NELSON MANDELA

U N I V E R S I T Y

MEOS
(MANDELA ETHICS ONLINE SYSTEM)

FACULTY APPROVAL SIGN-OFF
USER GUIDE

Version 3.0
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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.
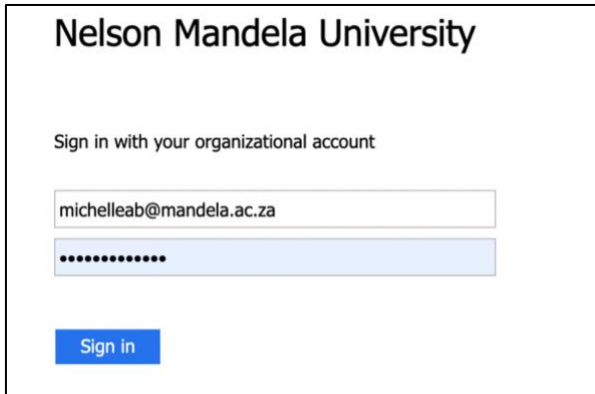
3.1.   Using the direct link in the email

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.
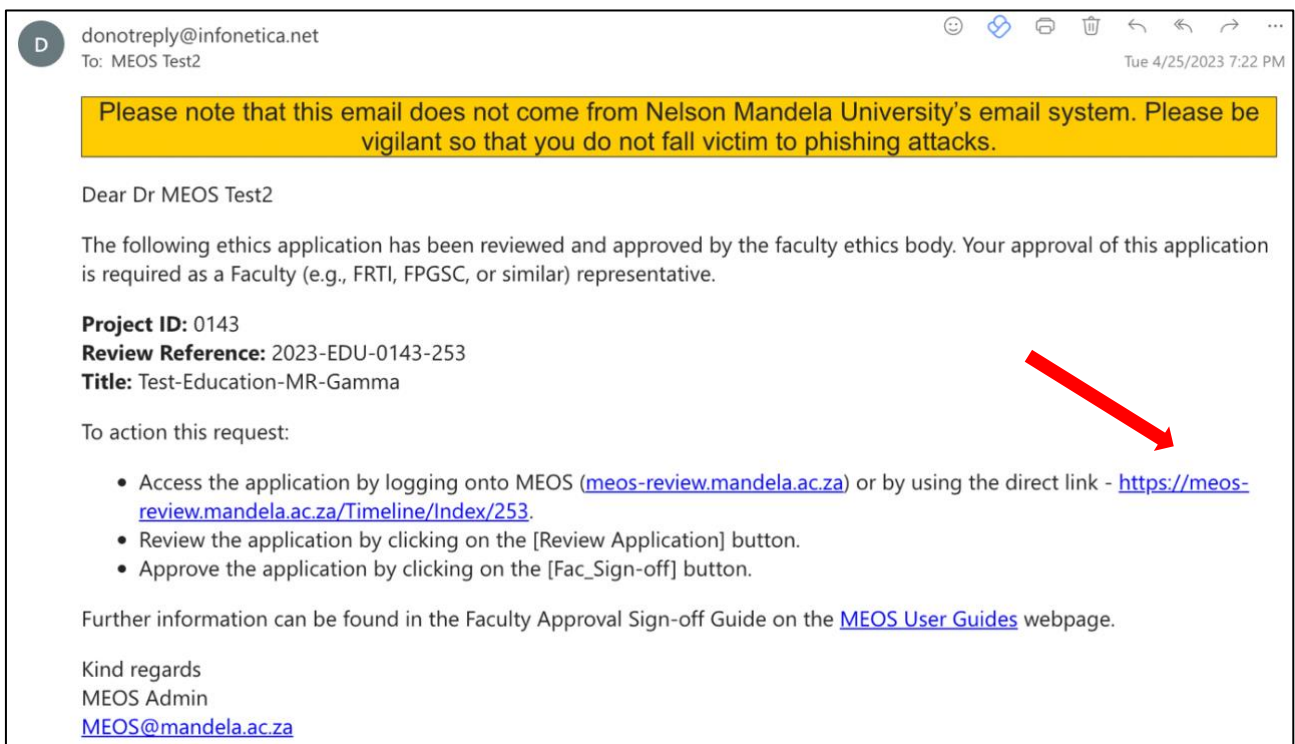
3.2. Logging into MEOS

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.

