

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)**

**FACULTY APPROVAL SIGN-OFF  
USER GUIDE**

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## 1. Why do I need to access MEOS?

Every research study must have been discussed and supported at Faculty level. This is attested to by your approval as the Faculty (e.g., FRTI, FPGSC, or similar) representative.

## 2. How will I know that I have an ethics application to sign-off?

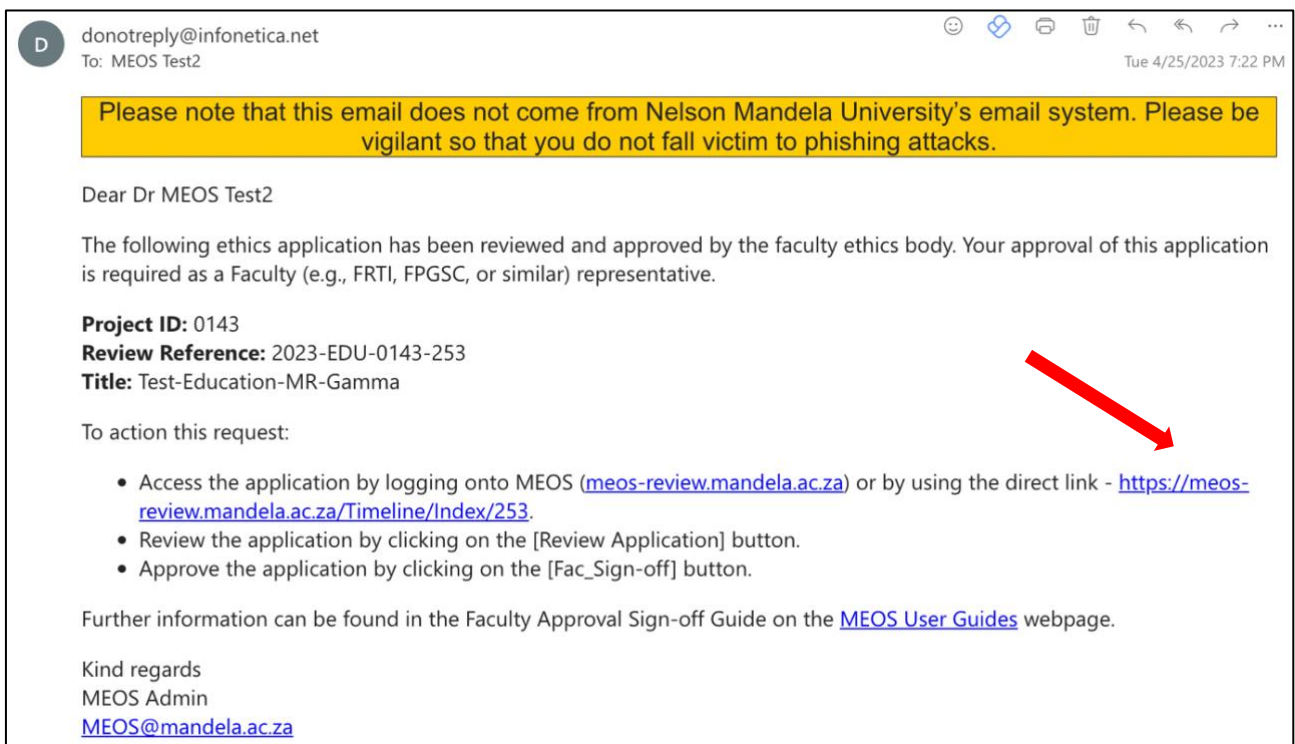
You will be sent an email when you have been assigned to sign-off a submission. Please note that the email is not generated by the Mandela University servers. It will come from an external email address (donotreply@infonetica.net) and it will contain the yellow Mandela University warning label.

## 3. How do I access the application in order to sign it off?

There are two methods to access the application.

### 3.1. Using the direct link in the email

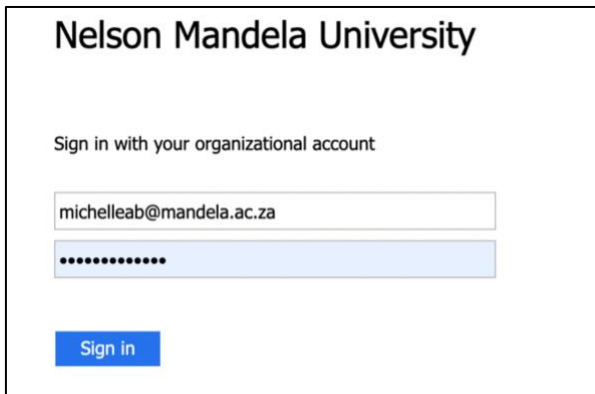
The email sent to you will be similar to the one indicated below. It will contain a direct link to the application requiring sign-off.



### 3.2. Logging into MEOS

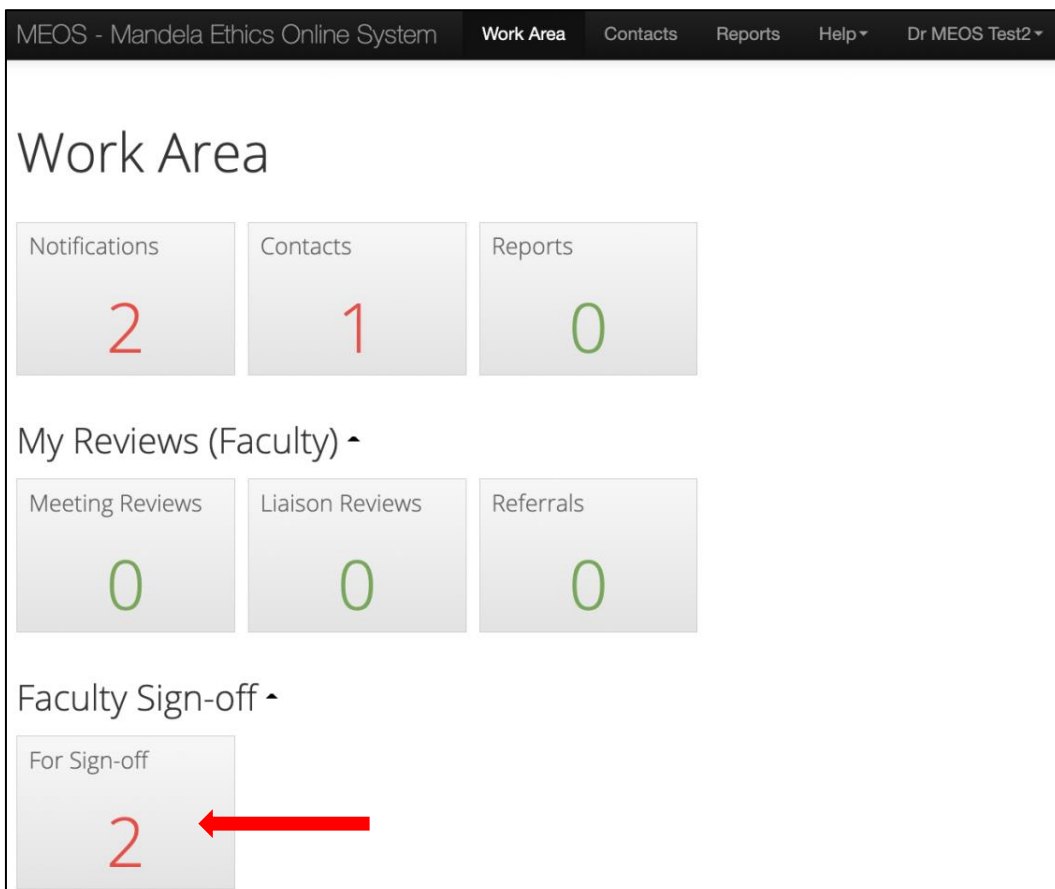
Navigate to the MEOS reviewer site using the URL – [meos-review.mandela.ac.za](https://meos-review.mandela.ac.za). The link is also in the email.

