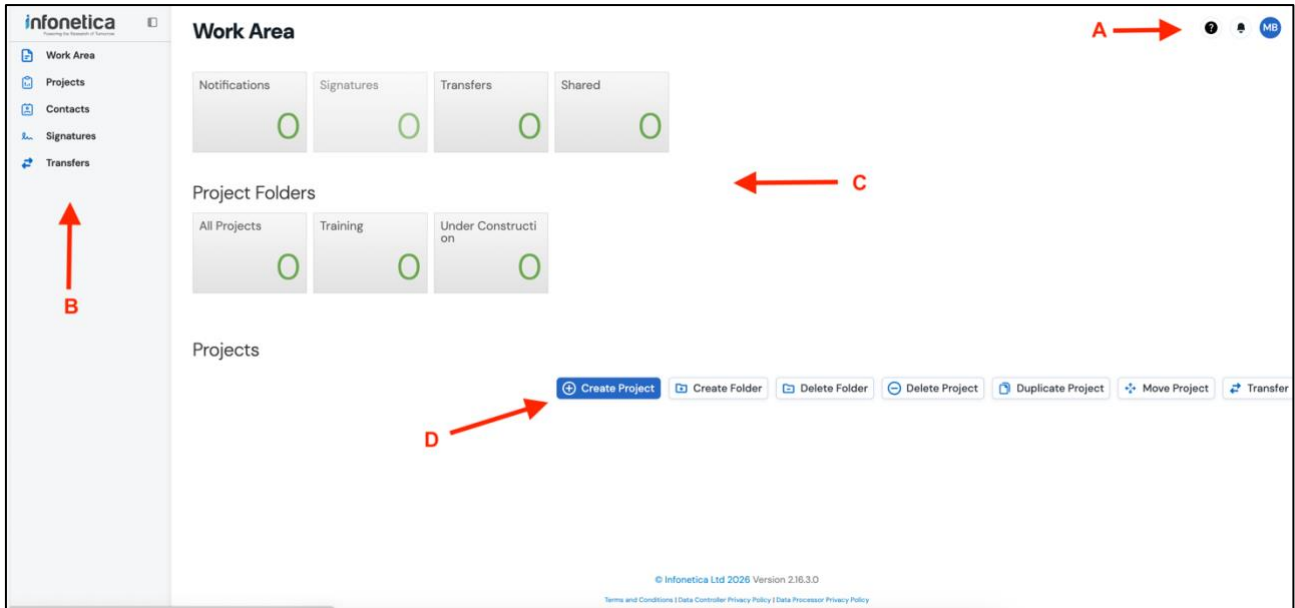
michelleab@mandela.ac.za

.....

Sign in

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

3. Work Area Screen



3.1. Section A – Personal Details / Help Functionality

(a) Personal Details

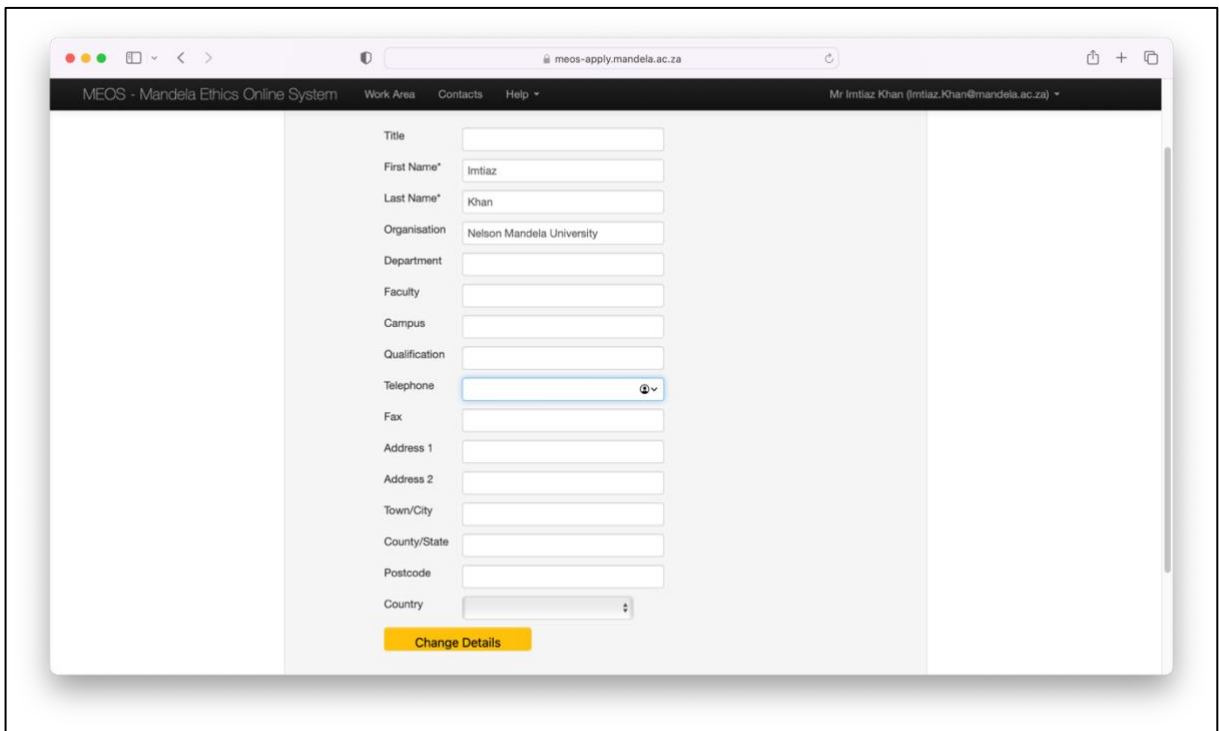
Please update your Personal Details on MEOS.

Personal details are automatically pulled into the application form, various reports as well as the ethics approval letters. Additionally, you will not be able to submit your form if they are not updated.

Access your personal details by clicking on the blue icon with your initials.

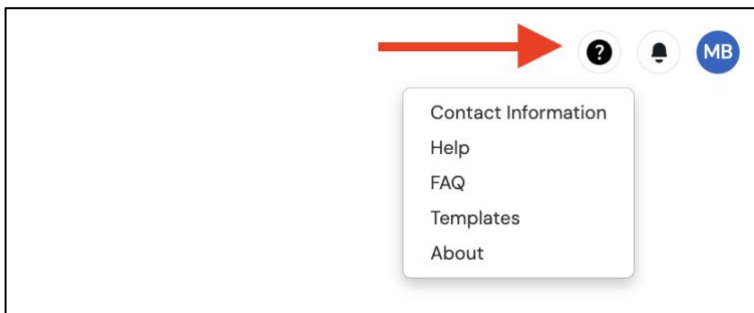


To update your personal details, complete the Personal Details form and save using the [Change Details] button.



(b) Help

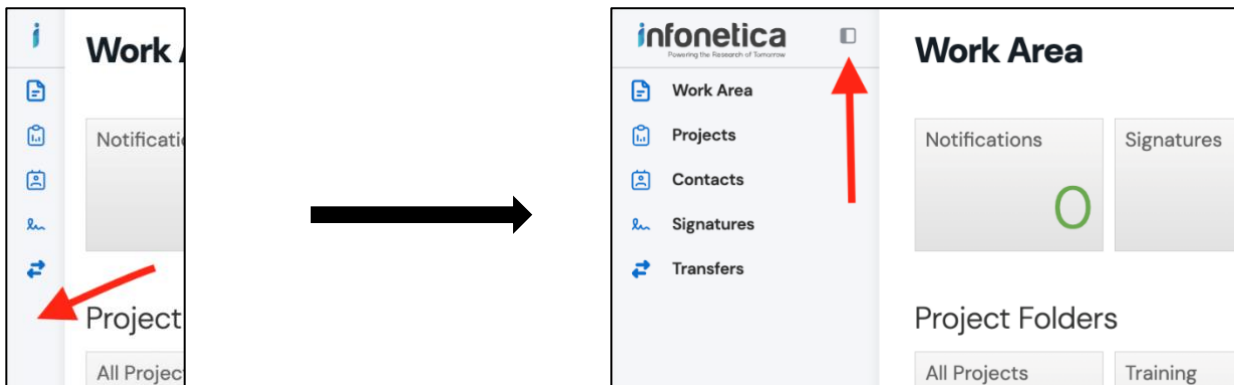
Click on the icon with the question mark for various Help options.



- Contact Information – for MEOS enquiries
- Help – user guides
- FAQ – frequently asked questions
- Templates – quick access to documentation/templates on MEOS (for example, Department of Health Research Ethics Guidelines, Nelson Mandela University Policy on Research Ethics, Informed Consent templates, etc.)

3.2. Section B – Left Navigation Pane

Click anywhere in the left navigation pane to expand it. To fix the navigation pane so that it does not close, click on the icon to the right of the word 'Infonetica'.



(a) Work Area

Clicking on the words 'Work Area' returns you to the main screen.

(b) Projects

Takes you to all projects that you have created on MEOS. Indicates when they were created, when last modified and what folder they are stored in.

All Projects						
Project Title	Project ID	Owner	Date Created	Date Modified	Folder	
> [REDACTED]	2862	[REDACTED]	29/01/2026 08:59	31/01/2026 13:51	Work Area	
> [REDACTED]	2860	[REDACTED]	27/01/2026 11:48	27/01/2026 12:00	Work Area	

(c) Contacts

People external to Nelson Mandela University that you have added to your application form can be added as a contact on MEOS which enables you to easily pull their details into forms. This link takes you to your list of added contacts.

(d) Signatures

Takes you to a list of all forms that you have signed or requested a signature on. Additionally, it indicates whether a signature is Valid (i.e. the form is signed) or Invalid (the form has been unlocked for editing and the signature removed from the form).

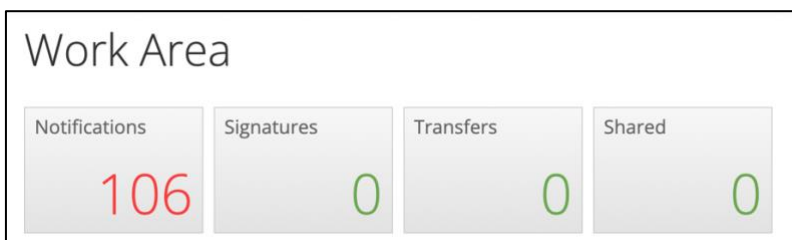
Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
PRP	[REDACTED]	2613	[REDACTED]	[REDACTED]	01/12/2025 11:53	01/12/2025 12:20	Signed	View PDF
PRP	[REDACTED]	2613	[REDACTED]	[REDACTED]	12/11/2025 11:51	12/11/2025 11:57	Invalidated	View Form

(e) Transfers

Lists any projects transferred from one user to another.

3.3. Section C - General Work Area

The general work area contains four default activity tiles.



(a) Notifications

The Notifications tile shows all notifications received for projects that have been created. Notifications can be searched on message content and/or date.

Message	Attachment	Project Short Title	Date
✓ Ethics submission approved. Refer attachment.	[Attachment Icon]	RECA PRACTICAL Gamma TEST	27/09/2022
✓ Ethics submission assigned to meeting for review.	None	RECA PRACTICAL Gamma TEST	27/09/2022
✓ Practical noted as closed. Refer attachment.	[Attachment Icon]	RECA PRACTICAL Gamma TEST	27/09/2022
✓ Ethics submission assigned to meeting for review.	None	RECA PRACTICAL Gamma TEST	27/09/2022
✓ Amendment submitted for review	None	RECA PRACTICAL Gamma TEST	27/09/2022

Clicking on an attachment icon displays letters/documents that have been issued/emailed from MEOS.

(b) Signatures

The Signatures tile indicates any signature requests that have been sent to you (for example, when the PI requests the signature of the PRP). From this area, the form can be accessed, reviewed, and signed in order for it to be submitted.

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
PI	RECA Research Alpha TEST	100	Mrs Michelle Barnett	Please review and sign the application form.,	04/10/2022 13:04		Requested	View Form

Showing 1 to 1 of 1 entries

(c) Transfers

Projects/forms can be transferred from one project owner to another. These will be indicated under the Transfers tile. The project can be viewed using the View Project button and thereafter the request for transfer can be accepted or rejected.

Transfer Id	Project Title	From User	To User	Message	Requested Date	Response Date	Status	Action
19	RECA Research Gamma TEST	Mrs Michelle Barnett	You	Transfer of project as discussed	04/10/2022 13:19		Requested	View Project

Showing 1 to 1 of 1 entries

(d) Shared

The Shared tile shows any projects that have been shared with you. The level of access is also indicated. In the example below, the project creator has only granted read access to the recipient who has the option to view the form as well as reject the request.

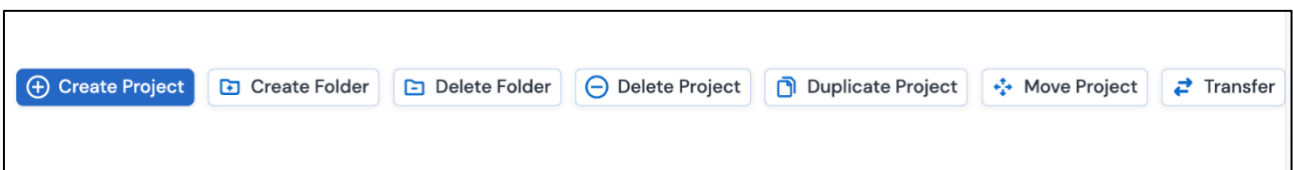
Project Title	Project Id	Form Title	Access	View Form	Reject
RECA Research Alpha TEST	100	REC-A: Amendment (Research)	Read	View Form	Reject

Showing 1 to 1 of 1 entries

◀ Previous Next ▶

3.4. Section D - Actions

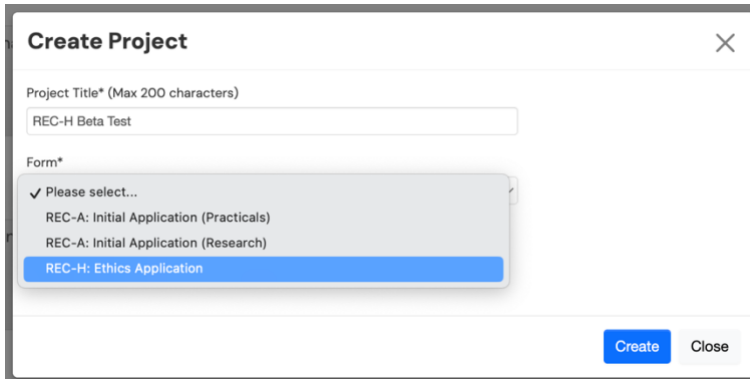
The following actions are available.