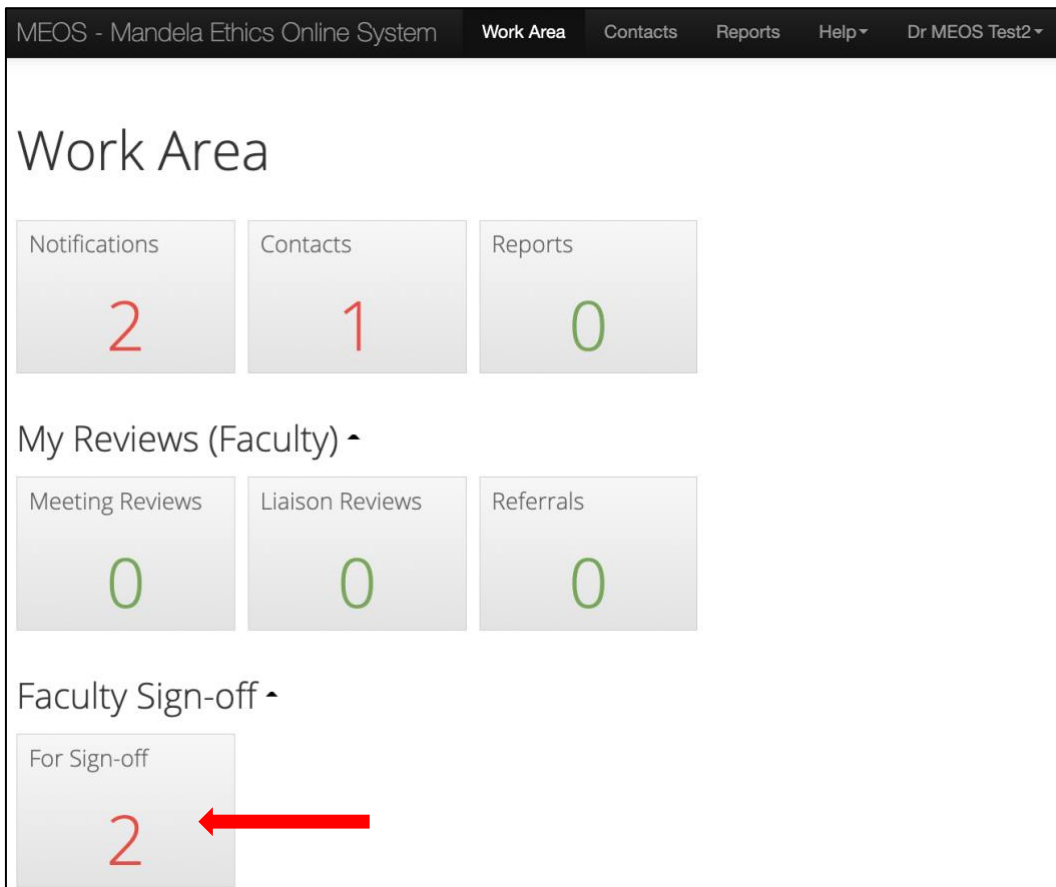After signing in, you will be directed to your work area as shown below. A full explanation of the work area functionality can be found later in this guide. The number of submissions that you have been assigned to sign-off is indicated on the tile - [For Sign-Off]. Click on the tile to list the applications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

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

4. How do I progress an application?

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

There are three actions relevant to you.