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.



The image shows a login form for Nelson Mandela University. At the top, it says "Nelson Mandela University". Below that, it says "Sign in with your organizational account". There are two input fields: the first contains the email address "michelleab@mandela.ac.za" and the second contains a masked password ".....". A blue "Sign in" button is located below the password field.

After signing in, you will be directed to your work area as shown below. A full explanation of the work area functionality can be found later in this guide. The number of submissions that you have been assigned to sign-off is indicated on the tile - [For Sign-Off]. Click on the tile to list the applications that require action.



The image shows the MEOS (Mandela Ethics Online System) Work Area dashboard. The top navigation bar includes "MEOS - Mandela Ethics Online System", "Work Area", "Contacts", "Reports", "Help", and "Dr MEOS Test2". The main content area is titled "Work Area" and contains several tiles:

- Notifications: 2 (red)
- Contacts: 1 (red)
- Reports: 0 (green)
- My Reviews (Faculty) -
  - Meeting Reviews: 0 (green)
  - Liaison Reviews: 0 (green)
  - Referrals: 0 (green)
- Faculty Sign-off -
  - For Sign-off: 2 (red), with a red arrow pointing to the number.

Clicking on an application in the list opens it for review and sign-off.

For Sign-off

|   | Review Reference  | Project Id | Review Committee | Application Type    | Project Title                | Applicant Title | Applicant First Name | Applicant Last Name |
|---|-------------------|------------|------------------|---------------------|------------------------------|-----------------|----------------------|---------------------|
| ✓ | 2023-EDU-0145-255 | 145        | Education        | Low/Negligible Risk | Test - Education - LR - Meta | Ms              | Michelle             | Barnett             |
| ✓ | 2023-EDU-0143-253 | 143        | Education        | Medium Risk         | Test-Education-MR-Gamma      | Ms              | Michelle             | Barnett             |

#### 4. How do I sign-off an application?

Clicking on the direct link in the email or on the application indicated under the [For Sign-off] tile opens the main page of the application with an action panel on the left-hand side.

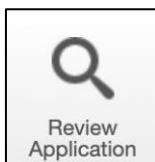
The screenshot shows the main page of an application. On the left, there is an 'Actions' panel with several buttons: 'Form Submissions' (3), 'Project Submissions' (0), 'Panel Comments' (0), 'Form Comments' (0), 'Review Application' (magnifying glass icon), 'Fac. Reject Sign-off' (X icon), and 'Fac. Sign-off' (checkmark icon). The 'Review Application' button is circled in red. The main content area displays the following information:

- Project Title: [Test - Education - Meta](#)
- Form Reference: REC-H: Initial Application
- Review Reference: 2023-EDU-0145-266
- Project Id: 0145
- Applicant Name: Ms Michelle Barnett
- Current Committee: Education
- Current Status: Assigned for Sign-off (Faculty)
- Application Type: Low/Negligible Risk
- Unassigned
- Clock Status: Start (20/20) days remaining.
- Dr MEOS Test2 (Faculty Liaison), Ms MEOS Test1 (Faculty Reviewer), Ms Julie Smith (Faculty Sign-off)
- Conflicted Users: None
- Centre: Mandela

At the bottom, there are tabs for 'Timeline', 'Project', 'Documents', 'Data', and 'Contacts'.

There are three actions relevant to you.

##### 4.1. Action: Review Application



Click on the [Review Application] button to access the sections and questions on a form.

The blue hyperlinked questions shown on the right-hand side of the page provide quick access to the various questions on the form.

If you wish to review the application, click on the first question.

Review Reference: 2023-EDU-0125-231

Project Id: 125 Version: Beta

**REC-H: Initial Application** Show Inactive Sections

**Section**

- Section 1: General Protocol Information
- Section 2: Risk Assessment
- Section 3: Investigators
- Section 4: Study Particulars
- Section 5: Target Group
- Section 6: Methodology - Recruitment/Enrolment

**Questions**

- General Protocol Information Document Review
- Risk Assessment
- PI/PRP Co-workers
- Rationale for the Study Funding and Other Study Details Research Proposal
- Target Group
- Recruitment Enrolment

This opens up the application. You can navigate through the form using the [Previous] and [Next] buttons in the actions panel.

Work Area

**Actions**

- Previous Next Navigate
- Timeline View as PDF Documents
- 4 Panel Comments 4 Changes + New Comment