(a) Create Project

To create a project, select the Create Project tile on the Action Panel.

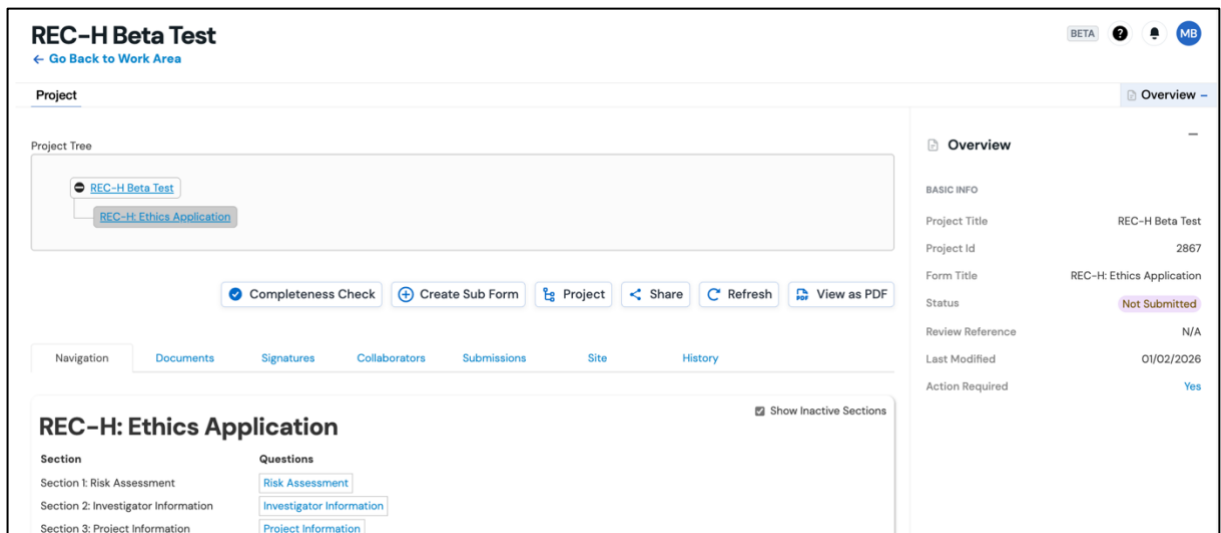
Fill in the project title, select the required application form and click [Create].



The 'Create Project' dialog box features a title bar with a close button. It contains a text input field for 'Project Title* (Max 200 characters)' with the value 'REC-H Beta Test'. Below it is a 'Form*' dropdown menu with a 'Please select...' prompt and three options: 'REC-A: Initial Application (Practicals)', 'REC-A: Initial Application (Research)', and 'REC-H: Ethics Application' (which is highlighted in blue). At the bottom right are 'Create' and 'Close' buttons.

Kindly note: Project titles can be edited after the project has been created.

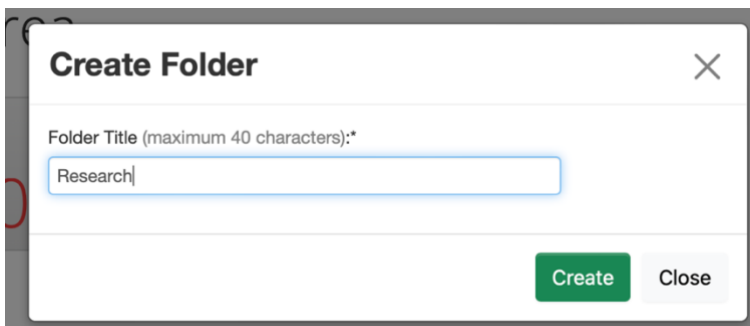
The new project application appears as below:



The screenshot shows the project overview page for 'REC-H Beta Test'. The page has a top navigation bar with 'BETA', a help icon, a notification icon, and a user profile icon 'MB'. A 'Go Back to Work Area' link is visible. The main content area is divided into a 'Project Tree' on the left, a central toolbar with buttons for 'Completeness Check', 'Create Sub Form', 'Project', 'Share', 'Refresh', and 'View as PDF', and a 'Navigation' bar with tabs for 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Site', and 'History'. The 'Project Tree' shows a tree structure with 'REC-H Beta Test' as the parent and 'REC-H: Ethics Application' as a child. The 'Overview' panel on the right displays 'BASIC INFO' with the following details: Project Title (REC-H Beta Test), Project Id (2867), Form Title (REC-H: Ethics Application), Status (Not Submitted), Review Reference (N/A), Last Modified (01/02/2026), and Action Required (Yes). Below the navigation bar, the 'REC-H: Ethics Application' section is shown with a 'Show Inactive Sections' checkbox. It lists three sections: 'Section 1: Risk Assessment' with a link to 'Risk Assessment', 'Section 2: Investigator Information' with a link to 'Investigator Information', and 'Section 3: Project Information' with a link to 'Project Information'.

(b) Create Folder

The [Create Folder] action is very useful for managing multiple projects. Select the [Create Folder] action, enter the name of the required folder and click [Create].



The 'Create Folder' dialog box has a title bar with a close button. It contains a text input field for 'Folder Title (maximum 40 characters):*' with the value 'Research'. At the bottom right are 'Create' and 'Close' buttons.

The Project Folders will appear in the general work area.

The screenshot shows a 'Work Area' dashboard with two rows of summary cards. The first row contains: Notifications (110), Signatures (0), Transfers (0), and Shared (0). The second row, titled 'Project Folders', contains: All Projects (5), Research (0), Practicals (0), and Completed (0). The numbers are displayed in red for non-zero values and green for zero values.

(c) Delete Folder

Folders can be deleted if they do not contain any projects. Select the [Delete Folder] action, select the folder to delete and click [Delete].

The 'Delete Folder' dialog box has a title bar with a close button (X). Below the title, it says 'Please select the folder that you wish to delete:'. A dropdown menu is open, showing 'Completed' as the selected option. At the bottom right, there are two buttons: a green 'Delete' button and a grey 'Close' button.

(d) Delete Project

Projects can be deleted by selecting the [Delete Project] action, selecting the project from the dropdown and clicking [Delete]. Note: Projects that have been submitted for review cannot be deleted.

The 'Delete Project' dialog box has a title bar with a close button (X). Below the title, it says 'Please select project that you wish to delete:*'. A dropdown menu is open, showing 'RECA RESEARCH Epsilon TEST' as the selected option. At the bottom right, there are two buttons: a green 'Delete' button and a grey 'Close' button.

(e) Duplicate Project

The [Duplicate Project] action allows one to duplicate an existing project. This duplicates all questions and answers from the existing project to the new project. Both projects that have been reviewed and approved, as well as those not yet submitted, can be duplicated. If a project is duplicated from a submitted project, the duplicated project will be in an editable, unsigned and unsubmitted state.

Select the project to be duplicated from the dropdown, enter a new title, and click [Duplicate]. It is not recommended to include sub-forms as this will duplicate any amendment forms, extension forms, etc. that have been created on the existing project.

The screenshot shows a dialog box titled "Duplicate Project" with a close button (X) in the top right corner. Inside the dialog, there are three main sections: 1. "Please select project that you wish to duplicate:" with a dropdown menu showing "100 - RECA Research Alpha TEST". 2. "Please enter a new title:*" with a text input field containing "RECA Research Zeta TEST". 3. "Include sub forms:" with an unchecked checkbox. At the bottom right, there are two buttons: a green "Duplicate" button and a grey "Close" button.

(f) Move Project

To move a project into a folder, select [Move project]. Choose the project, the destination folder and click [Move].

The screenshot shows a dialog box titled "Move Project" with a close button (X) in the top right corner. Inside the dialog, there are two main sections: 1. "Project:" with a dropdown menu showing "RECA PRACTICAL Gamma TEST". 2. A folder selection dropdown menu with three options: "Research", "Practicals" (which is selected and highlighted in blue with a checkmark), and "Completed". At the bottom right, there are two buttons: a green "Move" button and a grey "Close" button.

The project will be moved from the list on the main screen to the destination folder.

Project Folders			
All Projects	Research	Practicals	Completed
5	0	1	0

(g) Transfer

Projects can be transferred in their entirety from one project owner to another. Once transferred, the original project owner loses all access to the project.

1. Select [Transfer].
2. Start typing the email address of the person to whom the project is being transferred.
3. Add an optional message to the new project owner.
4. Tick the project(s) to be transferred.
5. Click [Transfer]

Transfer Projects

Please note that you will lose all access to this project.

Email Address:

imti

Imtiaz Khan(Imtiaz.Khan@mandela.ac.za)

As discussed please accept transfer of this project

Search Projects

	Id	Project Title
<input checked="" type="checkbox"/>	2867	REC-H Beta Test

Transfer Close

3.5. Projects Area

The Projects area lists all projects that you have created or that have been shared with you, their unique Project IDs, date created as well as date last modified.

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-H Alpha Test	2868	Ms Michelle Barnett	01/02/2026 12:49	01/02/2026 12:49
>	REC-H Beta Test	2867	Ms Michelle Barnett	01/02/2026 12:13	01/02/2026 12:14

Clicking on the > on the right of a project expands the project and displays any applications/reports created as part of the project. The status of each is shown. In the example below, the ethics application is shown as approved, whilst the amendment application is unsubmitted.

Project Title	Project ID	Owner	Date Created	Date Modified	
<input type="checkbox"/> REC-H Alpha Test	2868	Ms Michelle Barnett	01/02/2026 12:49	01/02/2026 12:56	
Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-H: Ethics Application			N/A	Approved	Ms Michelle Barnett
REC-H: Amendment			N/A	Unsubmitted	Ms Michelle Barnett
> REC-H Beta Test	2867	Ms Michelle Barnett	01/02/2026 12:13	01/02/2026 12:14	

4. Main Application Form Screen

When a new project is created, the application form is displayed as below.

There are various features on this screen, most of which are explained in-depth in the sections that follow.

- **A - Overview**
Indicates the project number, the status of the application and if action is required by you on the application.
- **B – Project Tree**
Shows any sub-forms created as part of the project (for e.g. amendment form, extension form, etc.)
- **C – Actions**
 - Completeness Check - shows the questions that still need to be completed
 - Create Sub Form – for amendments, extension applications, etc.
 - Share/Roles – enables one to share the form with other MEOS users
 - View as PDF – download a PDF version of the application form
- **D - Tabs**
 - Navigation – enables one to navigate between the question sections on the form
 - Documents – full list of documents uploaded to the application

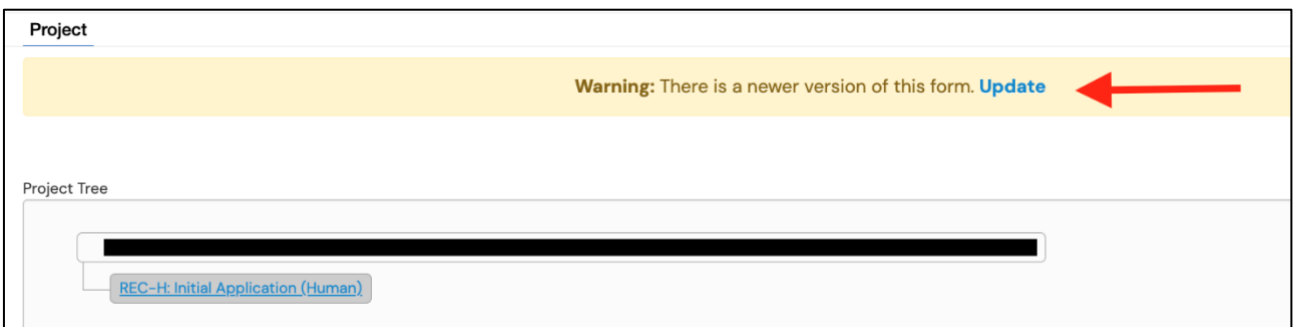
- Signatures – list of all signatures and signature requests on this form
- Collaborators – list of people you have shared the form with, and the permissions given
- Site – this is an admin function and cannot be changed
- History – provides a full history of the form from creation to submission to approval
- **E – Navigation section**
Navigate between the various sections of the form.

5. Dealing with the Project Update Banner

Periodically, the system administrators will update the forms on MEOS, and a banner will appear at the top of the application form.

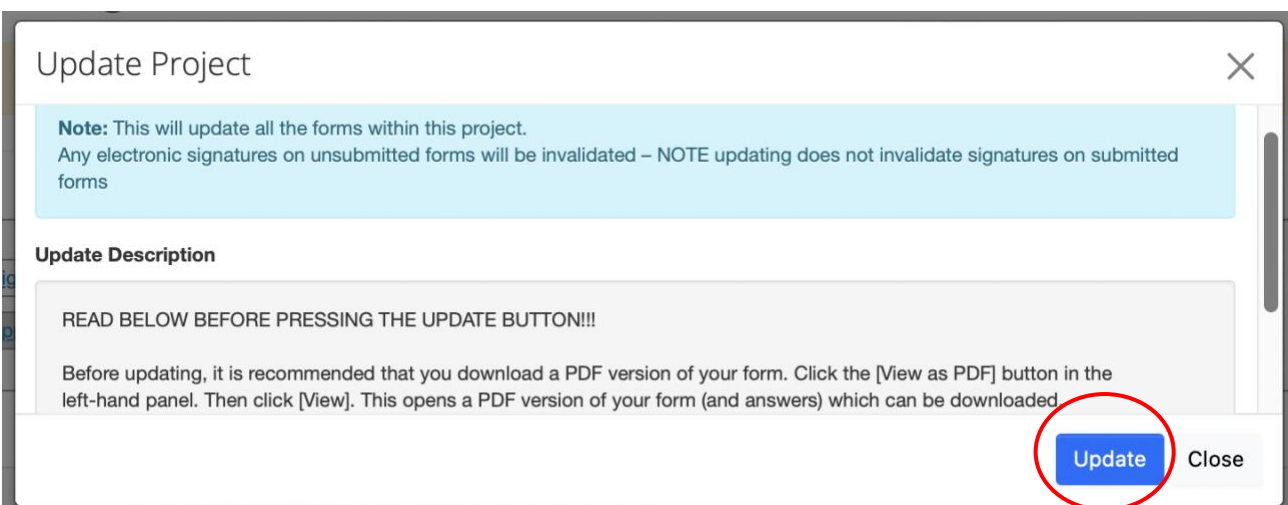
It is recommended that you perform the update so that you are working on the most up-to-date version.