4.1. Action: Review Application
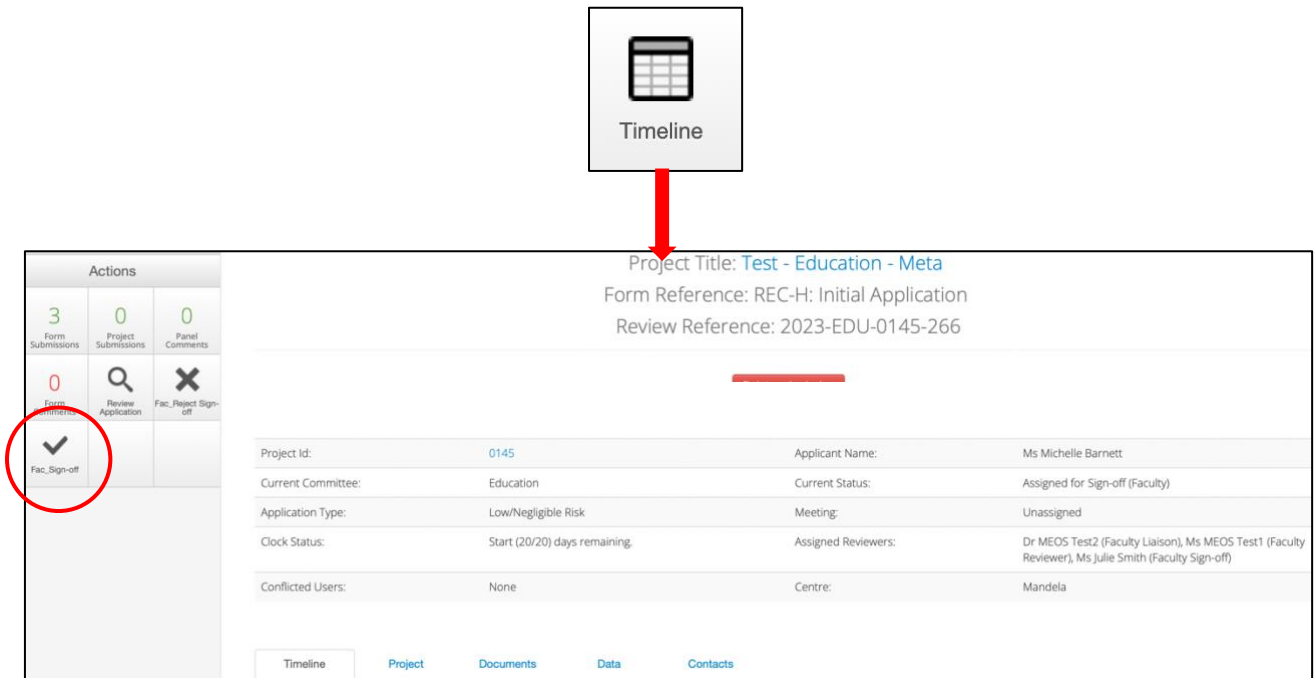
Click on the [Review Application] button to access the sections and questions on a form. The blue hyperlinked questions shown on the right-hand side of the page provide quick access to the various questions on the form.

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.

Click on the [Fac_Sign-off] action button.
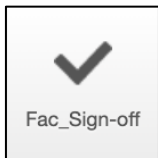
Add an optional comment to the Timeline Notes, click the green [Fac_Sign-off] button, then [Yes].

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.

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

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.

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].

