

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?

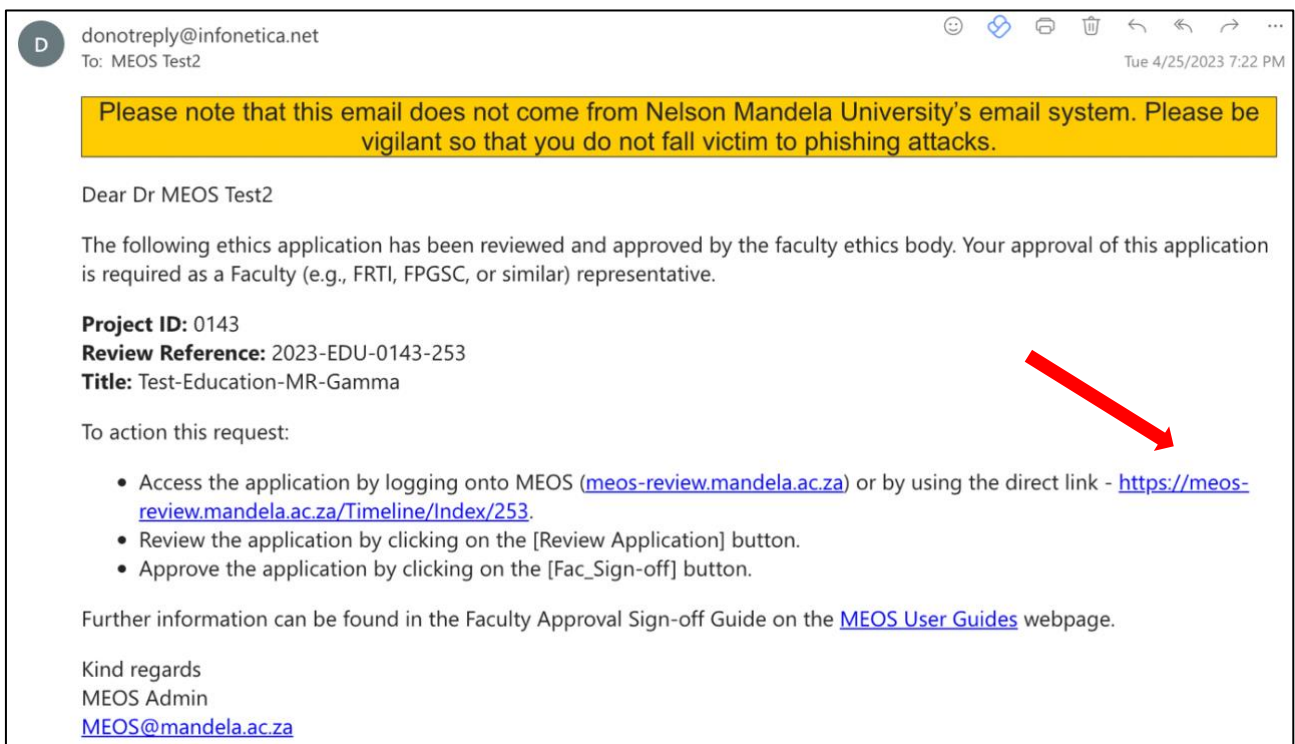
You will be sent an email when you have been assigned to sign-off a submission. Please note that the email is not generated by the Mandela University servers. It will come from an external email address (donotreply@infonetica.net) and it will contain the yellow Mandela University warning label.

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

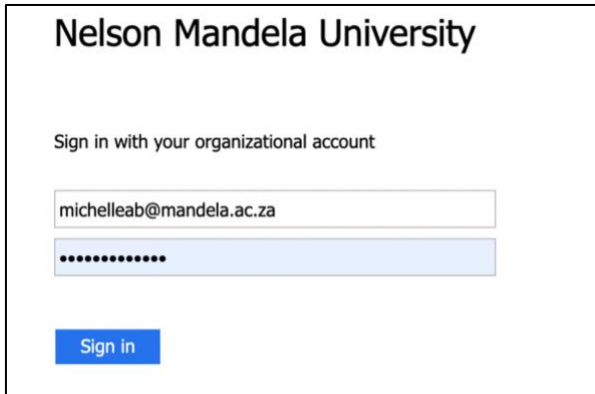
The email sent to you will be similar to the one indicated below. It will contain a direct link to the application requiring sign-off.