If a form has been signed but not submitted, updating the project will invalidate the signatures and the form will need to be signed again. Signatures on submitted forms are not affected.



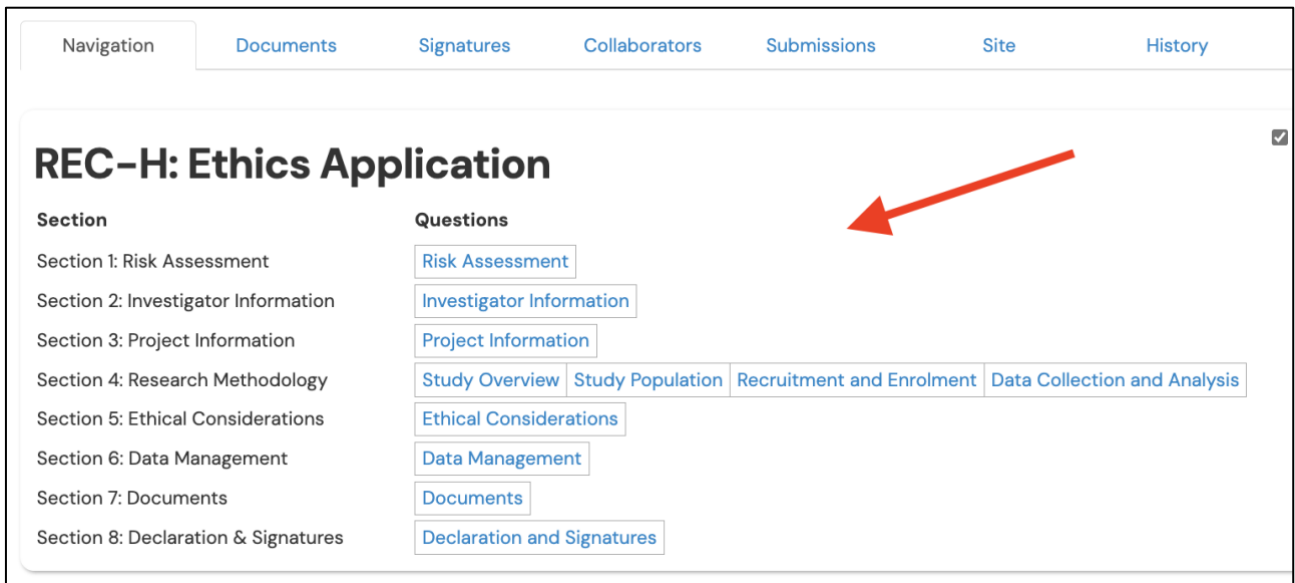
Read the instructions in the Update Description box. You will be advised to create a PDF of your application using the [View as PDF] action button in the left-hand panel. In rare cases, depending on the edits made to the form, you may lose the information in a question. You can then cut and paste it from your back-up.

After downloading a PDF of your application, click [Update].



6. Explanation of Form Actions

Click on any of the questions to open and reveal the actions on a form.



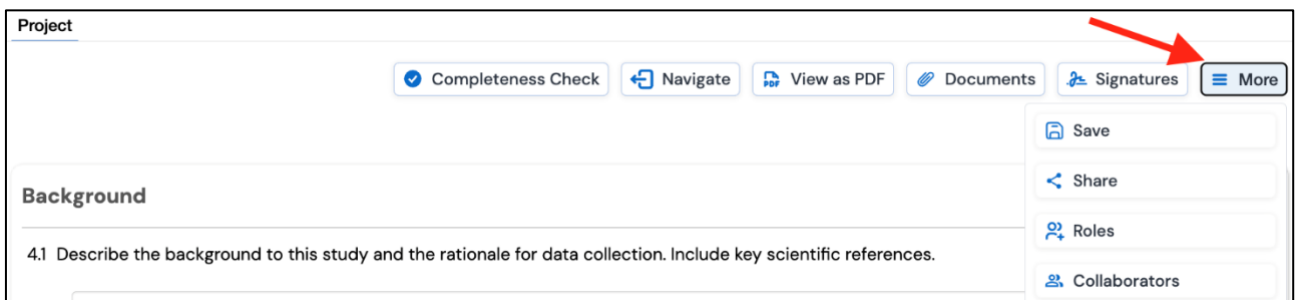
The screenshot shows the top navigation bar with tabs for Navigation, Documents, Signatures, Collaborators, Submissions, Site, and History. Below this is the title 'REC-H: Ethics Application'. A table lists sections and their corresponding questions:

Section	Questions
Section 1: Risk Assessment	Risk Assessment
Section 2: Investigator Information	Investigator Information
Section 3: Project Information	Project Information
Section 4: Research Methodology	Study Overview Study Population Recruitment and Enrolment Data Collection and Analysis
Section 5: Ethical Considerations	Ethical Considerations
Section 6: Data Management	Data Management
Section 7: Documents	Documents
Section 8: Declaration & Signatures	Declaration and Signatures

A red arrow points to the 'Questions' column.

6.1. Revealing all actions on a form

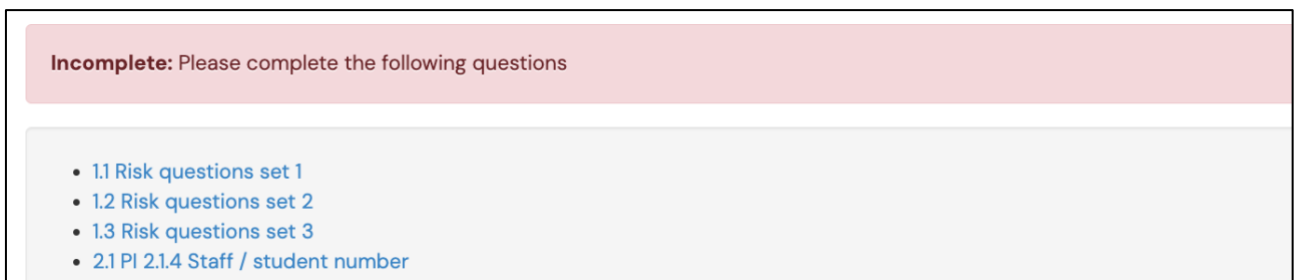
Actions are available at the top of the form. Depending on your screen resolution, not all actions may be visible. Clicking on [More] will reveal any hidden actions.



The screenshot shows the top of a form with a 'Project' section. A horizontal bar contains several action buttons: 'Completeness Check', 'Navigate', 'View as PDF', 'Documents', 'Signatures', and 'More'. A red arrow points to the 'More' button. A dropdown menu is open, showing additional actions: 'Save', 'Share', 'Roles', and 'Collaborators'.

6.2. Completeness Check

Clicking on [Completeness Check] displays a list of all incomplete mandatory questions on your form. Forms will not submit if mandatory questions are not completed. Clicking on a link in the list takes one directly to the incomplete question.

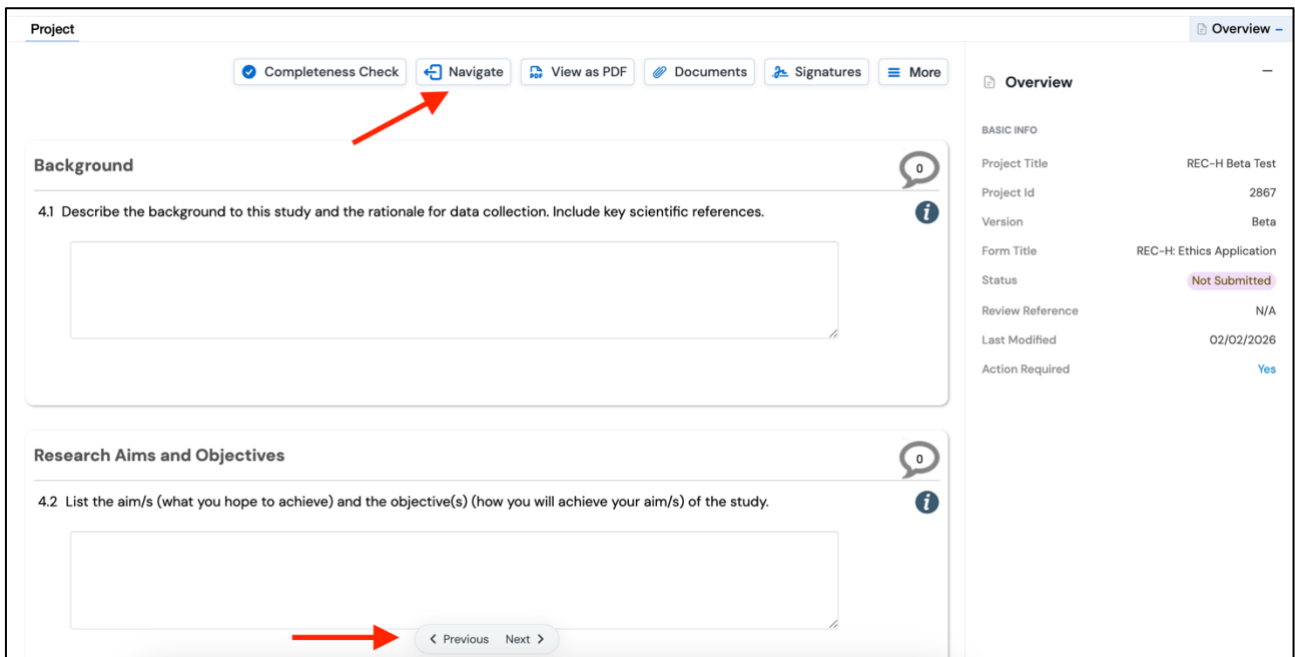


The screenshot shows a pink header bar with the text 'Incomplete: Please complete the following questions'. Below this is a list of incomplete questions:

- [1.1 Risk questions set 1](#)
- [1.2 Risk questions set 2](#)
- [1.3 Risk questions set 3](#)
- [2.1 PI 2.1.4 Staff / student number](#)

6.3. Navigating through the form

Use the Previous and Next buttons on the bottom of the page or click on the [Navigate] action to take you back the screen indicated above, where you can select another Section of the form to complete.

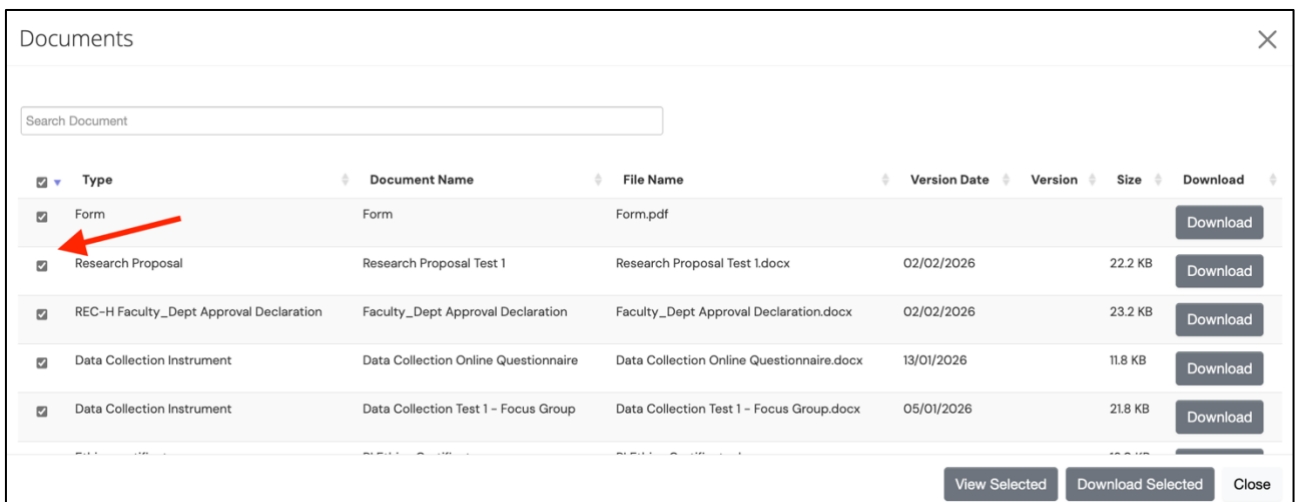


6.4. View as PDF

Download a PDF version of your application form using the [View as PDF] action. This is useful if you want to share your form with people who do not have access to MEOS (for e.g. an external supervisor).

6.5. Documents

Clicking the [Documents] action lists all the documents you have uploaded to the form. You can View or Download selected documents by clicking on the arrows next to the file name.



6.6. Signatures

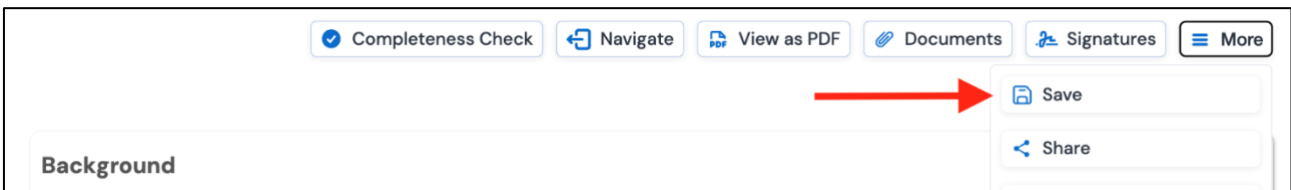
The [Signatures] action displays all signatures linked to the form, those that have signed and those that have been requested. Signature requests can be cancelled.