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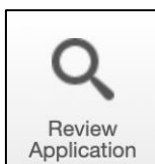
Click on the [Changes] button in the left-hand panel.
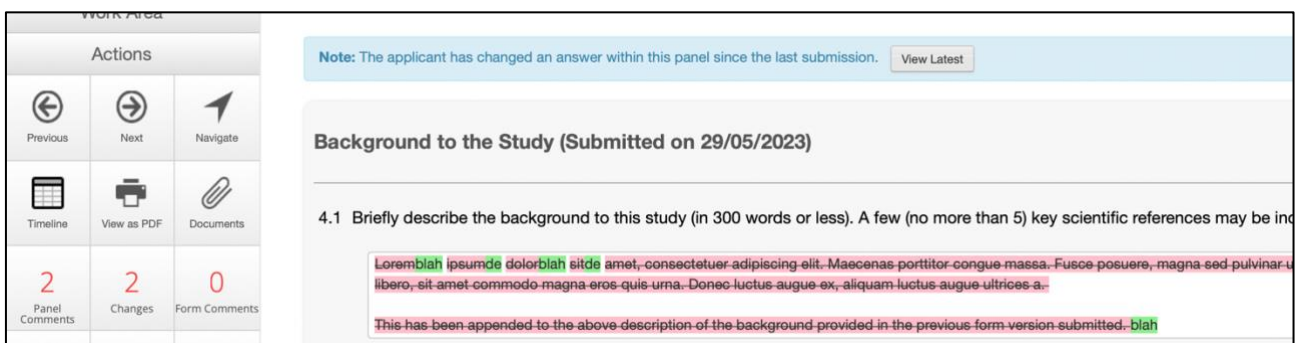
The changes that have been made between the last submission and this one will appear in the pop-up. Click on a listed change to jump directly to the question.
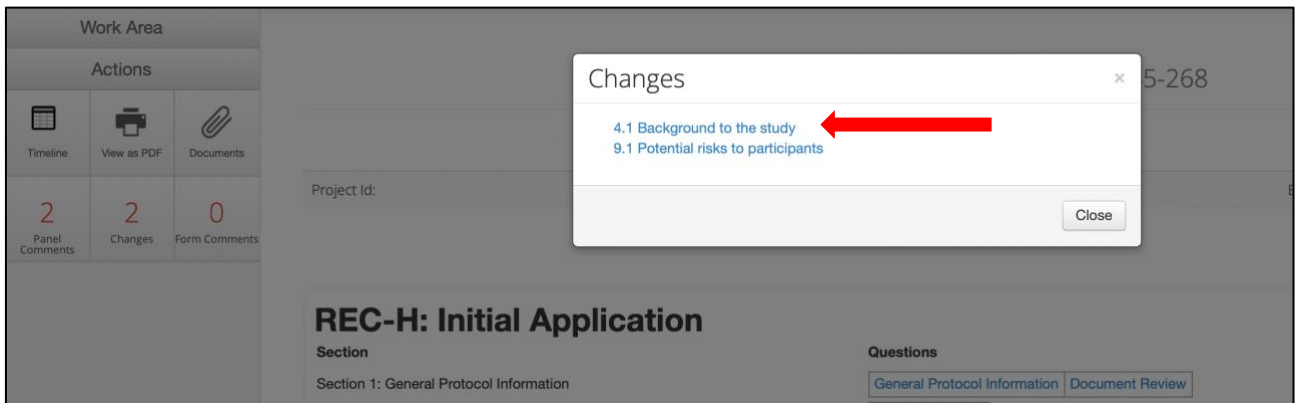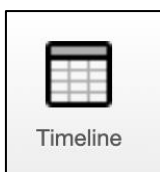