3.2. Logging into MEOS

Navigate to the MEOS reviewer site using the URL – meos-review.mandela.ac.za. 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.



Nelson Mandela University

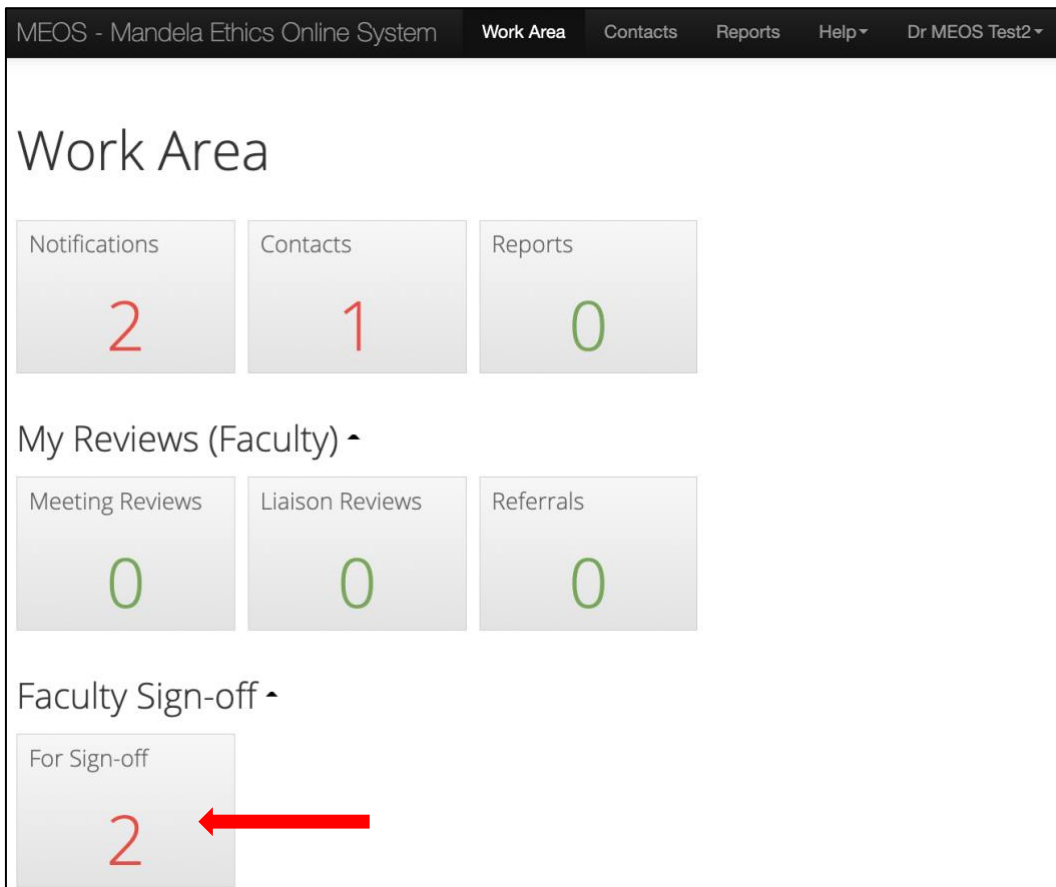
Sign in with your organizational account

michelleab@mandela.ac.za

.....

Sign in

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.



MEOS - Mandela Ethics Online System Work Area Contacts Reports Help ▾ Dr MEOS Test2 ▾

Work Area

Notifications 2	Contacts 1	Reports 0
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My Reviews (Faculty) ▾

Meeting Reviews 0	Liaison Reviews 0	Referrals 0
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Faculty Sign-off ▾

For Sign-off 2

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 progress an application?

Opening the application to the main page reveals an Action panel on the left-hand side.