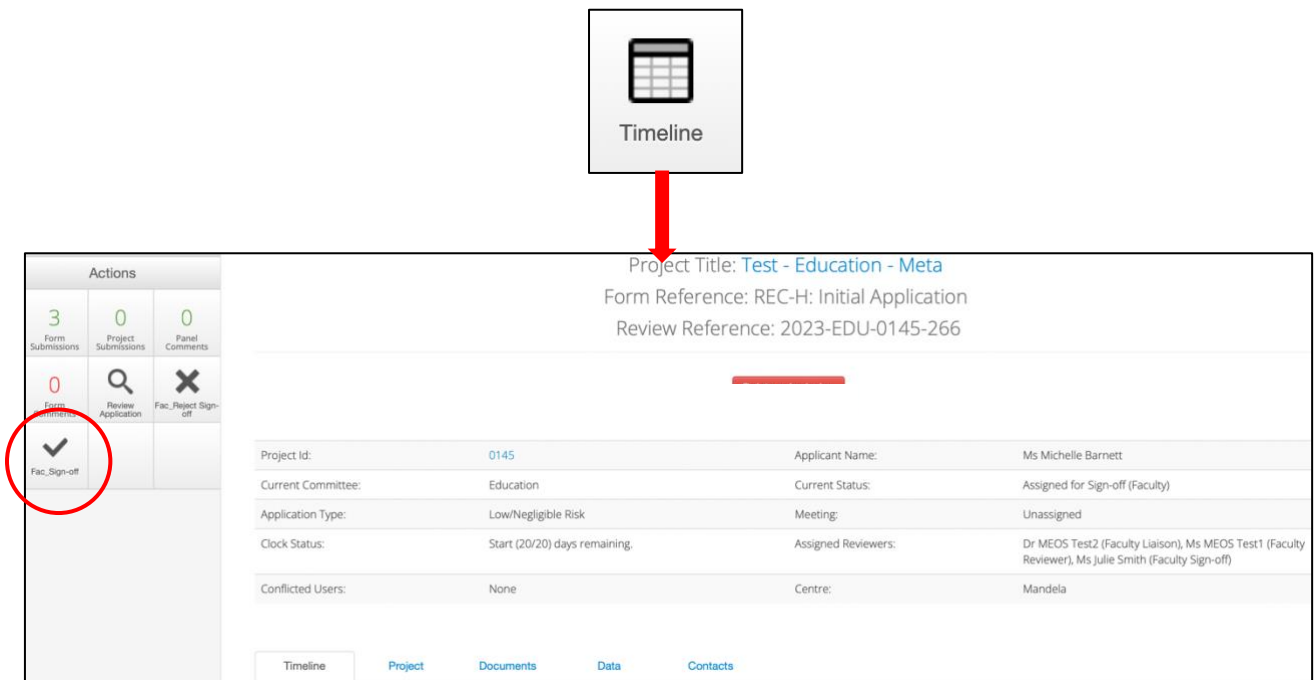
1.3 This study involves the following (select all that apply):

- the collection of new data from (or interaction with) one or more individuals through interviews, surveys, focus groups, recordings, etc.
- access to confidential data or information (or archival data, contact lists or reports), of an organisation (or institution or company) where the data is not available in the public domain (i.e. not available to the general public). The data can be linked to individuals (or clients or employees, etc.).
- collaboration with an institution (or organisation or company) that is giving access to physical data (or financial data) that is NOT linked to individuals or any personal accounts (or information). Formal access to the data will be requested from an authorised representative of the organisation (or institution or company).
- access to a database/archive that holds information linked to personal identifiers (e.g. names, ID numbers, account numbers, student numbers); AND/OR the database contains coded information but the researcher has access to the codes that links the information to personal identifiers.
- the gathering of information/data that is available in the public domain, but that could be regarded as sensitive or potentially sensitive information (e.g., data will be collected via social media networks or public profiles such as Twitter, LinkedIn, Facebook).
- the collection of data that is accessible in the public domain, is not regarded as sensitive information and is not linked to any individual.
- the re-use of de-identified data that has already been collected in a previous study (secondary data).

Title of Study 0

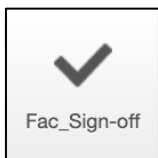
## 4.2. Action: Fac\_Sign-off

After reviewing the application, use the [Timeline] action button in the left-hand panel to navigate to the [Fac-Sign-off] button.

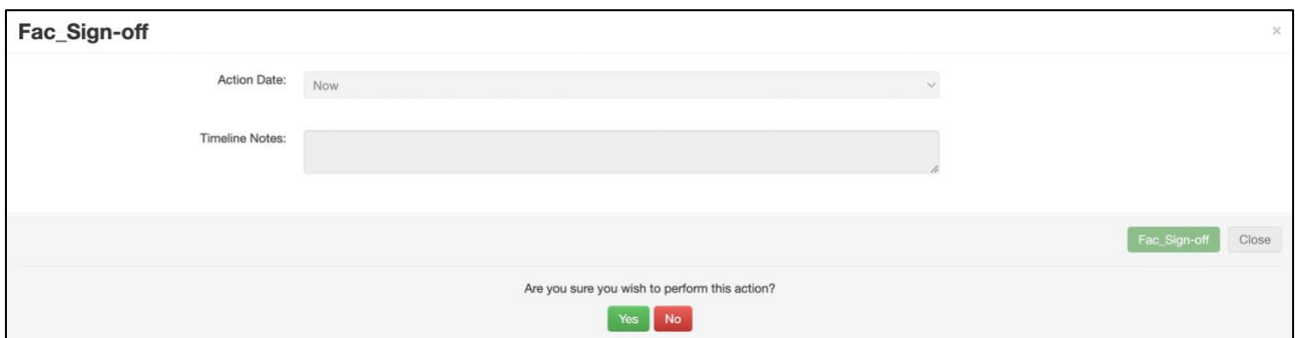


The screenshot shows a web application interface. At the top, there is a 'Timeline' button with a calendar icon. Below it, the main content area displays project details for 'Test - Education - Meta'. The left-hand panel contains an 'Actions' menu with several options, including 'Fac\_Sign-off' which is circled in red. The main panel also has a 'Fac\_Sign-off' button in the bottom-left corner, which is also circled in red. A red arrow points from the 'Timeline' button to the 'Fac\_Sign-off' button in the main panel.

Click on the [Fac\_Sign-off] action button.



Add an optional comment to the Timeline Notes, click the green [Fac\_Sign-off] button, then [Yes].



The screenshot shows a dialog box titled 'Fac\_Sign-off'. It contains an 'Action Date' dropdown menu set to 'Now', a 'Timeline Notes' text area, and a green 'Fac\_Sign-off' button and a grey 'Close' button. At the bottom, there is a confirmation message: 'Are you sure you wish to perform this action?' with 'Yes' and 'No' buttons.

This action sends an email to the faculty administrator informing them that you have signed-off the application and that it can be progressed to approval.

After you have signed-off on the application, it will no longer be found in your MEOS Work Area.

### 4.3. Action: Fac\_Reject Sign-off

You can opt to reject the sign-off by clicking the [Fac\_Reject Sign-off] button in the left-hand panel. This will pull any comments that you have made on the form into an attachment which you can further edit. The attachment will be sent to the faculty administrator who will 'unlock' the form for the applicant to make the requested changes before the form is once more assigned to you for sign-off.

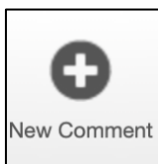
The process to add comments to a submission is outlined below.

After actioning the [Fac\_Reject Sign-off] button, the application will no longer be found in your work area.