Signatures			
Type	Signatory Email	Signed Date	Validity
PRP	Michelle.Barnett@mandela.ac.za	05/10/2022 08:34	Valid

Signature Requests					
Type	Signatory Email	Requested Date	Status	Response Date	Action
PI	Candy@gmail.com	05/10/2022 08:34	Requested		Cancel

6.7. Saving your form

WARNING: SAVE your form at regular intervals. There is a 90-minute time-out and if your work, has not been saved in this period, or you are disconnected from the system for any reason, you will lose your work. Saving can be done by using the [Save] action button or navigating to another page using the [Previous] or [Next] buttons.



6.8. Sharing your form / Roles

The [Share] and [Roles] actions enable you to give other users access to view/edit the form depending on the level of access or role selected. Detailed information is provided later in this user guide.

6.9. Collaborators

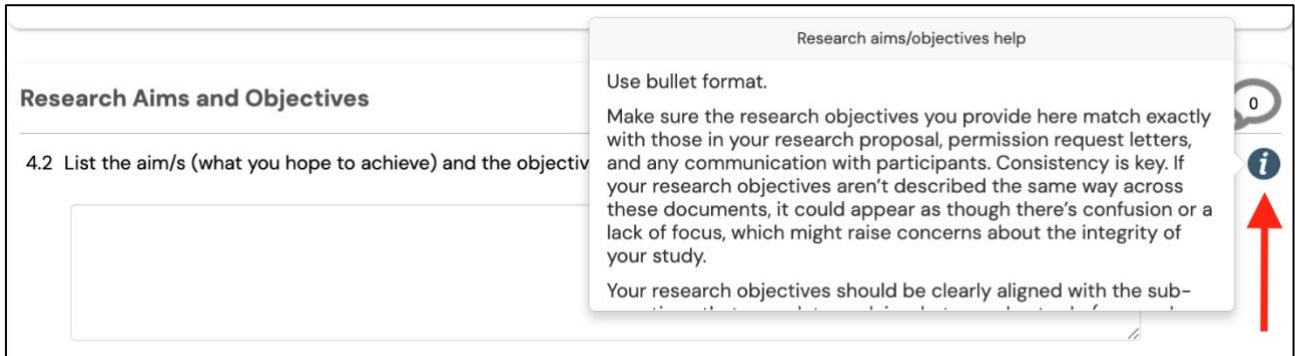
Lists the current collaborators on the form. If the Share action has been used and not the Roles, the collaborators level of access can be edited.

Name	Access	Edit Permissions
Mrs Michelle Barnett	Project Owner and Form Owner	Edit Permissions
Ms Candy Sweet	Read, Write	Edit Permissions

7. Getting Help whilst Completing your Form

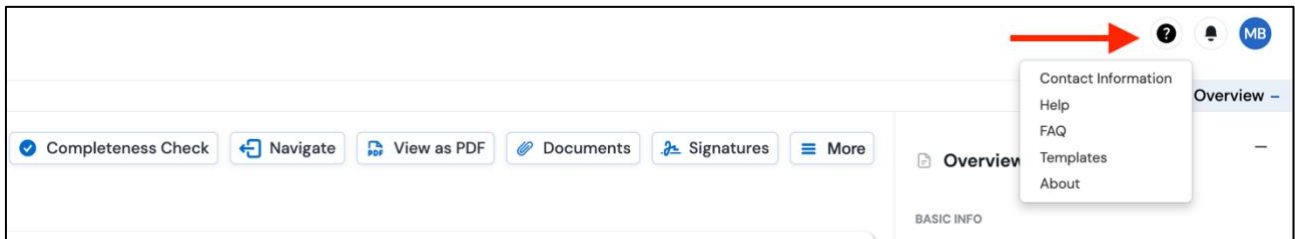
7.1. Information icons

Many questions have an information icon at the top right. Clicking on the icon opens up a panel with information about the question and how to answer it. Additionally, links to documents and templates can be found here (for e.g. the informed consent template).

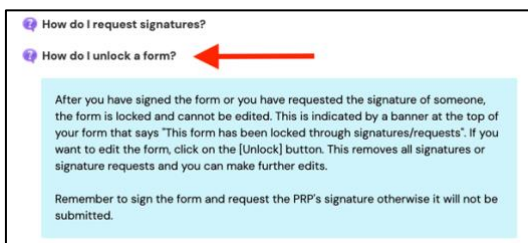


7.2. Frequently asked questions / templates

Click on the question mark icon in the top right-hand corner to reveal the link to the FAQ and Template sections.



FAQ: clicking on a question in the FAQ section reveals the information



Templates: documents/templates can be downloaded for use

Informed Consent Template	Informed Consent Template	26/05/2020	Download
Guidelines for Ethical Conduct in the Care and Handling of Animals used for Research and Education at the Nelson Mandela University	Guidelines for Ethical Conduct in the Care and Handling of Animals used for Research and Education at the Nelson Mandela University	24/07/2020	Download
External Supervisor Checklist	External supervisor checklist and declaration	22/10/2024	Download
Belmont Report	Ethical principles and guidelines for the protection of human subjects of research	26/05/2020	Download

8. Uploading Documents

Some of the questions may require documents to be uploaded. These could include a copy of the research proposal, informed consent forms, study permits draft gatekeeper letters, etc.

Click on the [Upload Document] button.

9.2.2 Upload any additional/supporting documentation.

[Upload Document](#)

This opens an upload pop-up.

Document Name	Version Date	Version	
Browse	<input type="text"/>	<input type="text"/>	Upload

Click on the [Browse] button to search for and add the required document.

Edit the document name to make it clear to the reviewer what the document is.

Add a Version date and version number. These are not always mandatory. However, it is useful where multiple versions of the same document have been uploaded after revisions have been requested by reviewers. This makes it clear to the reviewers which is the most recent document.

Then click the [Upload] button.

Documents - Data Collection Instrument

Please attach your Data Collection Instrument here:

Document Name	Version Date	Version	
<input type="text" value="Online survey"/> Browse	<input type="text" value="02/02/2026"/>	<input type="text" value="1"/>	Upload

Once uploaded, the documents will display on screen and can be downloaded or deleted. Additional documents can also be uploaded.

7.5 Upload the data collection/extraction tool(s) for this study (surveys, interview guides, questionnaires, assessments, templates, etc.)

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Data Collection Instrument	Online survey	Data Collection Online Questionnaire.docx	02/02/2026	1	11.8 KB	Download	Delete

[Upload Document](#)

9. Sharing your Application

Forms are shared between users for many reasons. The most common is that of a student (the Principal Investigator) sharing their ethics application form with their supervisor (the Primary Responsible Person) for comment and input.

Important: All staff and students that have active Nelson Mandela University login credentials can access MEOS. However, if the Mandela staff or student that you wish to share the form with has not previously logged in to MEOS, their name will not be found on MEOS. All users need to log in once to MEOS for their details to register on the system. If the staff member or student is not found on MEOS, email them this link (meos-apply@mandela.ac.za) and request that they log in using their Mandela credentials.

There are two different methods to share an application.

9.1. Using the Share Function

The Share function enables one to select the level of access per user.

There are six levels of access:

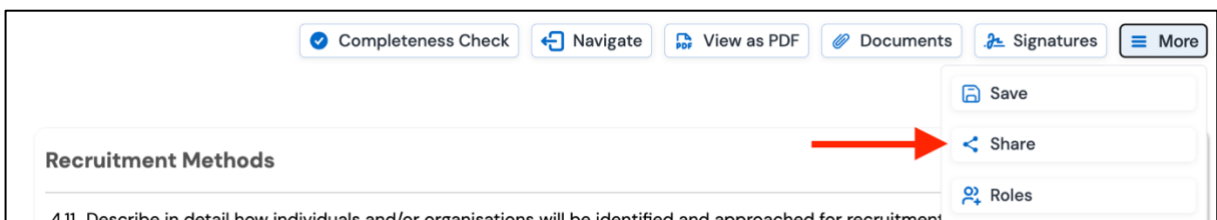
- Read – may read the form but is unable to edit any questions
- Write – may edit the form questions
- Submit – may submit the form after reading/editing
- Share – may share the form with further Nelson Mandela staff/students
- Create all sub-forms – may create amendment forms, extension forms, progress reports, etc.
- Receive notifications – will receive notifications in their own work area pertaining to the shared project

(a) Granting Share Access

The share function can be accessed in two ways.

Using the [Share] action

Click on the [Share] action to open the Share pop-up.



Start typing and then select the email address of the person with whom you are sharing the form; tick the level of access you wish to grant and click [Share]. They will receive an email indicating that a form has been shared with them.

Sharing via the contact information questions:

On each form, there are contact questions which request the contact details of various Nelson Mandela staff and/or students involved in the project.

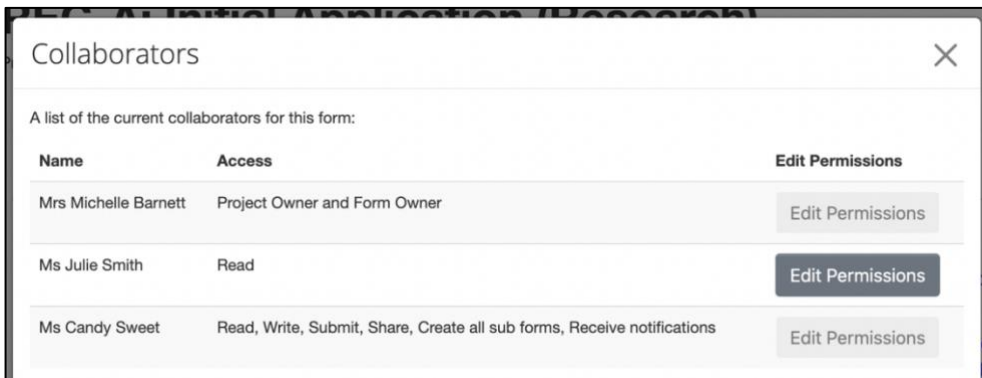
On the right of these questions, a [Share] button is displayed which can be used to share the form with the required user.

(b) Editing Share Access

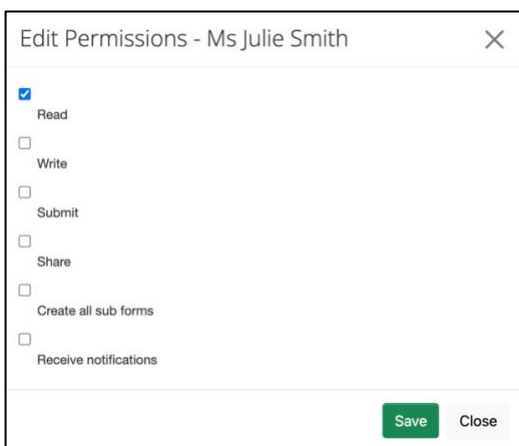
The level of share access granted to a user can be edited if required.

Click on the [Collaborators] action.

This displays a pop-up indicating all collaborators on the form. The [Edit Permissions] button is only active for those with Share access



Edit the permissions and [Save]



9.2. Using the Roles Function

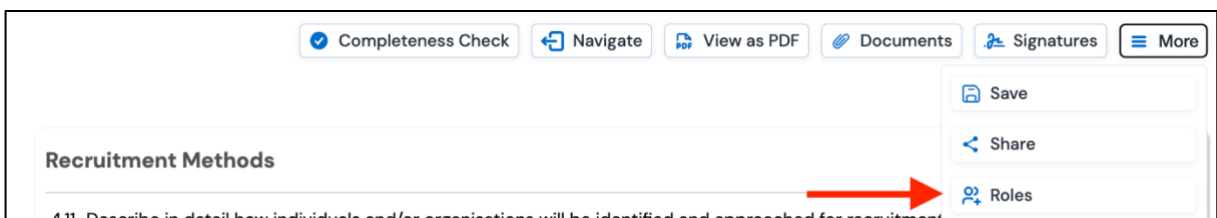
The Roles action is similar to the Share action, except that the levels of access are pre-determined.

The roles of Primary Responsible Person/Supervisor, Co-supervisor, and Principal Investigator have full access (read, write, share, submit, etc.)

If different levels of access are required, it is suggested that the Share function is used instead.

(a) Granting Roles Access

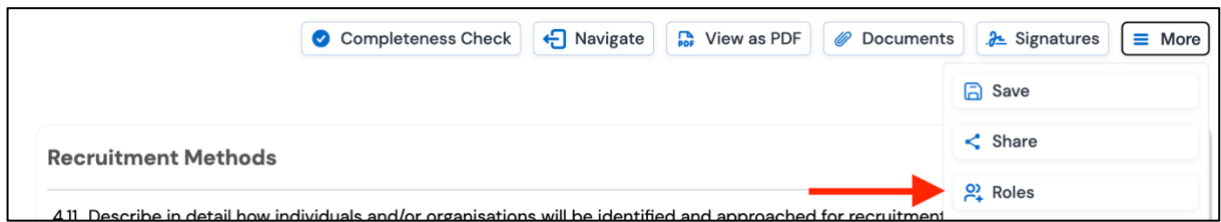
Click on the [Roles] action.