Click on the [View Changes] button.
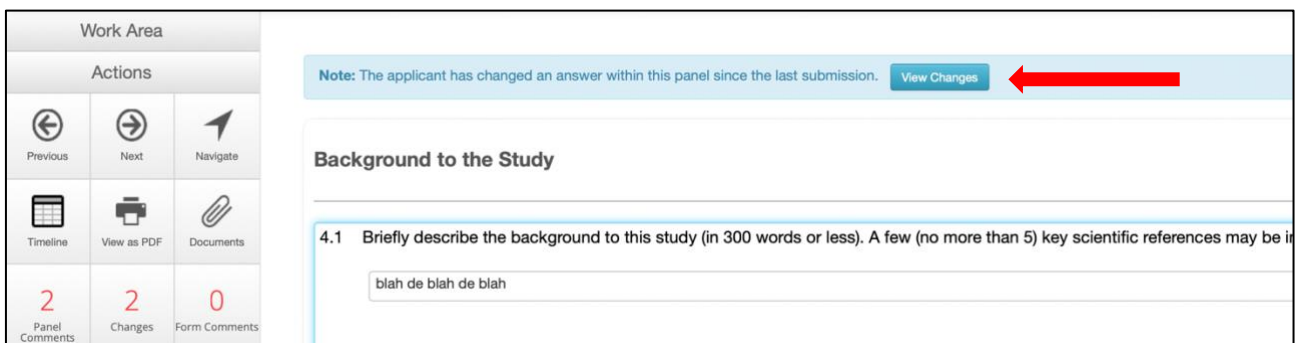
Deletions are shown in red. Added information is shown in green. To return to the latest submission, click the [View Latest] button.

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.
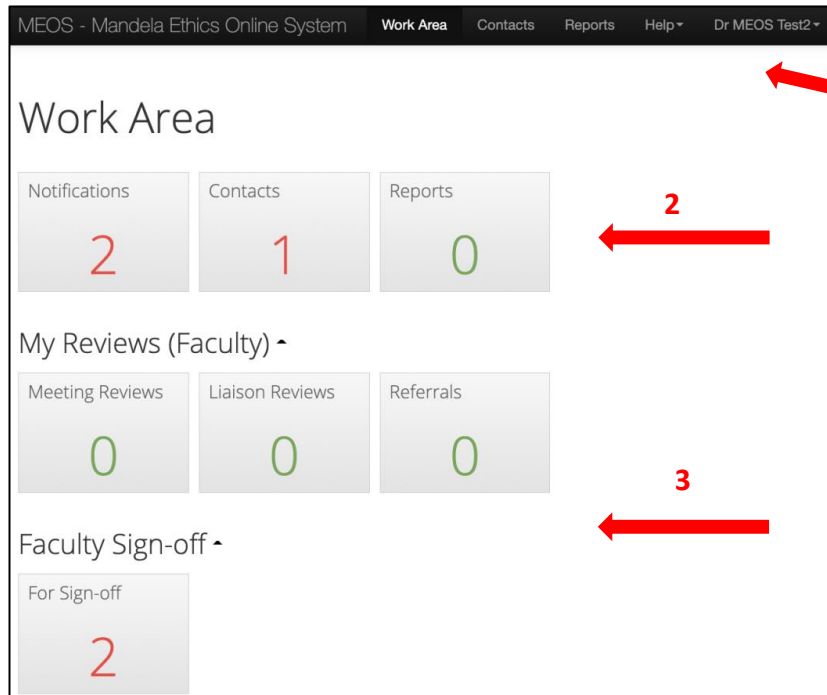
8.1.   Top Bar

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.

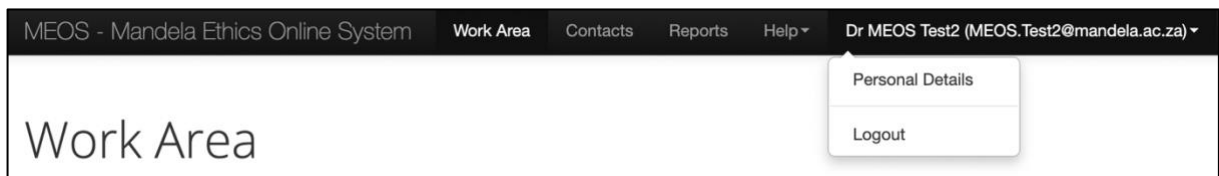
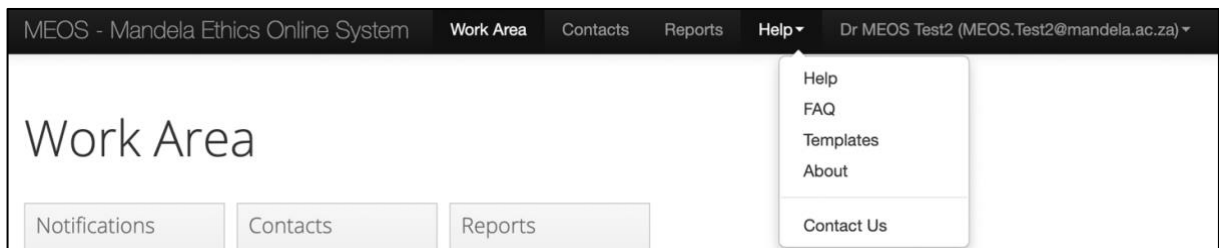To update your personal details, complete the Personal Details form and save using the [Change Details] button.