## 5. How do I add comments to an application and request further changes?

### 5.1. Adding Comments

After clicking the [Review Application] button as described above, navigate through the form using the [Previous] and [Next] buttons. To add a comment to a specific question, click on the [New Comment] action button when on the page that contains the question.



The questions on that page will be highlighted and a [Select Me] will appear in the top-right hand corner of the question block.

A screenshot of a web application interface. At the top, there is an orange header bar with the text "Select a question to comment on". Below this, the interface shows two question blocks. The first block, labeled "4.1", contains the text: "Briefly describe the background to this study (in 300 words or less). A few (no more than 5) key scientific references may be included." Below this text is a text input field containing placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est." In the top right corner of this block, the text "Select Me" is visible, with a red arrow pointing to it. The second block, labeled "4.2", contains the text: "Describe the rationale for the data collection (and hence the contribution of the collected data) to the overall study." Below this text is another text input field with placeholder text: "Modus persequeris intellegebat mea ei, dolore labore est eu. Mel idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, non quem aeterno voluptatum ne. Eu duo reque quando libris. Mel no etiam semper interesset." In the top right corner of this block, the text "Select Me" is visible, with a red arrow pointing to it. To the right of the question blocks, there is a dark grey sidebar with the heading "Rationale for Data Collection" and a speech bubble icon containing the number "0".



Click on the [Select Me] of the question that you wish to comment on. Add your comment and [Save].

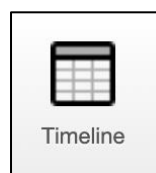
**Add Comment** ✕

Question Title 4.2 Rationale for Data Collection

Comment 

It is not clear why you have decided to carry out this study. Provide a clear rationale for the use of human participants in this study.

When you have added all the comments that you wish to add to the form, click on the [Timeline] to return to the main screen of the form.



Actions

|                       |                          |                          |
|-----------------------|--------------------------|--------------------------|
| 3<br>Form Submissions | 0<br>Project Submissions | 0<br>Panel Comments      |
| 0<br>Form Comments    | 🔍<br>Review Application  | ✕<br>Fac_Reject Sign-off |
| ✓<br>Fac_Sign-off     |                          |                          |

Project Title: [Test - Education - Meta](#)

Form Reference: REC-H: Initial Application

Review Reference: 2023-EDU-0145-266

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|                    |                               |                     |  |
|--------------------|-------------------------------|---------------------|--|
| Project Id:        | 0145                          | Applicant Name:     | Ms Michelle Barnett  |
| Current Committee: | Education                     | Current Status:     | Assigned for Sign-off (Faculty)  |
| Application Type:  | Low/Negligible Risk           | Meeting:            | Unassigned   |
| Clock Status:      | Start (20/20) days remaining. | Assigned Reviewers: | Dr MEOS Test2 (Faculty Liaison), Ms MEOS Test1 (Faculty Reviewer), Ms Julie Smith (Faculty Sign-off) |
| Conflicted Users:  | None                          | Centre:             | Mandela  |

Timeline
Project
Documents
Data
Contacts

## 5.2. Rejecting Sign-off


Click on the [Fac\_Reject Sign-off] action button.



The pop-up window pulls in any comments that you have made on the form as you reviewed it. Edit the comments made if required and add any other comments that you may wish at this stage. Add a mandatory timeline note. Click the green [Fac-Reject Sign-off] button and then [Yes].

**Fac\_Reject Sign-off**

Action Date:

Timeline Notes:  

Timeline notes are not shared with Researchers

29/05/2023


**SIGN-OFF NOT SUPPORTED**

Project ID: 0145  
 Review Reference: 2023-EDU-0145-266  
 Title: Test - Education - Meta  
 PRP: Dr D Smith  
 PI: Ms Michelle Barnett

Sign-off of the above submission is not supported because of the reasons outlined below. The applicant is requested to attend to these changes before faculty can sign-off on the submission.

| Reviewer | Title                                    | Comment   |
|----------|--|---|
|          | 1.5 Data collection commencement details | Please amend the date of data commencement. This should reflect a likely date after approval is received.   |
|          | 4.1 Background to the study              | Modus persequeris intellegebat mea ei, dolore labore est eu. Mel idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mel no etiam semper interestet. |

This is a well-written application.

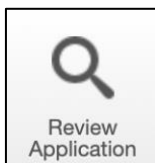
Existing My Drafts Preview  Fac\_Reject Sign-off Close

**Kindly note:** This action sends an email with the attachment of changes required to the faculty administrator. It does not inform the PI/PRP that you have requested changes. This will be done by the faculty administrator. After actioning the [Fac\_Reject Sign-off] button, the application will no longer be found in your work area.

## 6. How do I check changes made by the applicant so that I can sign them off?

When the applicant has made the changes requested and resubmitted the application, the faculty administrator will reassign it for your attention and sign-off.

Click on the [Review Application] button.



Click on the [Changes] button in the left-hand panel.