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

Timeline Project Documents Data Contacts

There are three actions relevant to you.

4.1. Action: Review Application

Review Application

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

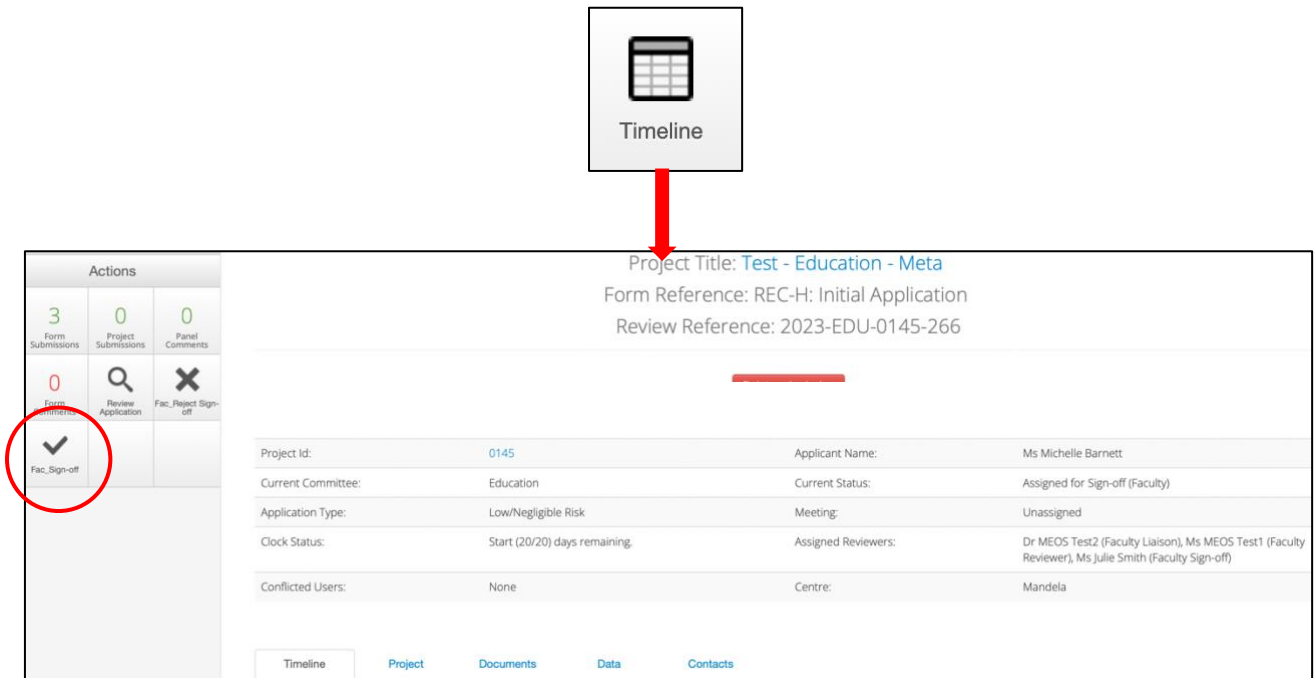
Questions

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

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.

4.2. Action: Fac_Sign-off (Approving the application)

If you are satisfied with the application to be approved and are ready to sign-off on it, navigate back to the [Fac-Sign-off] button using the [Timeline] action button in the left-hand panel.



The screenshot shows a web interface for managing applications. At the top, a 'Timeline' button with a calendar icon is highlighted. Below it, the main application details are displayed:

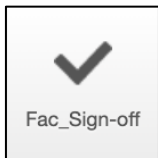
- Project Title: [Test - Education - Meta](#)
- Form Reference: REC-H: Initial Application
- Review Reference: 2023-EDU-0145-266

The left-hand panel contains an 'Actions' menu with several options: Form Submissions (3), Project Submissions (0), Panel Comments (0), Form Comments (0), Review Application, Fac. Reject Sign-off, and Fac_Sign-off (highlighted with a red circle). The main application details are displayed in a table format:

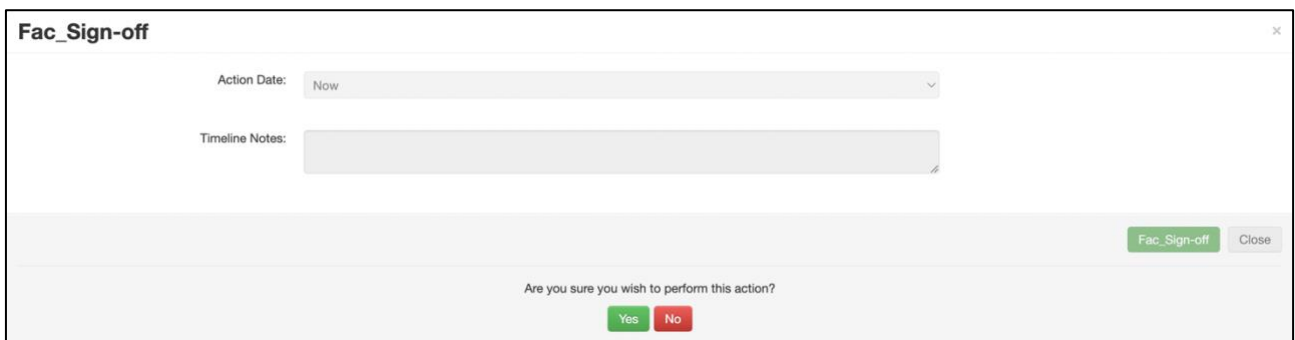
Project Id:	0145	Applicant Name:	Ms Michelle Barnett
Current Committee:	Education	Current Status:	Assigned for Sign-off (Faculty)
Application Type:	Low/Negligible Risk	Meeting:	Unassigned
Clock Status:	Start (20/20) days remaining.	Assigned Reviewers:	Dr MEOS Test2 (Faculty Liaison), Ms MEOS Test1 (Faculty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

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

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' with the following fields and buttons:

- Action Date: Now (dropdown menu)
- Timeline Notes: (text area)
- Fac_Sign-off (green button)
- Close (grey button)

At the bottom of the dialog box, there is a confirmation message: 'Are you sure you wish to perform this action?' with 'Yes' (green button) and 'No' (red button) options.

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 (Requesting further changes)

If you are not satisfied with the application and require further clarity or revisions, you can 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 if required. The attachment is sent via email to the applicant to make the requested changes. After the revisions have been made and the form resubmitted, you will be notified by email that the revised submission is in your work area to review and sign-off.

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

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 is divided into two main sections. The first section contains question 4.1: "Briefly describe the background to this study (in 300 words or less). A few (no more than 5) key scientific references may be included." To the right of the question text is a "Select Me" button. A red arrow points from the "Select Me" button to the question text. Below the question 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." The second section is titled "Rationale for Data Collection" and contains question 4.2: "Describe the rationale for the data collection (and hence the contribution of the collected data) to the overall study." To the right of the question text is another "Select Me" button. A red arrow points from the "Select Me" button to the question text. Below the question text is a text input field containing 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."

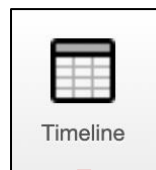
Click on the [Select Me] of the question that you wish to comment on. Add your comment and [Save].

Add Comment ✕

Question Title 4.2 Rationale for Data Collection

Comment

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 Form Submissions	0 Project Submissions	0 Panel Comments
0 Form Comments	🔍 Review Application	✕ Fac_Reject Sign-off
✓ Fac_Sign-off		

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	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

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 an optional timeline note if you wish (This is not seen by the applicant). 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 interest.

This is a well-written application.

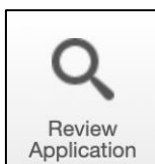
Existing My Drafts Preview  Fac_Reject Sign-off Close

Kindly note: This action sends an email with the attachment of changes required to the applicant and the PRP.

6. How do I check revisions submitted by the applicant so that I can sign them off?

When the applicant has made the changes requested and resubmitted the application, you will be notified by email that it awaits your attention. Open the application in your work area.