(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.
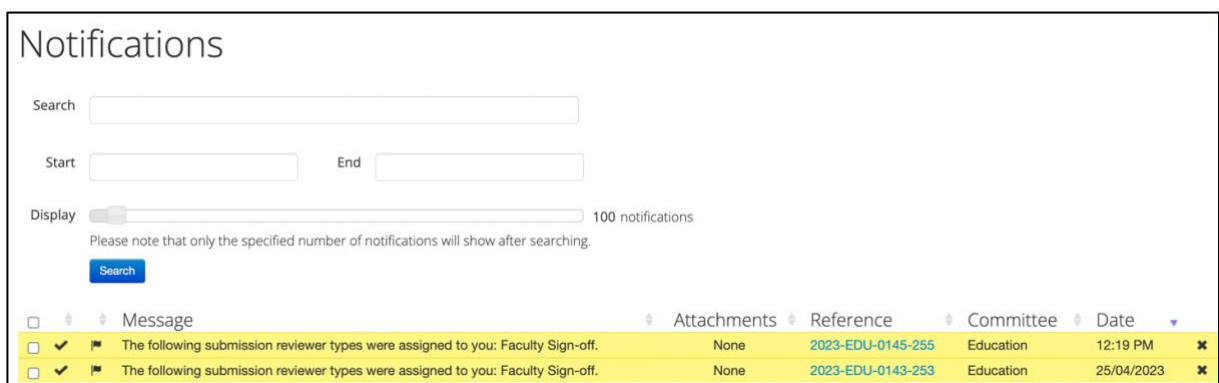
(b)   Contacts

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.
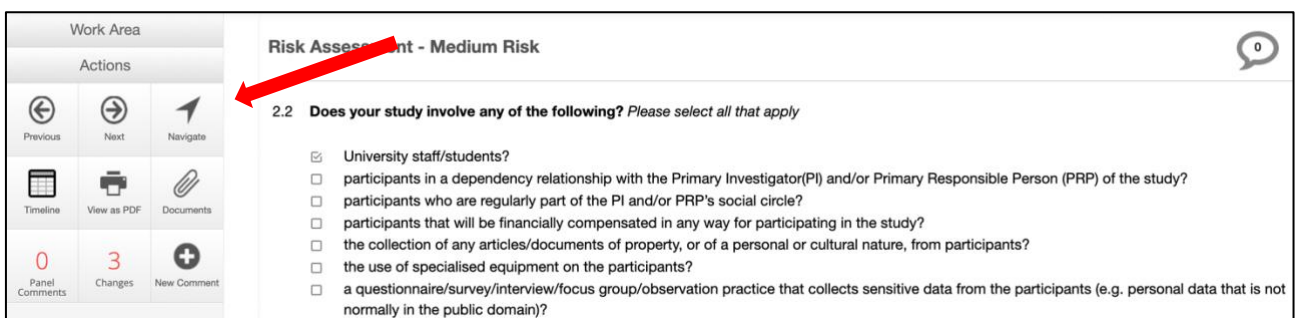
(b)   Faculty Sign-off

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:

	Takes one to the previous page of the form.

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.
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).