Work Area

Review Reference: 2023-EDU-0145-268

Actions

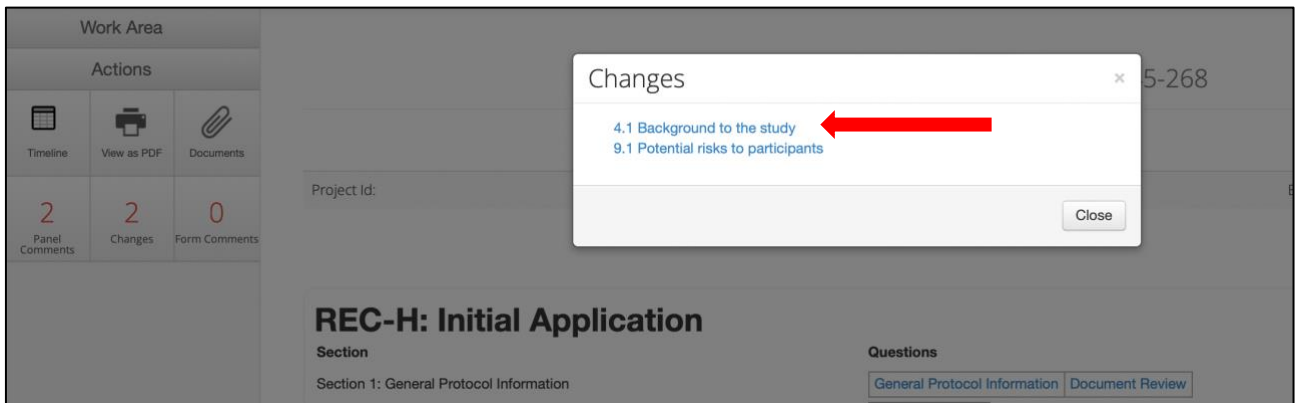
Timeline View as PDF Documents

2 Panel Comments **2** Changes 0 Form Comments

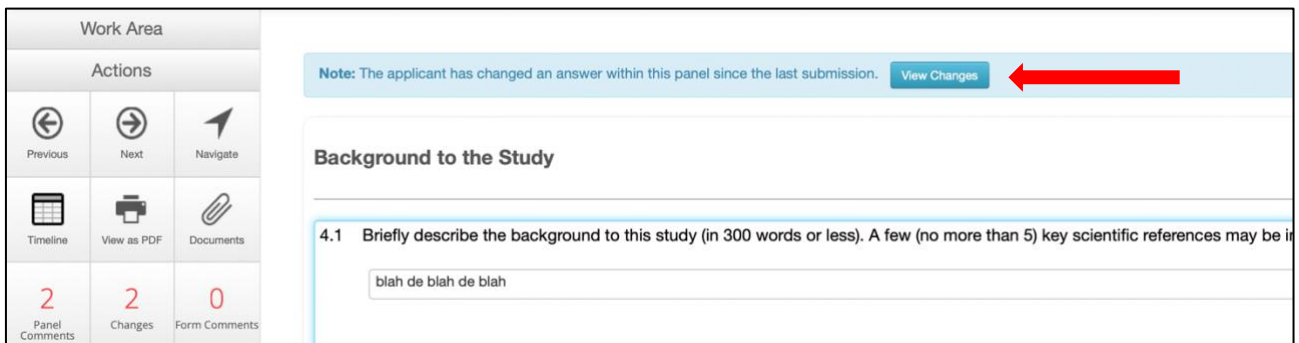
Project Id: 145 Version:

**REC-H: Initial Application**

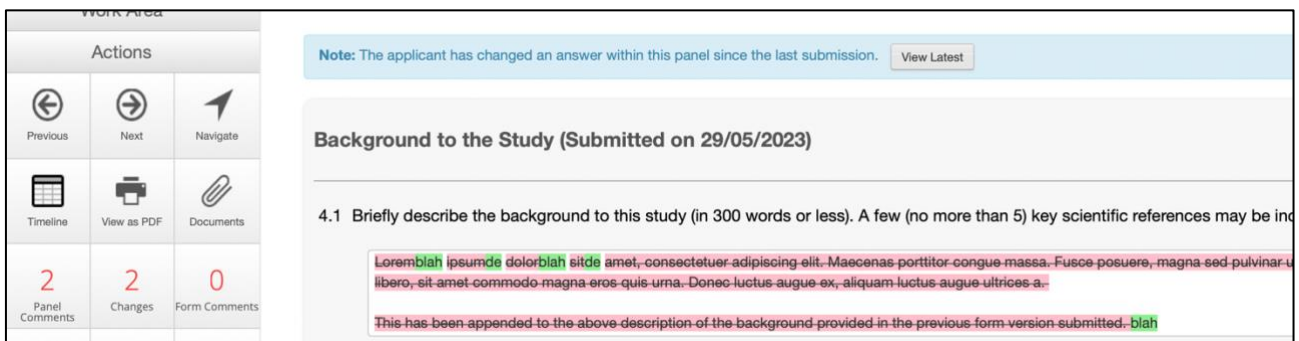
The changes that have been made between the last submission and this one will appear in the pop-up. Click on a listed change to jump directly to the question.



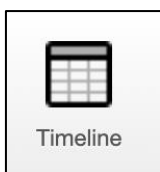
Click on the [View Changes] button.



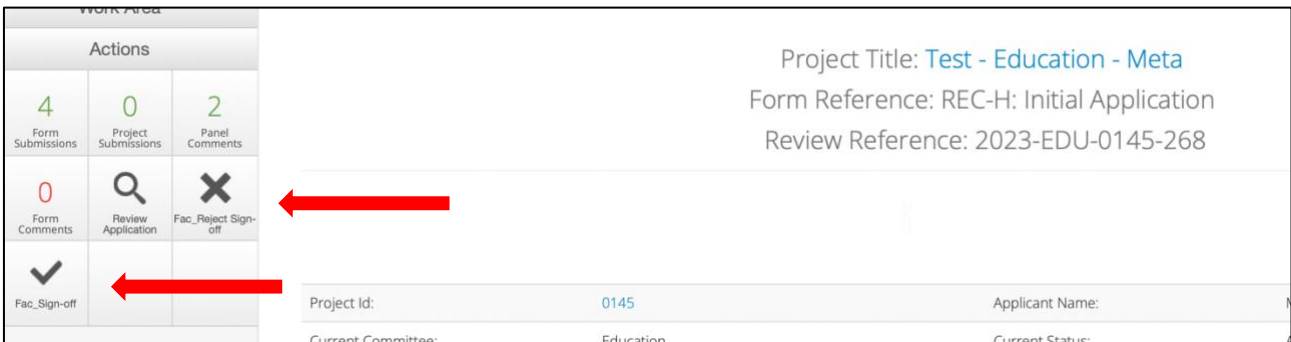
Deletions are shown in red. Added information is shown in green. To return to the latest submission, click the [View Latest] button.



When you have reviewed the changes, return to the main page using the [Timeline] button in the left-hand panel.



Signify your decision by actioning the [Fac\_Sign-off] button or the [Fac\_Reject Sign-off] button. The application will no longer appear in your work area.

