MEOS – How to track the status of your application

1. Check your student/staff account emails:

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



2. Check the project status in the MEOS work area:

Click on the down-arrow next to the project title. The status of the application is shown.

Proje	cts						
Search P	rojects						
	Project Title	Project ID Vowner		Date Created	Date Modified		
~	RECH Test Application	1238	Ms Michelle Barnett	01/07/2024 11:07	08/07/2024 14	08/07/2024 14:18	
	Form Title	Form Reference	Review Reference	Арр Туре	Status Form	Owner	
	REC-H: Initial Application (Human)	REC-H: Initial Application (Human)	2024-LAW-1238- 1550	Low/Negligible Risk	Assigned to Ms M Meeting Barn	lichelle ett	

3. Check the Notifications tile in the MEOS work area:

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).

W	ork Are	а				
Not	tifications	Signatures	Transfers		Shared	
	2		0	0	0	
						J
Notifi	cations					
Search						
Received after		Received before				
Display			100 notifications			
	Please note that only the specified	I number of notifications will sho	ow after searching.			
0	Message		1	Attach	ment Project Short	Title Date

4. Check the history of your application in the MEOS work area:

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.

Project Tree										
	I Test	t Application	(<u>Human</u>))						
Action Required on Form			Status			Review Reference			Date Modified	
No				Assigned to Meeting		202	24-LAW-1238-1550		08/07/2024 14:18	
	N	avigation	Docum	ents Sig	inatures	Collaborators	Submissions	Centre	History	
Search history	ory									
Date	ģ	User	÷	Description						
06/07/2024		Review User		Notification received: Submission assigned to meeting.						
06/07/2024		Review User		Form status cha	anged from Su	Ibmitted to Assigned	to Meeting (Faculty).			
01/07/2024		Ms Michelle Ba	rnett	Form submitted	I					

5. MEOS Helpdesk:

Please use the options listed above before emailing the helpdesk. <u>MEOS@mandela.ac.za</u>