Click on the [Review Application] button.



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

Work Area

Actions

Timeline View as PDF Documents

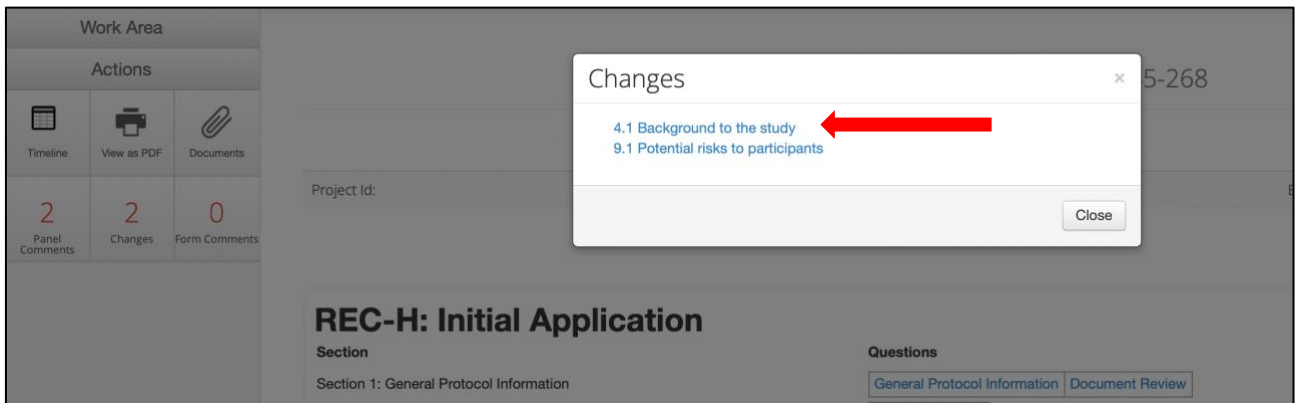
2 Panel Comments 2 Changes 0 Form Comments

Review Reference: 2023-EDU-0145-268

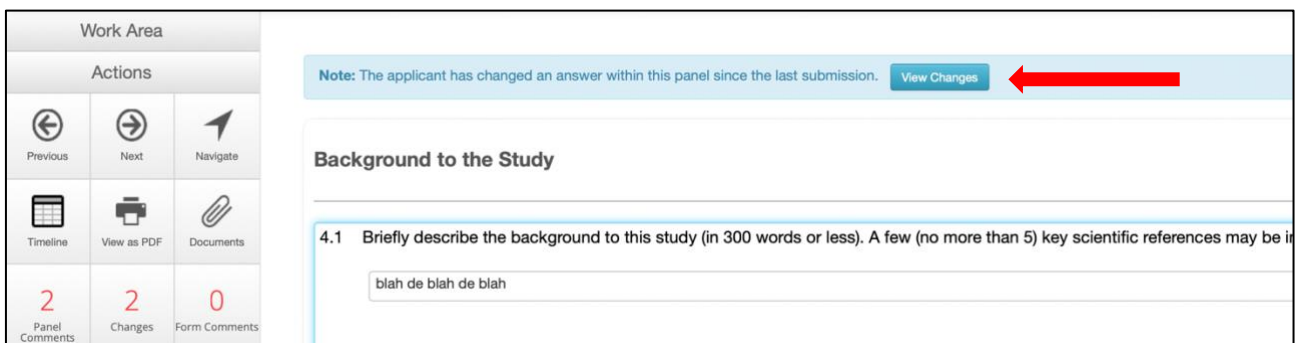
Project Id: 145 Version:

REC-H: Initial Application

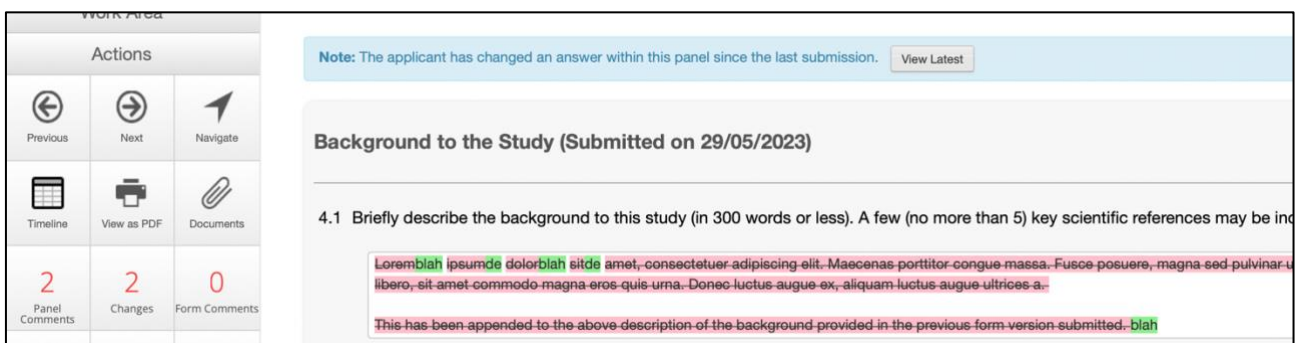
The changes that have been made between the last submission and this one will appear in the pop-up. Click on a listed change to jump directly to the question.



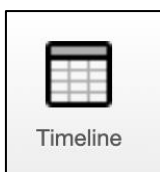
Click on the [View Changes] button.



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.

The screenshot shows the 'Work Area' interface. On the left, there is an 'Actions' menu with the following items:

- 4 Form Submissions
- 0 Project Submissions
- 2 Panel Comments
- 0 Form Comments
- Review Application (with a magnifying glass icon)
- Fac_Reject Sign-off (with an 'X' icon)
- Fac_Sign-off (with a checkmark icon)

Two red arrows point to the 'Fac_Reject Sign-off' and 'Fac_Sign-off' buttons. To the right, the project details are displayed:

- Project Title: Test - Education - Meta
- Form Reference: REC-H: Initial Application
- Review Reference: 2023-EDU-0145-268

Below the project details, there is a table with the following columns and values:

Project Id:	0145	Applicant Name:	
Current Committee:	Education	Current Status:	

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.

The screenshot shows the top navigation bar of the MEOS system. The 'Work Area' tab is circled in red. Below the navigation bar, there are three notification tiles:

- Notifications: 9 (with a red arrow pointing to it)
- Contacts: 0
- Reports: 0

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 screenshot shows a list of notifications. At the top, there are search filters for 'Start' and 'End' dates, and a 'Display' slider set to 100 notifications. Below the filters, there is a table of notifications:

Message	Attachments	Reference	Committee	Date
The following submission reviewer types were assigned to you: Faculty Sign-off.	None	2023-EDU-0145-268	Education	10:00
You have been unassigned as Faculty Sign-off Reviewer for the following submission: 2023-EDU-0145-268.	None	2023-EDU-0145-268	Education	10:00
Application not signed off by faculty representative.		2023-EDU-0145-267	Education	09:48
The following submission reviewer types were assigned to you: Faculty Sign-off.	None	2023-EDU-0145-267	Education	09:45

The attachment icon in the third row is circled in red.

The document can be downloaded if required.

Search

Start

Display

Please note that only the spec

[Search](#)

Message

- The following submission
- You have been unassigned
- Application not signed off
- The following submission

Attachment

SIGN-OFF NOT SUPPORTED

30/05/2023

Project ID: 0145
Review Reference: 2023-EDU-0145-267
Title: Test - Education - Meta
PRP:
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
	4.1 Background to the study	B Pitts - Comments on 4.1 (submission 267)
	9.1 Potential risks to participants	B Pitts - Comment on 9.1 (submission 267)