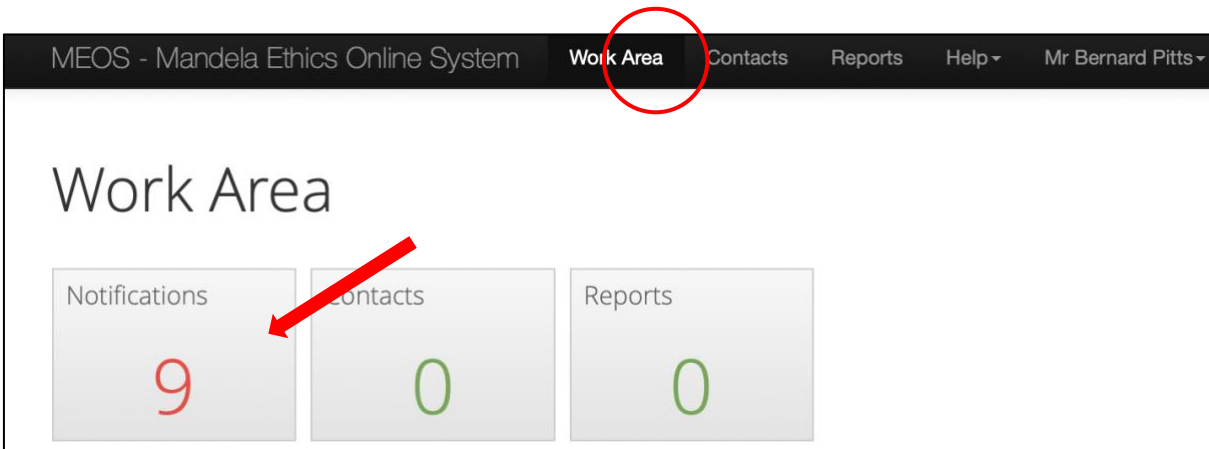


## 7. Frequently Asked Questions

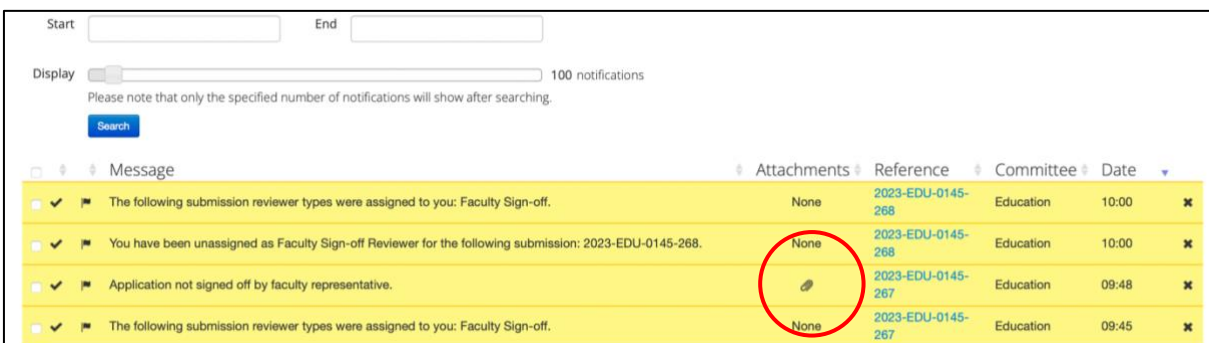
### 7.1. Help! I can't remember the changes that I asked the applicant to make.

Go to your main MEOS work area. This can be accessed by logging in to meos-review.mandela.ac.za or if you are logged in, by clicking the words 'Work Area' in the top bar. (Kindly note that the work area functionality is explained in the section below).

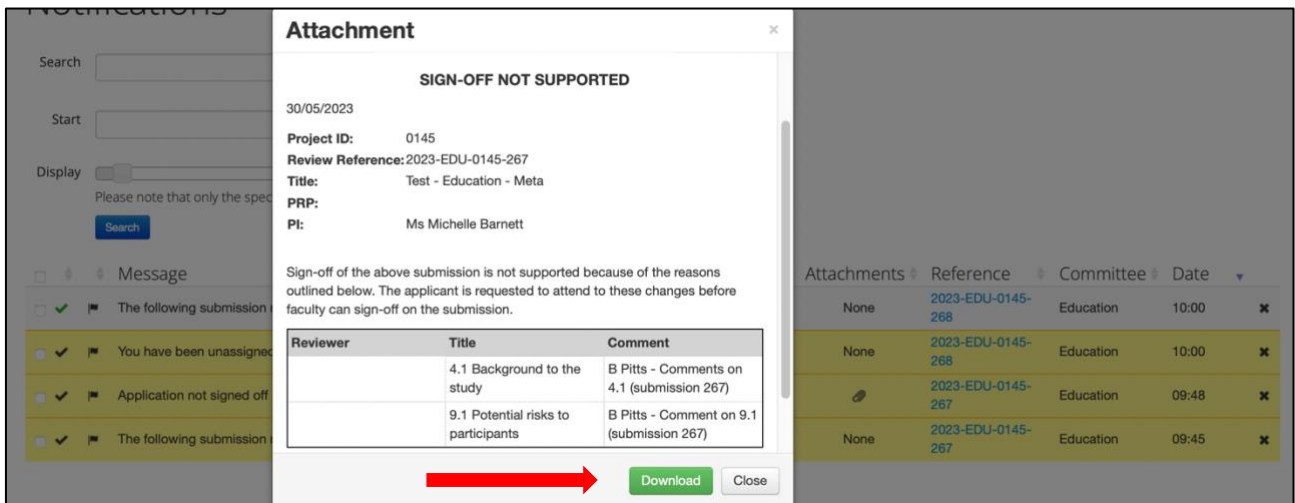
Click on the Notifications tile.



This opens a list of notifications that have been sent for your attention. Click on the attachment to open up the changes requested of the applicant.



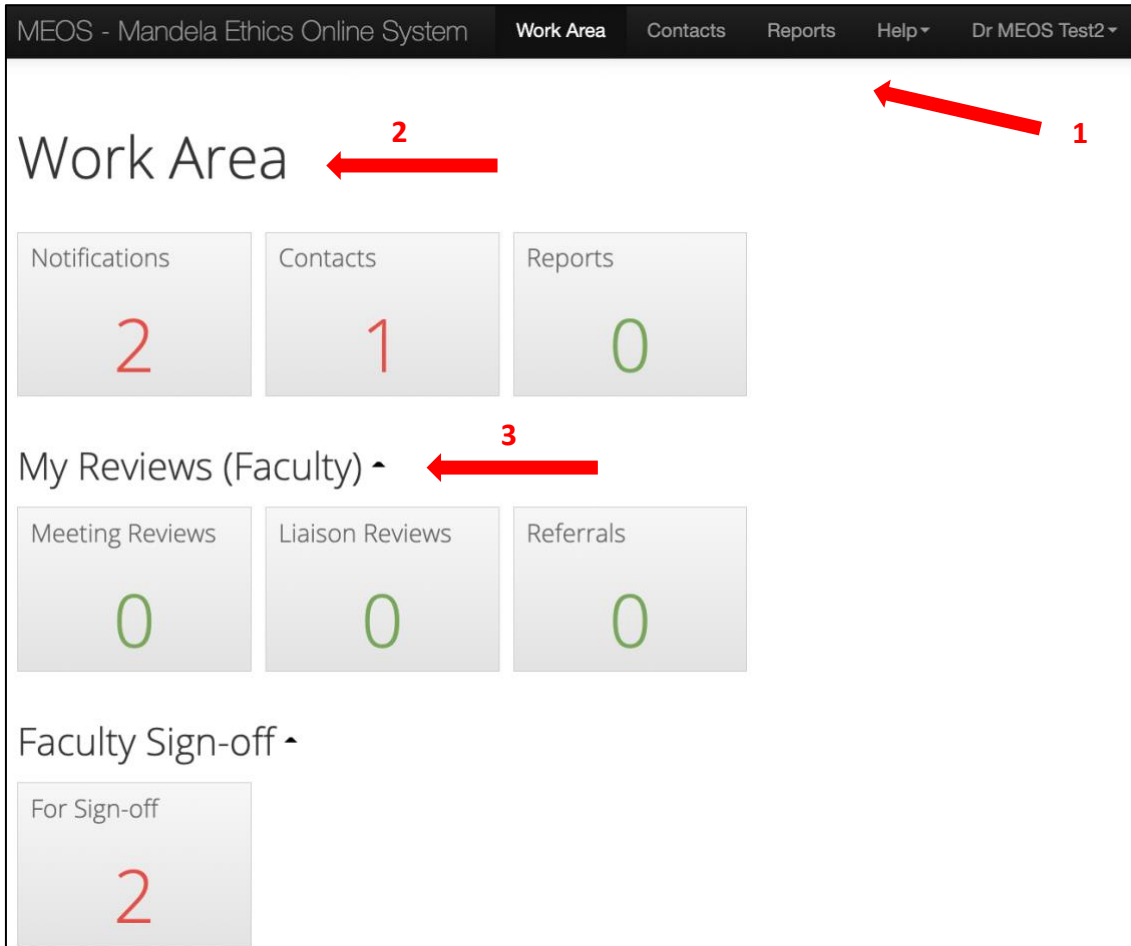
The document can be downloaded if required.