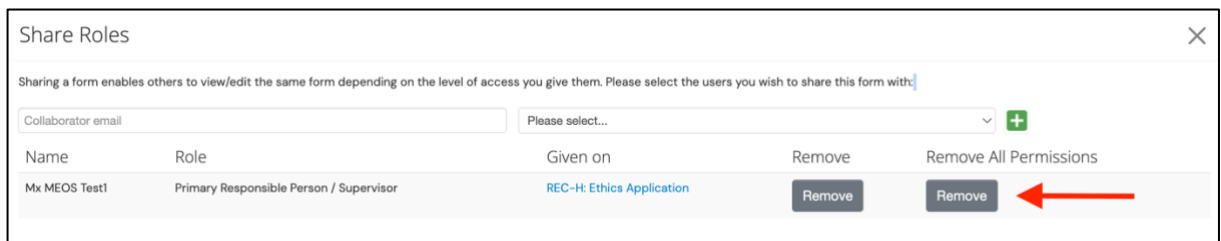
Select the email address of the required person, tick the role you wish to assign and click [Share Role]. The person will receive an email indicating that they have been given a role on a form.

(b) Removing Roles Access

Click on the [Roles] action.



Click the [Remove] button under the Remove all Permissions column and the person will be removed from the form.



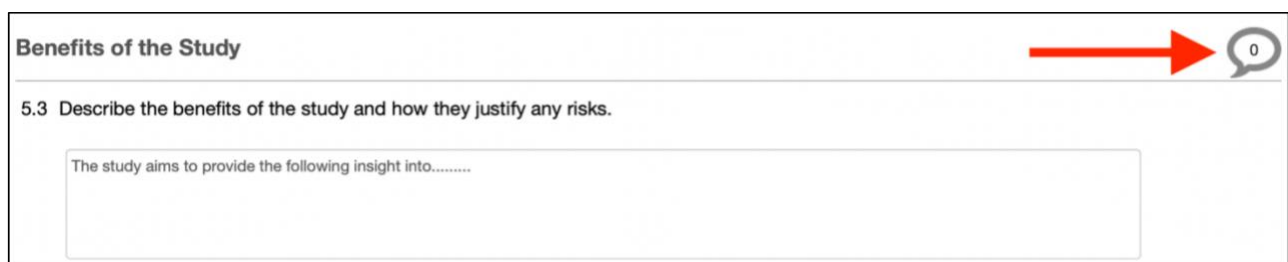
10. Using the Comments Function

The Comments function provides a means of collaboration on a project, for example, between researchers or between student and supervisor, etc. It facilitates engagement on specific questions at the applicant level before submission for ethics review.

These comments are NOT VISIBLE to the reviewers on the ethics committees, either at faculty level or at REC-A/REC-H level.

10.1. Adding comments

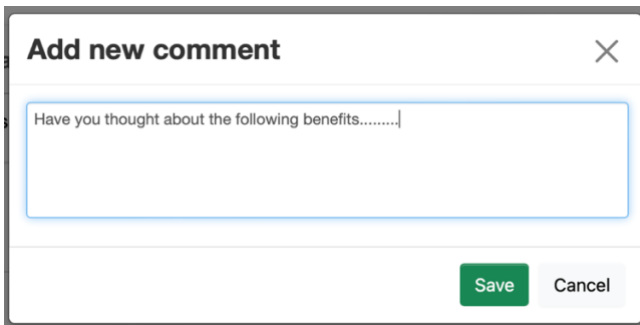
Click on the speech bubble in the top right-hand corner of the question you wish to comment on.



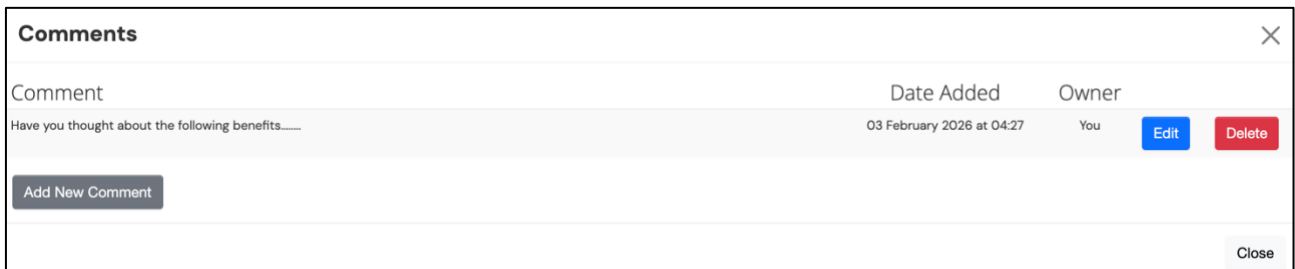
Click [Add New Comment].



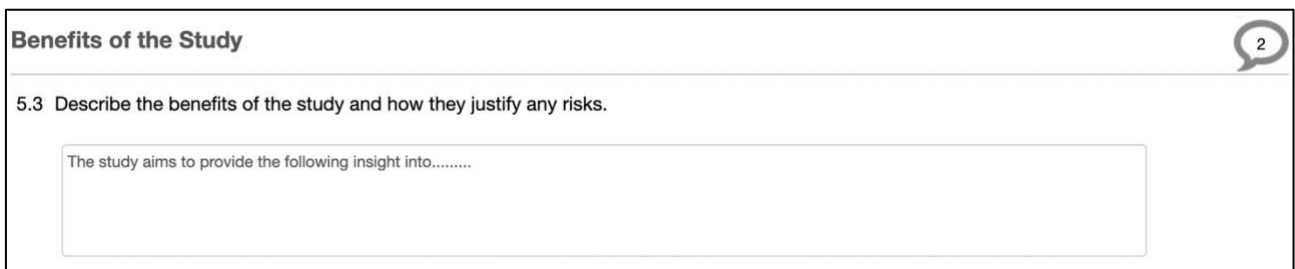
Add your comment for this question and click [Save].



The resulting pop-up displays the comment which can be edited or deleted as required. Click [Close] to close the pop-up.



The number in the speech bubble increases with the number of comments made on a question.



10.2. Editing/deleting comments

Click on a speech bubble to display the comments made for a specific question. Project owners can edit or delete ALL comments made, irrespective of who has made the comment. For people with whom a form has been shared, they may only edit or delete their own comments as shown below.

Comment	Date Added	Owner	
I agree with the points made but perhaps elaborate on the second benefit listed.	17 October 2022 at 15:21	You	Edit Delete
Have you thought about the following benefits.....	17 October 2022 at 14:36	Mrs Michelle Barnett	

[Add New Comment](#)

[Close](#)

10.3. Viewing all comments

Comments are visible to all users with shared access to the form.

The comments can be accessed from the Overview section of any page of the form. The number indicates the number of comments made.

The screenshot shows a form titled 'Project' with a sidebar on the right labeled 'Overview'. In the main content area, there is a question '4.2 List the aim/s (what you hope to achieve) and the objective(s) (how you will achieve your aim/s) of the study.' Below the question is a text input field containing placeholder text. A speech bubble icon with the number '0' is positioned above the question. A red arrow points from this icon to the 'Comments' link in the sidebar, which also displays the number '7'.

Clicking on the word 'Comments', on the number of comments or on the arrow to the right of the number opens up the full list of comments, who made each comment and when the comment was made. Clicking on a comment takes you to the page of the form on which the comment was made.

Comment	Time and date	User
Your response is perfect. You have answered the question clearly which makes it easier for the reviewers to review.	03 February 2026 at 05:59	Mx MEOS Test1
Please check my response to this question.	03 February 2026 at 05:54	Ms Michelle Barnett
Your data collection methods response needs to be expanded on.	03 February 2026 at 06:00	Mx MEOS Test1
Rather use the informed consent template on the RECH website. Adjust it for your research needs.	03 February 2026 at 06:01	Mx MEOS Test1
You have not uploaded the gatekeeper draft letter?	03 February 2026 at 06:01	Mx MEOS Test1
I will send you the latest certificates by Friday morning.	03 February 2026 at 05:59	Mx MEOS Test1
Your ethics certificates are about to lapse. Please could you send me your updated ones.	03 February 2026 at 05:55	Ms Michelle Barnett

Scroll down the page to the question indicated by a red border. Click on the speech bubble in the top right-hand corner to display the comment and to respond by adding a new comment if required.

Gatekeeper Draft Letter(s) 1

7.6 Upload draft gatekeeper permission letter(s).

[Upload Document](#)

11. Signing and Requesting Signatures on your Form

The REC-A and REC-H processes differ slightly in terms of the applicant/project owner for the study. However, the process of signing the form and requesting signatures on the form remains the same.

Not all studies have a separate PI and PRP. In such studies, only one signature will be required.

Please note: A form cannot be edited once it has been signed. If you need to edit the form after it has been signed, please refer to the section on unlocking a form.

11.1. Signing your form

The final page of each form is the *Declaration and Signatures* page. The content may differ depending on the form and the ethics committee. The screenshot below shows the declaration and [Sign] button for the PI signature on a REC-H research application form.

PI Declaration/Signature 0

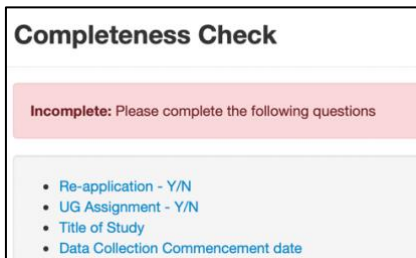
8.2 By signing this application for ethics review, I declare that I will conduct my research in compliance with the professional code(s) of ethics and guidelines for ethically responsible research relevant to my field of study, the Nelson Mandela University Code of Conduct for Researchers AND the Department of Health's guidelines on Ethics in Health Research: Principles, Processes and Structures (2015).

- I declare that I have read the Nelson Mandela University Code of Conduct for Researchers.
- I will ensure that every participant (or other involved persons, such as relatives, etc.), shall at all times be treated in a dignified manner and with respect.
- I understand that approval for data collection is for **1 calendar year** from the date of issue of the ethics approval letter.
- I agree to submit an annual progress report for the purposes of extending the data collection period or closing the study and that in the case of an extension, the report will be submitted 4–6 weeks prior to the expiry of ethics approval.
- I agree to submit any applications for amendments to the study PRIOR to the implementation of the amendment.
- I agree to submit the relevant report in the event of any unanticipated problems, serious incidents or adverse events observed during the course of the study.
- I agree to submit the relevant report in the event of any study deviations, violations and/or exceptions to the study.
- I acknowledge that the study could be subjected to passive and/or active monitoring without prior notice at the discretion of Research Ethics Committee (Human).

(KINDLY NOTE: You will be unable to sign the form if there are mandatory questions that are incomplete. Please do a completeness check using the [Completeness Check] button in the left pane to ensure that all mandatory questions are answered.)

[Sign](#) ←

Clicking on the [Sign] button automatically performs a completeness check on the form. If mandatory forms have not been completed, it is not possible to sign the form.

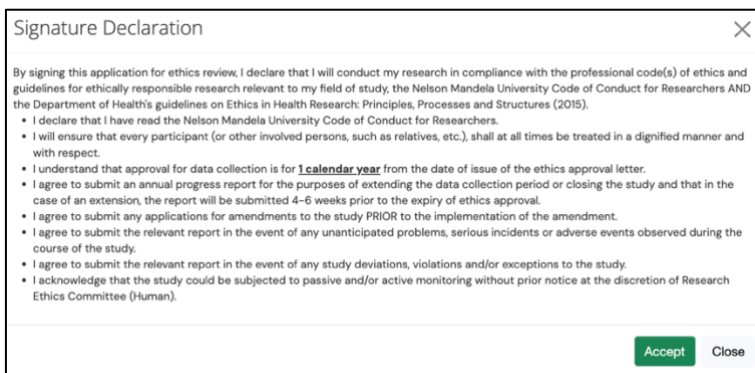


Completeness Check

Incomplete: Please complete the following questions

- [Re-application - Y/N](#)
- [UG Assignment - Y/N](#)
- [Title of Study](#)
- [Data Collection Commencement date](#)

If all mandatory questions have been completed, click on the [Sign]. A Signature Declaration will open. Read the declaration and click [Accept].



Signature Declaration

By signing this application for ethics review, I declare that I will conduct my research in compliance with the professional code(s) of ethics and guidelines for ethically responsible research relevant to my field of study, the Nelson Mandela University Code of Conduct for Researchers AND the Department of Health's guidelines on Ethics in Health Research: Principles, Processes and Structures (2015).

- I declare that I have read the Nelson Mandela University Code of Conduct for Researchers.
- I will ensure that every participant (or other involved persons, such as relatives, etc.), shall at all times be treated in a dignified manner and with respect.
- I understand that approval for data collection is for **1 calendar year** from the date of issue of the ethics approval letter.
- I agree to submit an annual progress report for the purposes of extending the data collection period or closing the study and that in the case of an extension, the report will be submitted 4-6 weeks prior to the expiry of ethics approval.
- I agree to submit any applications for amendments to the study PRIOR to the implementation of the amendment.
- I agree to submit the relevant report in the event of any unanticipated problems, serious incidents or adverse events observed during the course of the study.
- I agree to submit the relevant report in the event of any study deviations, violations and/or exceptions to the study.
- I acknowledge that the study could be subjected to passive and/or active monitoring without prior notice at the discretion of Research Ethics Committee (Human).

Accept Close

Click [Sign].

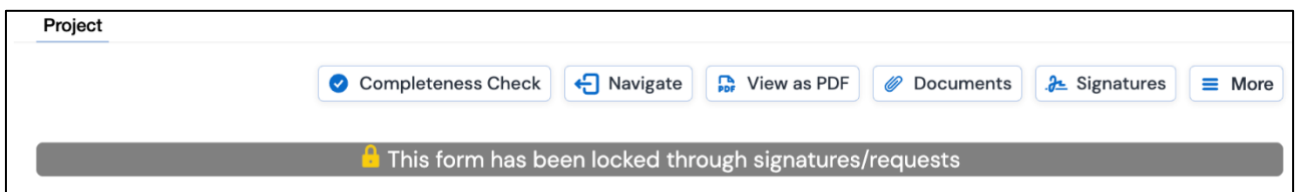


Sign Form

Are you sure you wish to sign this form?

Sign Close

Clicking [Sign] locks the form to edits which is indicated by a message displayed on the top of the form.



Project

Completeness Check | Navigate | View as PDF | Documents | Signatures | More

🔒 This form has been locked through signatures/requests

The name of the signatory and the date and time of signature will be displayed next to the [Sign] button.