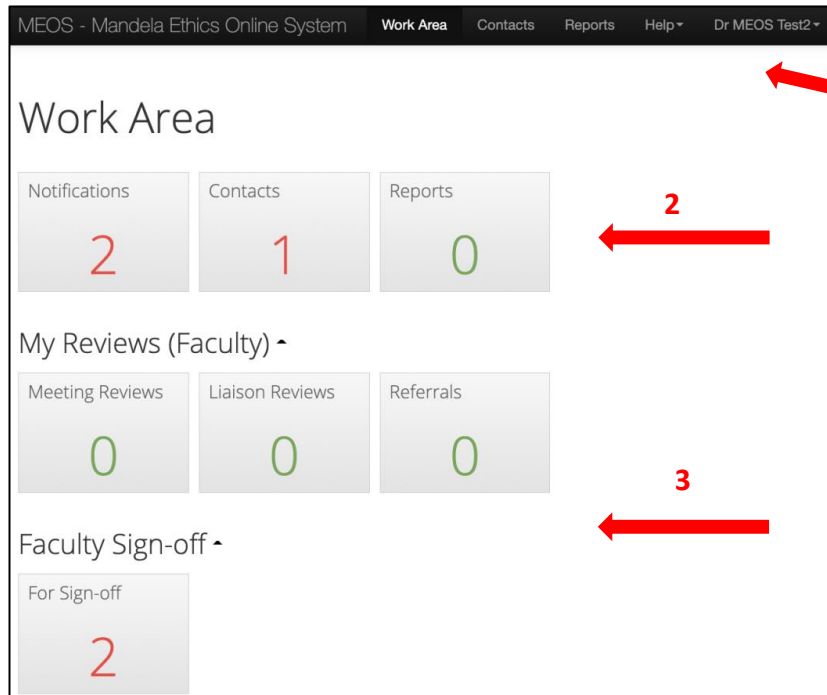
➔
Download
Close

Attachments	Reference	Committee	Date	
None	2023-EDU-0145-268	Education	10:00	✕
None	2023-EDU-0145-268	Education	10:00	✕
	2023-EDU-0145-267	Education	09:48	✕
None	2023-EDU-0145-267	Education	09:45	✕

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.

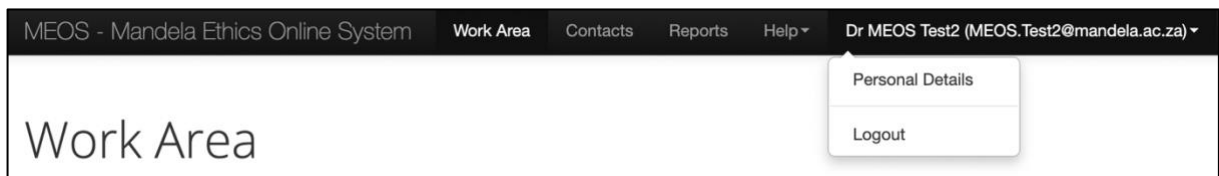


8.1. Top Bar

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.

MEOS - Mandela Ethics Online System | Work Area | Contacts | Help | Mr Imtiaz Khan (imtiaz.khan@mandela.ac.za)

Title:

First Name*: Imtiaz

Last Name*: Khan

Organisation: Nelson Mandela University

Department:

Faculty:

Campus:

Qualification:

Telephone:

Fax:

Address 1:

Address 2:

Town/City:

County/State:

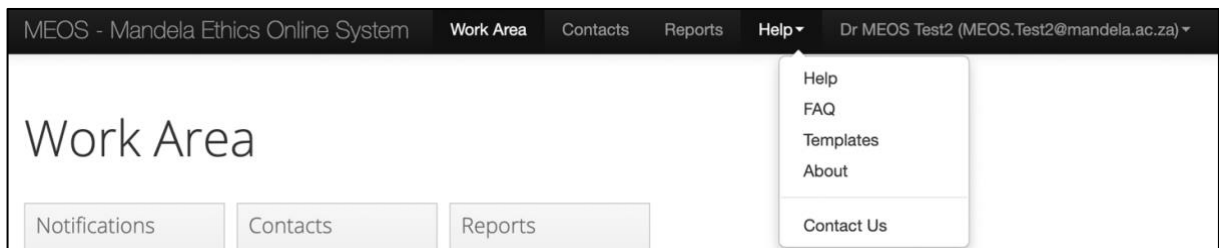
Postcode:

Country:

[Change Details](#)

(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

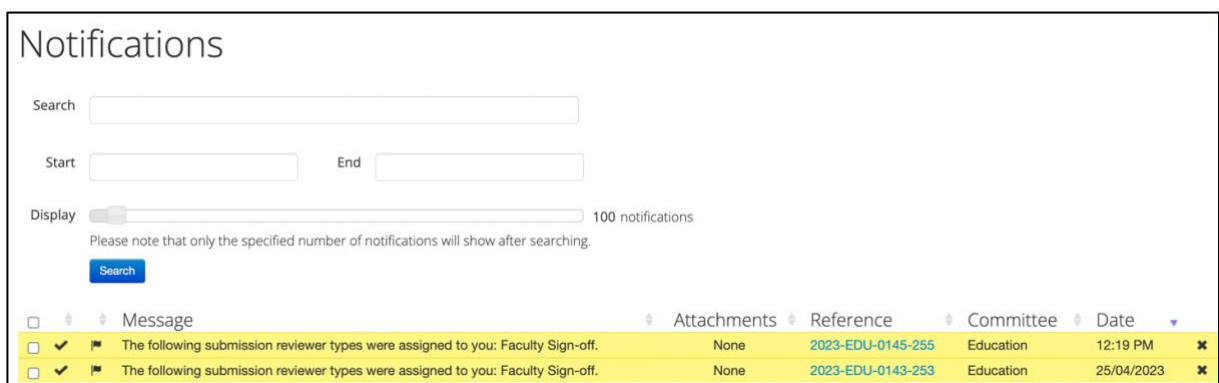
This takes you back to the main Work Area screen.

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.

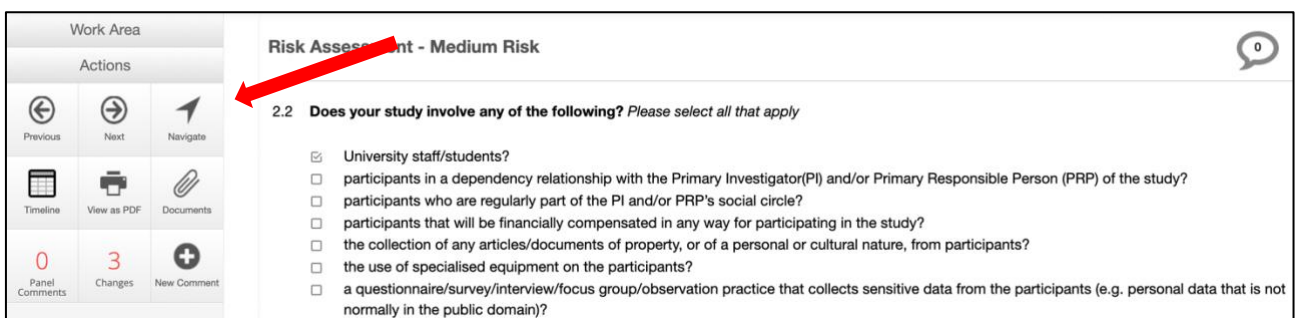
(b) Faculty Sign-off

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:

<p>Previous</p>	<p>Takes one to the previous page of the form.</p>
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 Next	Takes one to the next page of the form.																																													
 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.																																													
 Timeline	Takes one to the main screen where you can sign-off the application.																																													
 View as PDF	Enables one to view/download the form as a PDF.																																													
 Documents	Displays all documentation uploaded as part of the form. <table border="1" data-bbox="331 949 1398 1164"> <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	
<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																																							
2 Panel Comments	Shows comments made during the review process (these comments are only visible to those with the requisite permissions).																																													
2 Changes	Shows any changes made by the applicant in response to issues raised by reviewers.																																													
0 Form Comments	Shows any comments made on the form as a whole by the reviewers (these comments are only visible to those with the requisite permissions).																																													
 New Comment	Action button to add new comments to a question on the form (This is used during the review process).																																													