## 8. Work Area Functionality Explained

Your Work Area screen is divided into three sections:

1. Top Bar: black bar across top of screen
2. General Work Area: 3 tiles – Notifications, Contacts, Reports
3. My Reviews Work Area: Tiles pertaining to specific applications that require action by you.

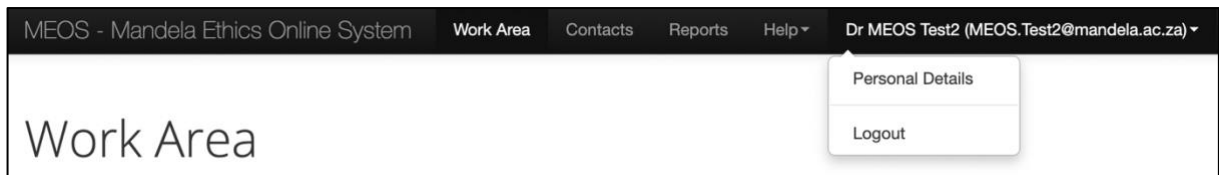


## 8.1. Top Bar

There are various features you can access from the Top Bar.

### (a) Personal Details

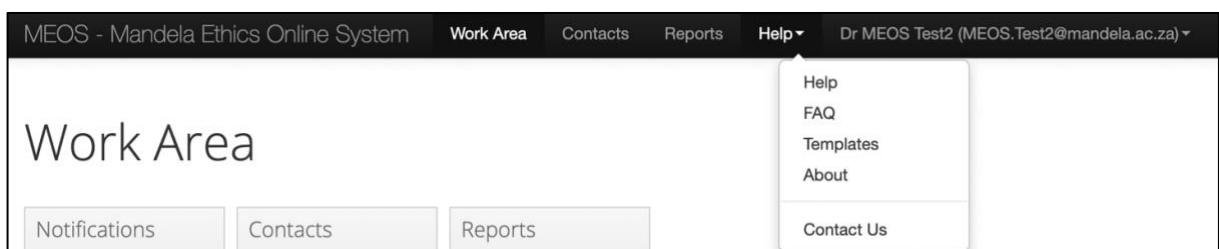
Your personal details are accessed by clicking on the arrow on the right of your email address on the top bar.



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

### (b) Help

The Help dropdown has various options.



- Help – not populated.
- FAQs – not populated.
- Templates – access to review templates if any
- About – not populated.
- Contact Us

### (c) Reports

The Reports area contains any reports that the faculty administrators have compiled that may be of relevance to you.

### (d) Contacts

The faculty administrators may add people external to Nelson Mandela University as a contact for example, an expert in a specific field. These contacts will appear in this section. Their details can be updated by clicking on the required contact name.

### (e) Work Area

This takes you back to the main Work Area screen.

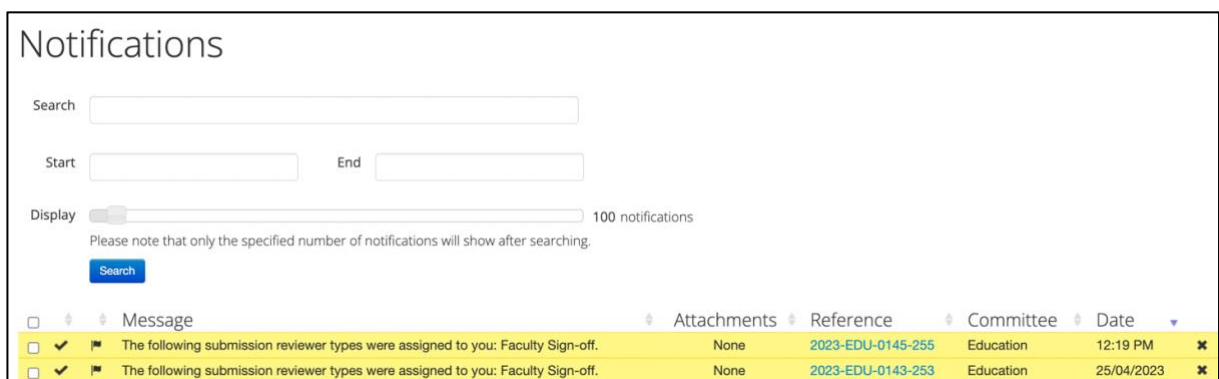
## 8.2. General Work Area

The general work area contains three default tiles.



### (a) Notifications

Clicking on the Notifications tile displays all notifications that may be relevant to you. Notifications can be searched on message content and/or date. Old notifications can be deleted by clicking on the **X** next to a message.



**(b) Contacts**

The Contacts tile brings up any external contacts that have been added to MEOS by the faculty administrators. This may include subject experts, legal experts, etc.

**(c) Reports**

The Reports area contains any reports that the faculty administrators have compiled that may be relevant to you.

**8.3. Work Area – My Reviews (Faculty)****(a) My Reviews (Faculty)**

These tiles are specific to faculty reviewers. If you are not involved in the review of ethics applications at a faculty level, these will all show a “0”.



If you are involved as a faculty reviewer, please consult the Faculty Reviewer guide for further information.