Sign

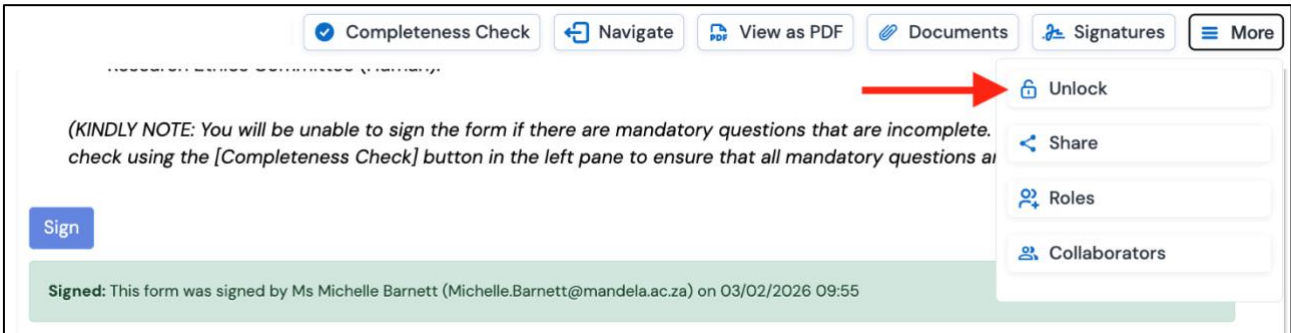
Signed: This form was signed by Ms Michelle Barnett (Michelle.Barnett@mandela.ac.za) on 03/02/2026 09:55

11.2. Unlocking your form (if signed or if a signature has been requested)

A form that has been signed or on which a signature has been requested is automatically locked and no further edits can be made.

It can be unlocked by clicking on the [Unlock] action. Note, this action only appears when a form is signed, or a signature has been requested on a form.

Unlocking a form invalidates **any** signatures or signature requests on the form. It will need to be signed again otherwise it will not submit for review.



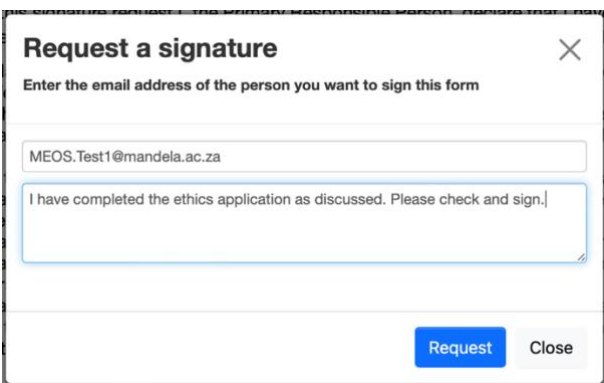
11.3. Requesting a signature

The majority of research studies are for degree purposes and will require the signature of **both** the PI and PRP.

Click the [Request Signature] button.



Start typing the name of the person to select their email. Add an optional message, then click [Request].

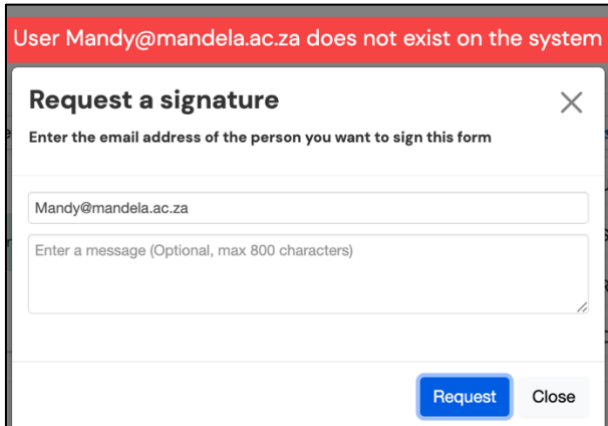


After the signature has been requested, this will be reflected beneath the [Request Signature] button.



Please note:

- Only those with Mandela University login credentials can access MEOS.
- The first time a user logs into MEOS, their details are transferred to the MEOS system.
- If you cannot find the person on MEOS the message below will be displayed. Email the person and request that they log in to MEOS. Thereafter, it will be possible to request their signature as outlined above.

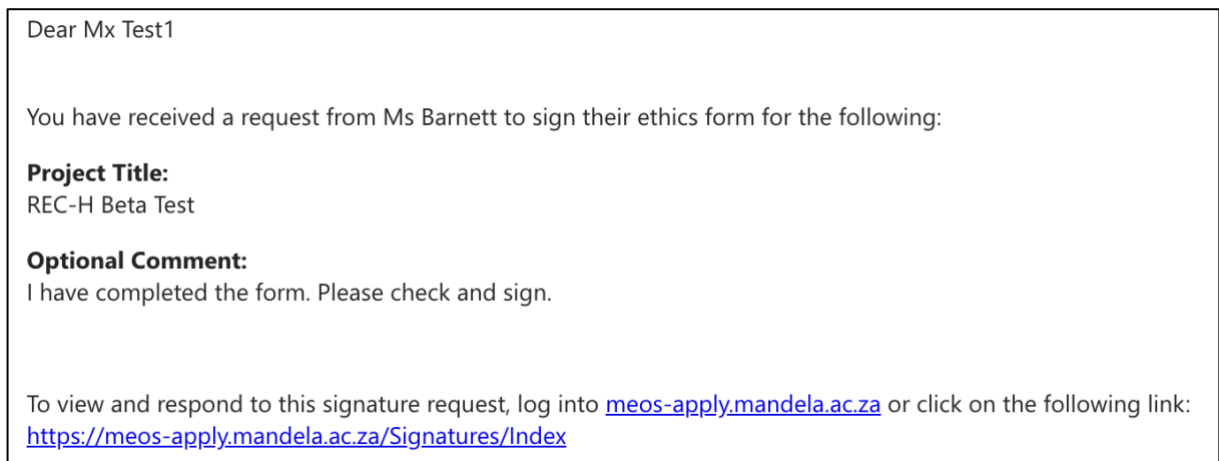


11.4. Accessing a form which you have been requested to sign

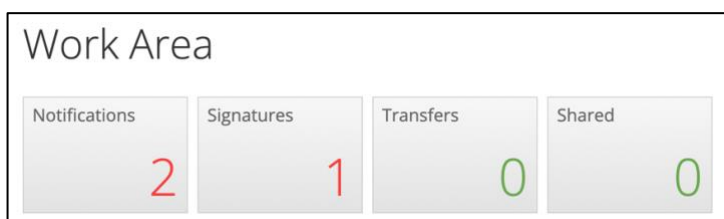
If you have been asked to sign an ethics form on MEOS, you will be notified in one of two ways.

(a) By Email:

The email will contain a link to your signatures page on MEOS.



(b) Under the Signatures Tile in your Work Area:



Clicking on either the link in the email or the Signatures tile opens the Signatures page.

Signatures								
Search signatures								
Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
PRP	REC-H Beta Test	2867	Ms Michelle Barnett	I have completed the form. Please check and sign.	03/02/2026 10:12		Requested	View Form

Click [View Form] to open the form. The [Sign] and [Reject] actions are at the top of the page.

Project

Completeness Check Navigate View as PDF **Sign** More

Reject

Documents

Signatures

11.5. Accepting a signature request (Signing the form)

Read through and check the contents of the form that you have been requested to sign.

If you are satisfied with the contents of the form, click the [Sign] action.

Project

Completeness Check Navigate View as PDF **Sign** More

Read and the Accept the declaration.

Signature Declaration

By responding to this signature request I, the Primary Responsible Person, declare that I have read and reviewed the full content of this application for scientific soundness, accuracy and completeness, and I am jointly accountable for the ethical conduct of this research.

- I confirm that data collection will only commence once final approval for the study has been granted and I am in receipt of an approval letter to this effect. Retrospective approval is not permitted.
- I declare that I have read the Nelson Mandela University Code of Conduct for Researchers.
- I will ensure that every participant (or other involved persons, such as relatives, etc.), shall at all times be treated in a dignified manner and with respect.
- I acknowledge that approval for data collection is for **1 calendar year** from the date of issue of the ethics approval letter.
- I will ensure that an annual progress report is submitted for the purposes of extending the data collection period or closing the study and that in the case of an extension, the report will be submitted 4–6 weeks prior to the expiry of ethics approval.
- I will ensure that any applications for amendments to the study are submitted PRIOR to the implementation of the amendment.
- I will ensure that the relevant report is submitted in the event of any unanticipated problems, serious incidents or adverse events observed during the course of the study.
- I will ensure that the relevant report is submitted in the event of any study deviations, violations and/or exceptions to the study.
- I acknowledge that the study could be subjected to passive and/or active monitoring without prior notice at the discretion of Research Ethics Committee (Human).

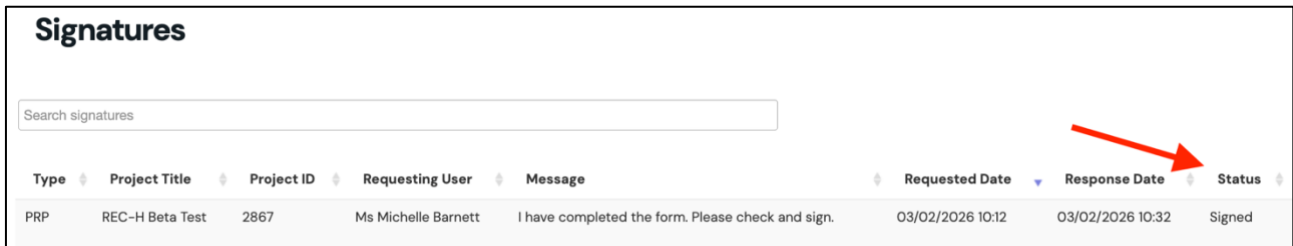
Accept Close

Click the [Sign] button.



A dialog box titled "Sign Form" with a close button (X) in the top right corner. The text inside asks, "Are you sure you wish to sign this form?". At the bottom, there are two buttons: a green "Sign" button and a grey "Close" button. A red arrow points to the "Sign" button.

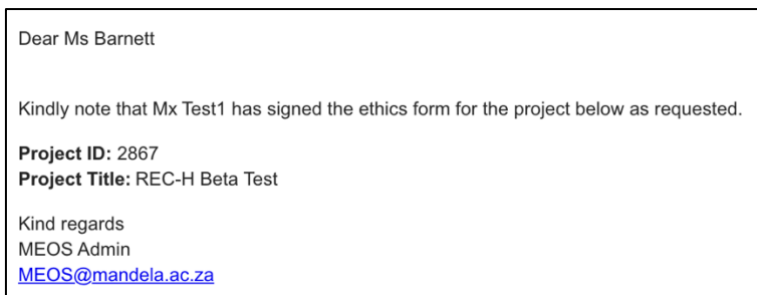
The Signatures page will open, indicating that the form has been signed.



A table titled "Signatures" with a search bar at the top. The table has columns: Type, Project Title, Project ID, Requesting User, Message, Requested Date, Response Date, and Status. A red arrow points to the "Status" column.

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status
PRP	REC-H Beta Test	2867	Ms Michelle Barnett	I have completed the form. Please check and sign.	03/02/2026 10:12	03/02/2026 10:32	Signed

An email will automatically be sent to the person who requested your signature indicating that you have accepted the signature request and signed the form.



Dear Ms Barnett

Kindly note that Mx Test1 has signed the ethics form for the project below as requested.

Project ID: 2867
Project Title: REC-H Beta Test

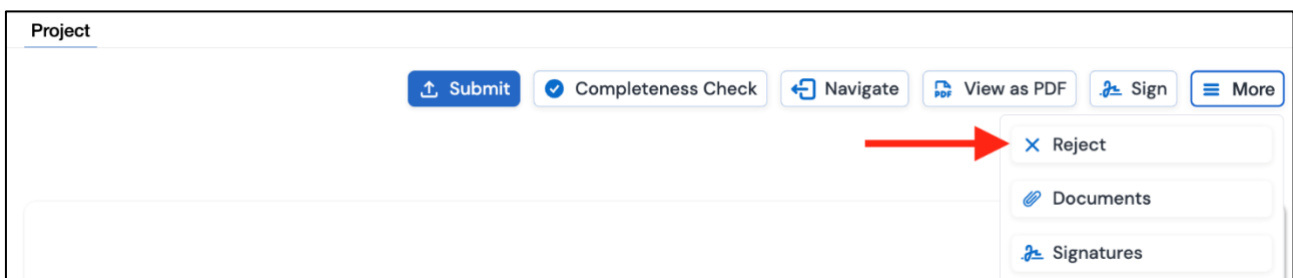
Kind regards
MEOS Admin
MEOS@mandela.ac.za

11.6. Rejecting a signature request

If the signature request has been sent to you in error, or if after reviewing the form contents, you believe further changes are required, the signature request can be rejected.

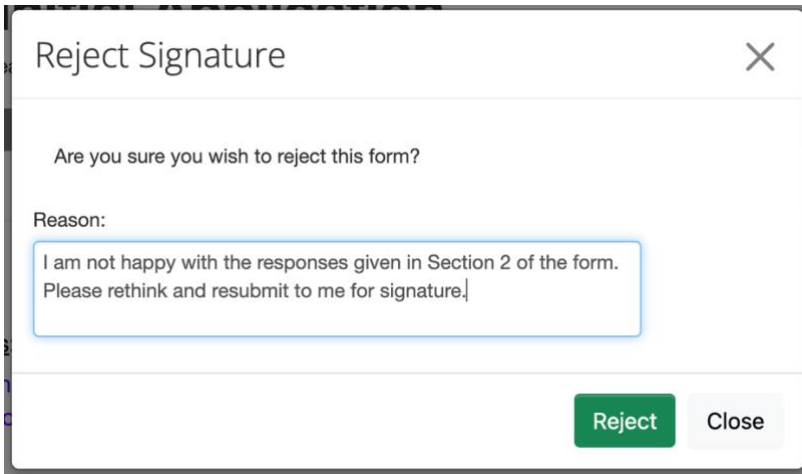
You can make comments on the form, if required, following the process outlined in the [Adding comments](#) section above.