**(b) Faculty Sign-off**

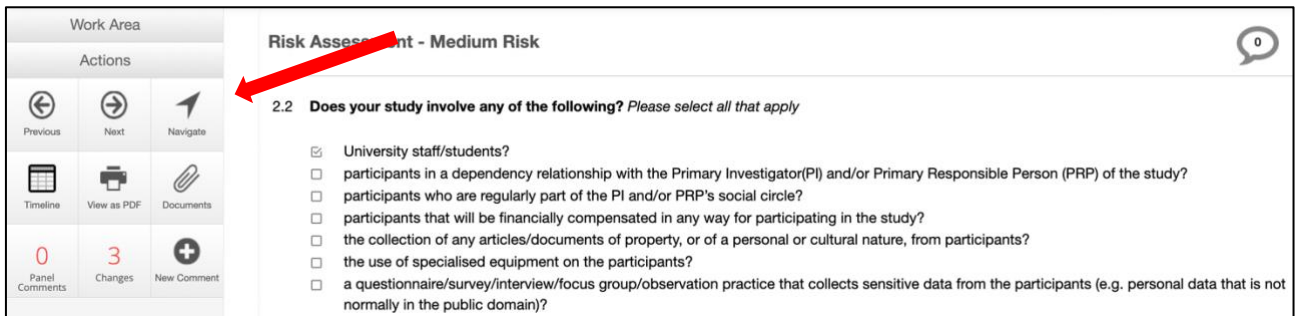
All applications requiring your action will appear under the For Sign-off tile.











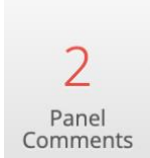
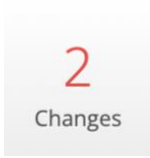

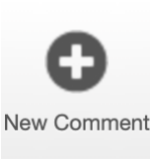
## 9. Application Form Functionality Explained

Each page of the application, once opened using the [Review Application] action, has a panel of Actions on the left-hand side of the page.



These actions provide the following functionality:

| <br>Previous      | Takes one to the previous page of the form.  |   |  |               |           |              |          |          |          |          |                          |            |            |                |  |  |  |          |  |                                     |                   |                   |                               |  |  |         |          |  |                                     |                                  |                          |                               |            |  |         |          |  |                                     |                                       |   |  |  |  |         |          |  |
|--|--|---|--|---------------|-----------|--------------|----------|----------|----------|----------|--------------------------|------------|------------|----------------|--|--|--|----------|--|-------------------------------------|-------------------|-------------------|-------------------------------|--|--|---------|----------|--|-------------------------------------|----------------------------------|--------------------------|-------------------------------|------------|--|---------|----------|--|-------------------------------------|---------------------------------------|---|--|--|--|---------|----------|--|
| <br>Next        | Takes one to the next page of the form.  |   |  |               |           |              |          |          |          |          |                          |            |            |                |  |  |  |          |  |                                     |                   |                   |                               |  |  |         |          |  |                                     |                                  |                          |                               |            |  |         |          |  |                                     |                                       |   |  |  |  |         |          |  |
| <br>Navigate    | Takes one to the page of the form on which all sections and questions of the form are displayed. This enables one to move between pages of the form easily and quickly.  |   |  |               |           |              |          |          |          |          |                          |            |            |                |  |  |  |          |  |                                     |                   |                   |                               |  |  |         |          |  |                                     |                                  |                          |                               |            |  |         |          |  |                                     |                                       |   |  |  |  |         |          |  |
| <br>Timeline    | Takes one to the main screen where you can sign-off the application.   |   |  |               |           |              |          |          |          |          |                          |            |            |                |  |  |  |          |  |                                     |                   |                   |                               |  |  |         |          |  |                                     |                                  |                          |                               |            |  |         |          |  |                                     |                                       |   |  |  |  |         |          |  |
| <br>View as PDF | Enables one to view/download the form as a PDF.  |   |  |               |           |              |          |          |          |          |                          |            |            |                |  |  |  |          |  |                                     |                   |                   |                               |  |  |         |          |  |                                     |                                  |                          |                               |            |  |         |          |  |                                     |                                       |   |  |  |  |         |          |  |
| <br>Documents   | Displays all documentation uploaded as part of the form. <table border="1" data-bbox="331 1760 1398 1973"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Type</th> <th>Document Name</th> <th>File Name</th> <th>Version Date</th> <th>Version</th> <th>Size</th> <th>Download</th> <th>Archived</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Submission</td> <td>Submission</td> <td>Submission.pdf</td> <td></td> <td></td> <td></td> <td>Download</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Research Proposal</td> <td>Research Proposal</td> <td>Research Proposal Test 1.docx</td> <td></td> <td></td> <td>22.2 KB</td> <td>Download</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Recruitment Material/Information</td> <td>Recruitment Info Written</td> <td>Recruitment Info Written.docx</td> <td>07/03/2023</td> <td></td> <td>22.9 KB</td> <td>Download</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Institutional Permission Draft Letter</td> <td>Institutional Permission Draft Letter 1</td> <td>Institutional Permission Draft Letter 1.docx</td> <td></td> <td></td> <td>22.8 KB</td> <td>Download</td> <td></td> </tr> </tbody> </table> | <input checked="" type="checkbox"/>     | Type   | Document Name | File Name | Version Date | Version  | Size     | Download | Archived | <input type="checkbox"/> | Submission | Submission | Submission.pdf |  |  |  | Download |  | <input checked="" type="checkbox"/> | Research Proposal | Research Proposal | Research Proposal Test 1.docx |  |  | 22.2 KB | Download |  | <input checked="" type="checkbox"/> | Recruitment Material/Information | Recruitment Info Written | Recruitment Info Written.docx | 07/03/2023 |  | 22.9 KB | Download |  | <input checked="" type="checkbox"/> | Institutional Permission Draft Letter | Institutional Permission Draft Letter 1 | Institutional Permission Draft Letter 1.docx |  |  | 22.8 KB | Download |  |
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| <input type="checkbox"/>   | Submission   | Submission                              | Submission.pdf                               |               |           |              | Download |          |          |          |                          |            |            |                |  |  |  |          |  |                                     |                   |                   |                               |  |  |         |          |  |                                     |                                  |                          |                               |            |  |         |          |  |                                     |                                       |   |  |  |  |         |          |  |
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|  <p>2<br/>Panel<br/>Comments</p> | Shows comments made during the review process (these comments are only visible to those with the requisite permissions).                   |
|  <p>2<br/>Changes</p>            | Shows any changes made by the applicant in response to issues raised by reviewers.   |
|  <p>0<br/>Form<br/>Comments</p>  | Shows any comments made on the form as a whole by the reviewers (these comments are only visible to those with the requisite permissions). |
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