Click the [Reject] action.



A "Project" form with a toolbar containing buttons: Submit, Completeness Check, Navigate, View as PDF, Sign, and More. A dropdown menu is open from the "More" button, showing options: Reject, Documents, and Signatures. A red arrow points to the "Reject" option.

Provide a reason for the signature rejection and click [Reject].

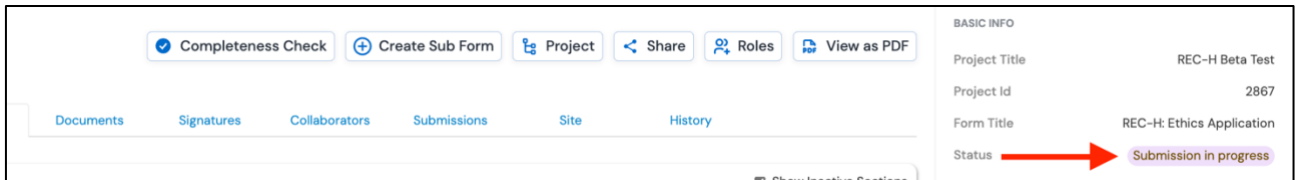


A dialog box titled "Reject Signature" with a close button (X) in the top right corner. The main text asks, "Are you sure you wish to reject this form?". Below this is a "Reason:" label followed by a text input field containing the text: "I am not happy with the responses given in Section 2 of the form. Please rethink and resubmit to me for signature." At the bottom right, there are two buttons: a green "Reject" button and a grey "Close" button.

An email will automatically be sent to the person who requested your signature indicating that you have rejected the signature request.

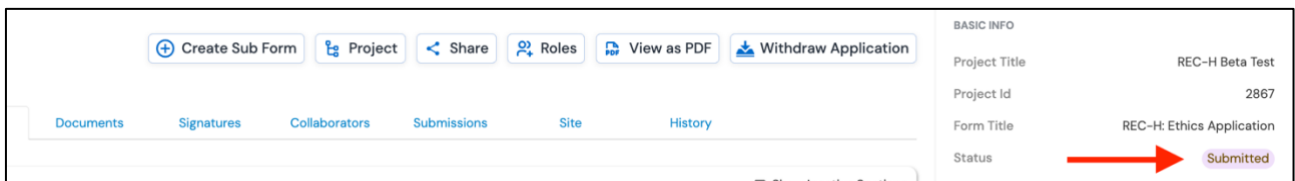
12. Submitting an Application

The majority of the forms on MEOS have auto-submission enabled. This means that the form will automatically be submitted for review after the final required signature on the form has been added. Auto-submission of a form takes approximately 10 minutes. During that time, the status of the form will change from 'Not submitted' to 'Submission in progress'.



A screenshot of a form management interface. At the top, there are several buttons: "Completeness Check" (checked), "Create Sub Form", "Project", "Share", "Roles", and "View as PDF". Below these are tabs for "Documents", "Signatures", "Collaborators", "Submissions", "Site", and "History". On the right side, under "BASIC INFO", the following details are shown: Project Title: REC-H Beta Test; Project Id: 2867; Form Title: REC-H: Ethics Application; Status: Submission in progress. A red arrow points from the "Status" label to the "Submission in progress" text.

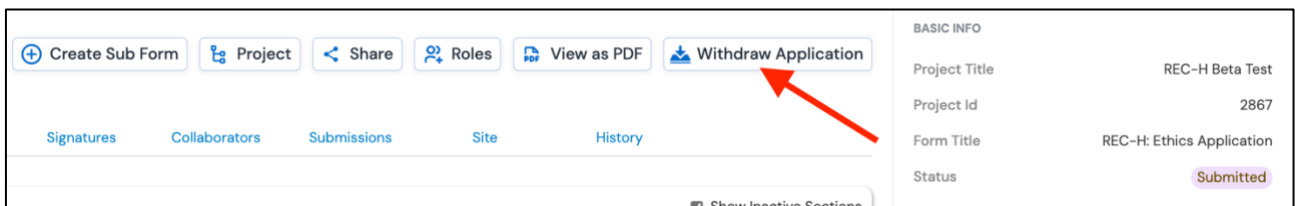
After the form has been submitted, the Status on the form will change to 'Submitted'.



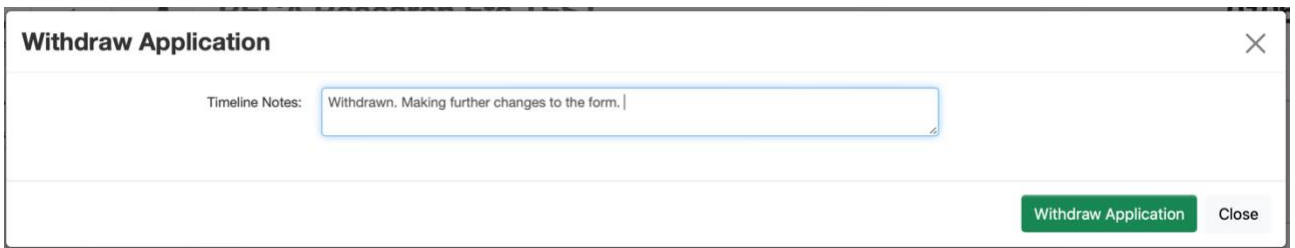
A screenshot of the same form management interface as above, but with the status updated. The "Status" field now shows "Submitted" in a pink box, with a red arrow pointing to it. The "Withdraw Application" button is now visible in the top toolbar.

13. Withdrawing an Application

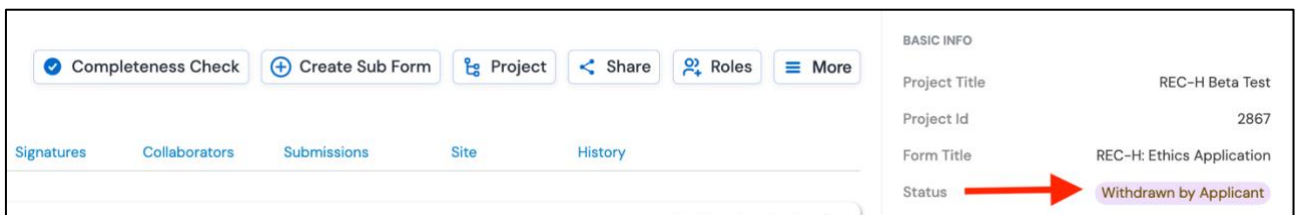
An application can be withdrawn once submitted. After submission, a [Withdraw Application] action is available on the form.



Add a reason for the withdrawal to the Timeline notes section and [Withdraw Application].



The status is updated to 'Withdrawn by Applicant', all signatures are invalidated, and the form can be edited as required.



Please note: Applications cannot be withdrawn once they have been progressed by the ethics administration team. The [Withdraw Application] action will no longer be available. In these cases, contact the ethics team at MEOS@mandela.ac.za with a request to withdraw.

14. Tracking your Application after Submission

Track your application. In particular, make sure that it has been successfully submitted after signing.

There are various ways you can track your application:

14.1. Check status on MEOS

Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-H: Ethics Application	REC-H: Ethics Application	2026-LAW-2867-5532	N/A	Submitted	Ms Michelle Barnett

14.2. Check the notifications tile on MEOS

Click on the Notifications tile. This provides a history of your application. Additionally, documentation that you are emailed (for example, reviewer feedback or approval letters, etc.) can also be found here.

Work Area

Notifications 2	Signatures 0	Transfers 0	Shared 0
------------------------	---------------------	--------------------	-----------------

Notifications

Search

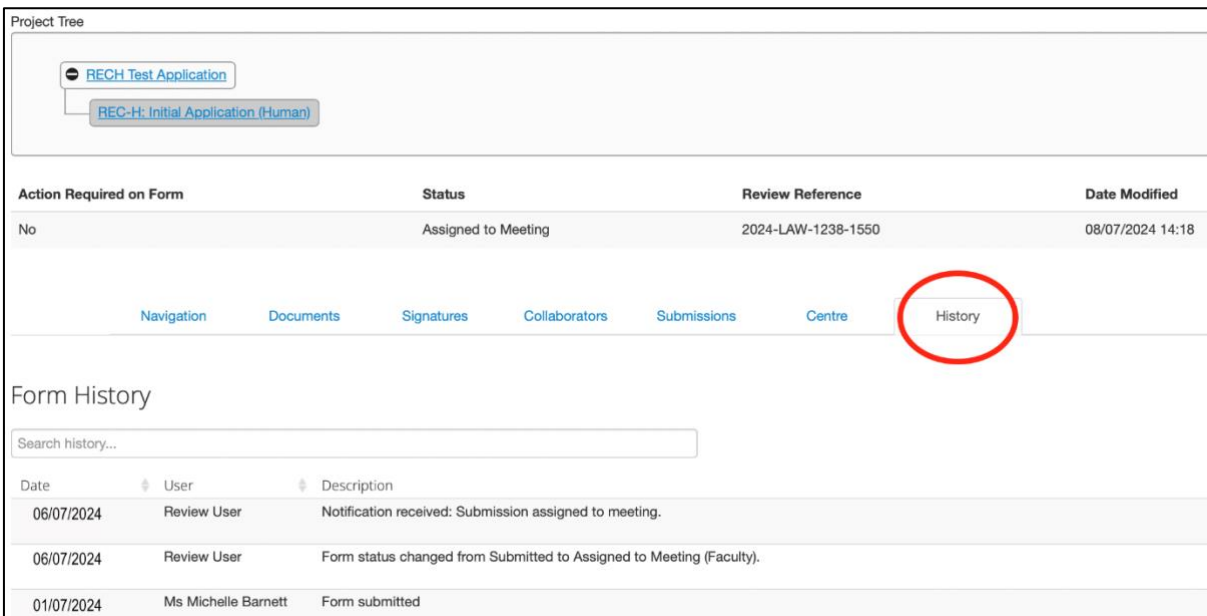
Received after Received before

Display 100 notifications
Please note that only the specified number of notifications will show after searching.

<input type="checkbox"/>	<input type="checkbox"/>	Message	Attachment	Project Short Title	Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application submitted	None	REC-H Beta Test	10:51
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Your form has been signed by Mx MEOS Test1	None	REC-H Beta Test	10:49
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Your REC-H Beta Test has been upgraded	None	REC-H Beta Test	02/02/2026

14.3. Check the history of the application on MEOS

Open the application and click on the History tab. This shows a full history of the application, including signatures, signatures requests, unlocked forms, submission history, etc.



The screenshot shows the MEOS application interface. At the top, there is a 'Project Tree' section with a tree view containing 'RECH Test Application' and 'REC-H: Initial Application (Human)'. Below this is a table with the following columns: 'Action Required on Form', 'Status', 'Review Reference', and 'Date Modified'. The table contains one row: 'No', 'Assigned to Meeting', '2024-LAW-1238-1550', and '08/07/2024 14:18'. Below the table is a navigation bar with tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Centre', and 'History'. The 'History' tab is circled in red. Below the navigation bar is the 'Form History' section, which includes a search bar and a table with the following columns: 'Date', 'User', and 'Description'. The table contains three rows: '06/07/2024', 'Review User', 'Notification received: Submission assigned to meeting.'; '06/07/2024', 'Review User', 'Form status changed from Submitted to Assigned to Meeting (Faculty).'; and '01/07/2024', 'Ms Michelle Barnett', 'Form submitted'.

Action Required on Form	Status	Review Reference	Date Modified
No	Assigned to Meeting	2024-LAW-1238-1550	08/07/2024 14:18

Navigation Documents Signatures Collaborators Submissions Centre History

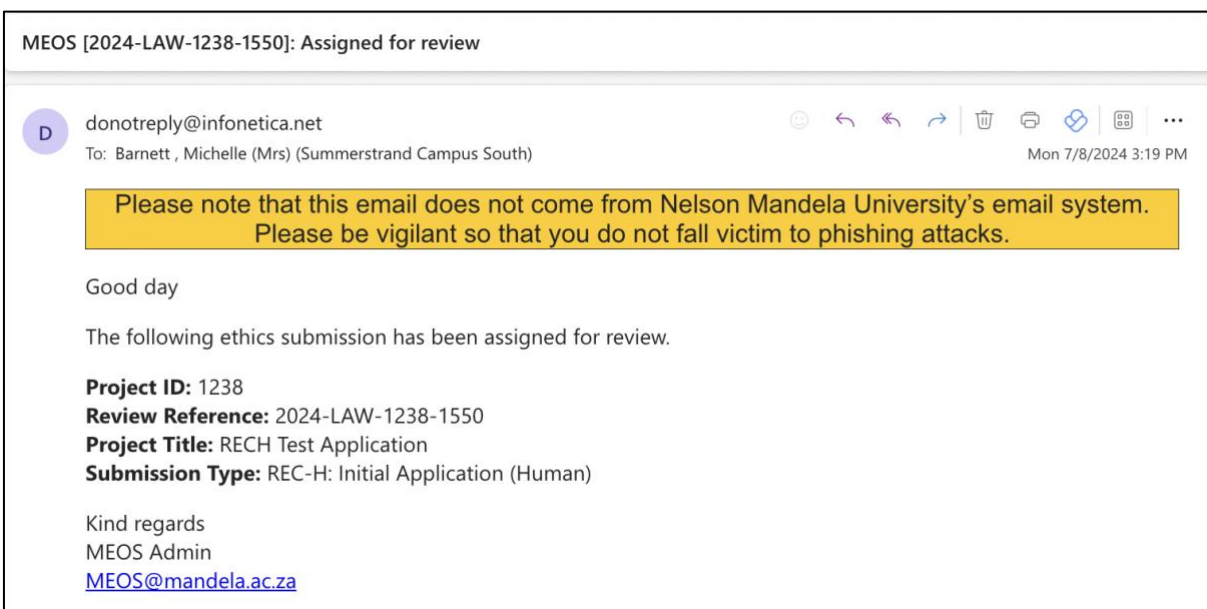
Form History

Search history...

Date	User	Description
06/07/2024	Review User	Notification received: Submission assigned to meeting.
06/07/2024	Review User	Form status changed from Submitted to Assigned to Meeting (Faculty).
01/07/2024	Ms Michelle Barnett	Form submitted

14.4. Check your email

Various emails are sent at various steps in the process to inform you of the progress of your application. An example is shown below.



The screenshot shows an email from 'MEOS [2024-LAW-1238-1550]: Assigned for review'. The sender is 'donotreply@infonetica.net' and the recipient is 'Barnett, Michelle (Mrs) (Summerstrand Campus South)'. The email is dated 'Mon 7/8/2024 3:19 PM'. The body of the email contains a yellow warning box: '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.' Below the warning box, the email says 'Good day' and 'The following ethics submission has been assigned for review.' The submission details are: 'Project ID: 1238', 'Review Reference: 2024-LAW-1238-1550', 'Project Title: RECH Test Application', and 'Submission Type: REC-H: Initial Application (Human)'. The email ends with 'Kind regards', 'MEOS Admin', and the email address 'MEOS@mandela.ac.za'.

MEOS [2024-LAW-1238-1550]: Assigned for review

donotreply@infonetica.net
To: Barnett, Michelle (Mrs) (Summerstrand Campus South) Mon 7/8/2024 3:19 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.

Good day

The following ethics submission has been assigned for review.

Project ID: 1238
Review Reference: 2024-LAW-1238-1550
Project Title: RECH Test Application
Submission Type: REC-H: Initial Application (Human)

Kind regards
MEOS Admin
MEOS@mandela.ac.za

15. Responding to Revisions Required

Revisions to your form may be requested:

- prior to the meeting (these changes are suggested by the ethics administrators to ensure that your submission is as complete as possible for review)
- after the meeting (at this point, you will be issued an Action Memo with comments and assigned a liaison with whom you can consult regarding the changes required)
- after submitting the revisions to the liaison (these will be further changes that the liaison requires in order to approve the submission)

When revisions to your form are required, the form is unlocked and the revisions required are communicated by email. A copy of the revisions required can also be found in the Notifications tile of your MEOS work area.

Log into MEOS and attend to the revisions requested.

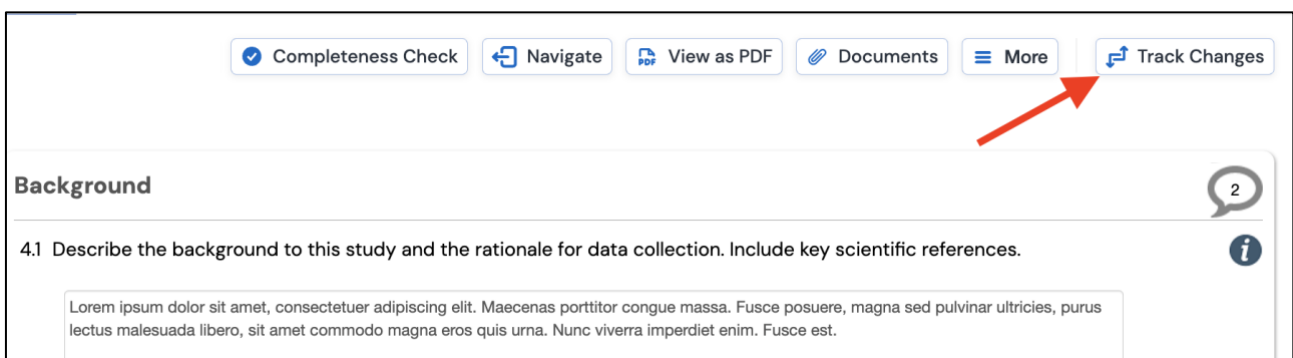
Hints and tips when responding to revisions:

- Attend to revisions as soon as possible after the feedback is received.
- Ask for assistance from your supervisor.
- Contact the named liaison for clarity on what is required. Request a meeting if necessary. The liaison will not contact you; it is your responsibility to contact them.
- Attend to all revisions.
- Submit a rebuttal template (if requested).
- Check that your form is submitted (

Please note: Every time that changes are requested to a form, the form is unlocked for revision and all signatures are invalidated. In order to resubmit, the form must be re-signed by the relevant parties.

15.1. Using the Track Changes feature

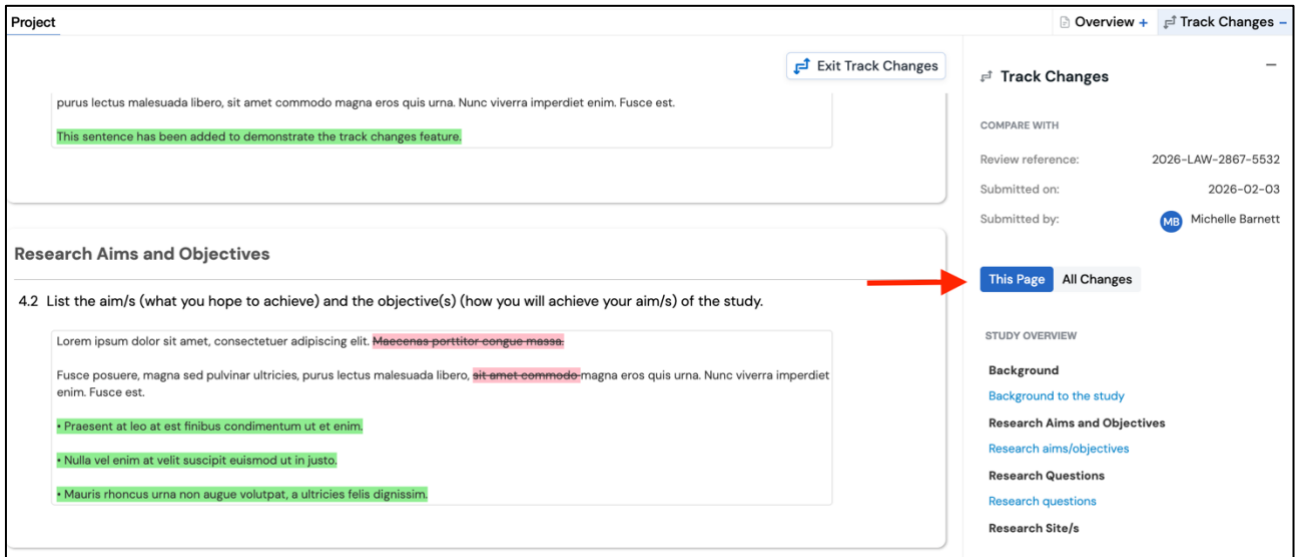
If your form has been previously submitted and then unlocked for revision, a new action becomes available. This feature allows you to compare the current form version being edited to that of your previously submitted version of the form.



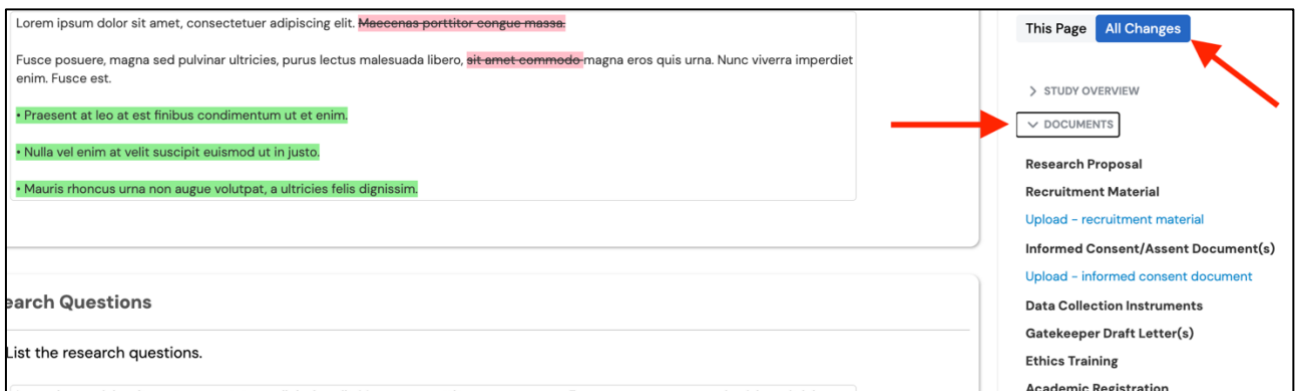
After editing a question, click on the [Track Changes] action.

Text that has been added is indicated in green whilst text that has been deleted is indicated in red.

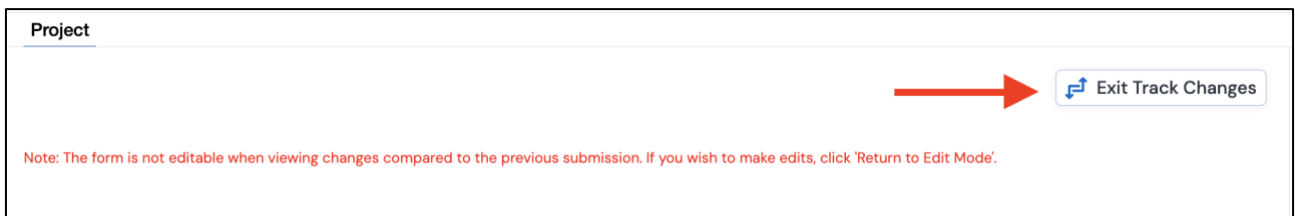
All the edits that have been made to a page are listed in the right panel.



Clicking on the [All Changes] tab lists all pages on the form which have been revised. Clicking on the arrow next to the page reveals all sections of a page that have been edited. Clicking on any of the links will take you to the relevant section.



The form cannot be edited in Track Changes mode. Click on [Exit Track Changes] to return to the latest version of your form.



16. Creating Sub-forms

There are a number of sub-forms that can be created after a study has been given APPROVAL by the ethics committee. These differ depending on the ethics committee but can include applications for amendments, applications for an extension of the approval period, progress reports, adverse event reports, etc.

In your MEOS Work Area, click on the arrow next to the project that a sub-form is required for.

Projects					
<input type="text" value="Search Projects"/>					
+ Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project					
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	
> REC-H Alpha Test	2868	Ms Michelle Barnett	01/02/2026 12:49	01/02/2026 12:56	
> REC-H Beta Test	2867	Ms Michelle Barnett	01/02/2026 12:13	04/02/2026 06:15	

Click on the approved application to open it.

Projects					
<input type="text" value="Search Projects"/>					
+ Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project					
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	
▾ REC-H Alpha Test	2868	Ms Michelle Barnett	01/02/2026 12:49	01/02/2026 12:56	
Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-H: Ethics Application	N/A	N/A	N/A	Approved	Ms Michelle Barnett

Click on the [Create Sub Form] action.

[Completeness Check](#) [+ Create Sub Form](#) [Project](#) [Share](#) [More](#)

Navigation [Documents](#) [Signatures](#) [Collaborators](#) [Submissions](#) [Site](#) [History](#)

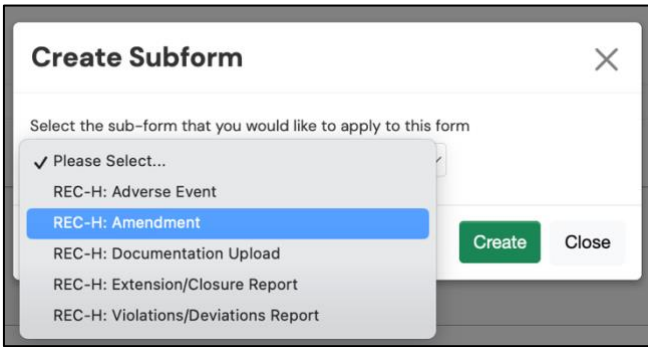
REC-H: Ethics Application

Show Inactive Sections

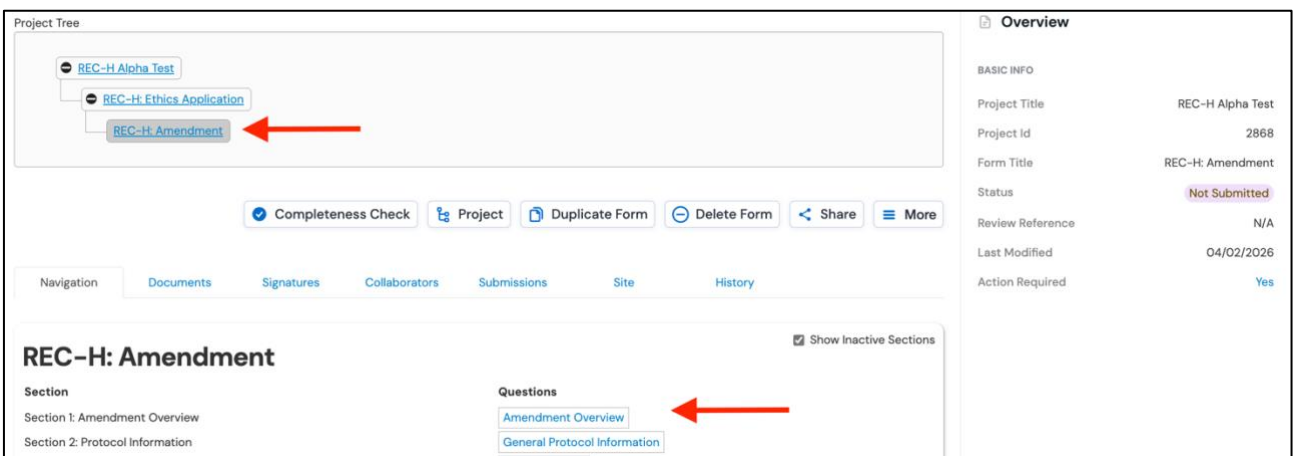
Section
Section 1: Risk Assessment

Questions
[Risk Assessment](#)

Select the sub-form required and click [Create]



The form is created, and can be completed, signed and submitted for review. The form, in this case an amendment form, appears in the project tree. You can click between all forms created as part of a project from the project tree.



The newly created form will be listed in the work area as part of the project.

