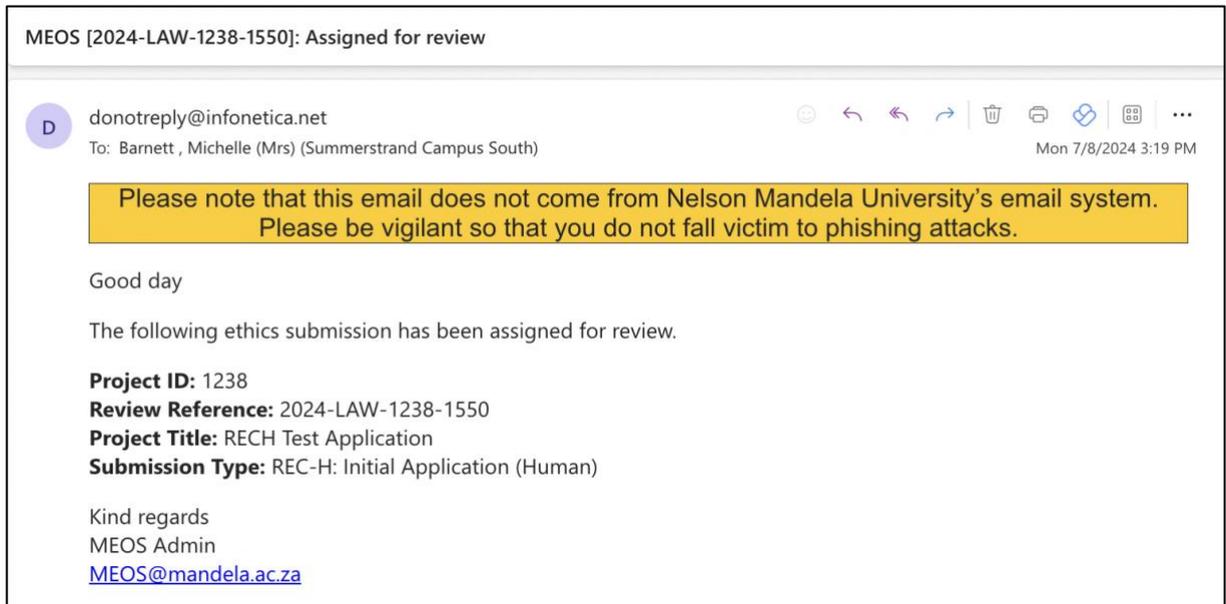


# MEOS – How to track the status of your application

## 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.

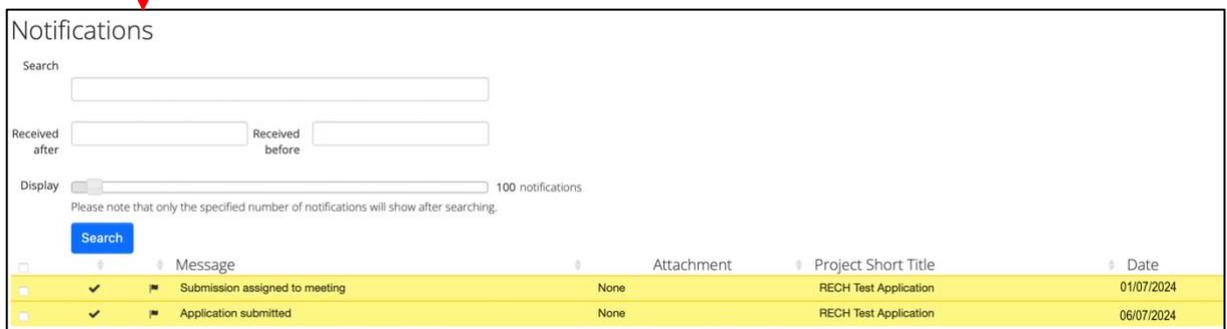
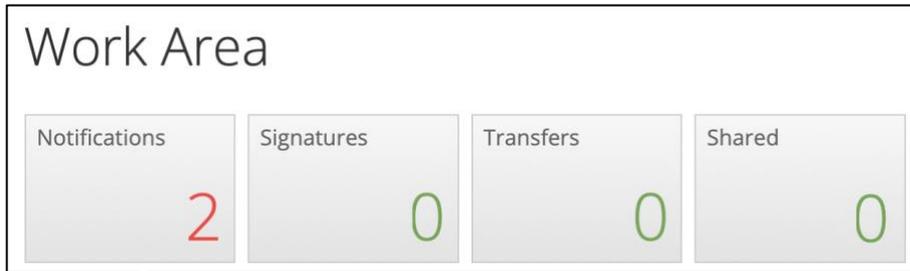
Project Title	Project ID	Owner	Date Created	Date Modified
RECH Test Application	1238	Ms Michelle Barnett	01/07/2024 11:07	08/07/2024 14:18

Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
REC-H: Initial Application (Human)	REC-H: Initial Application (Human)	2024-LAW-1238-1550	Low/Negligible Risk	Assigned to Meeting	Ms Michelle Barnett

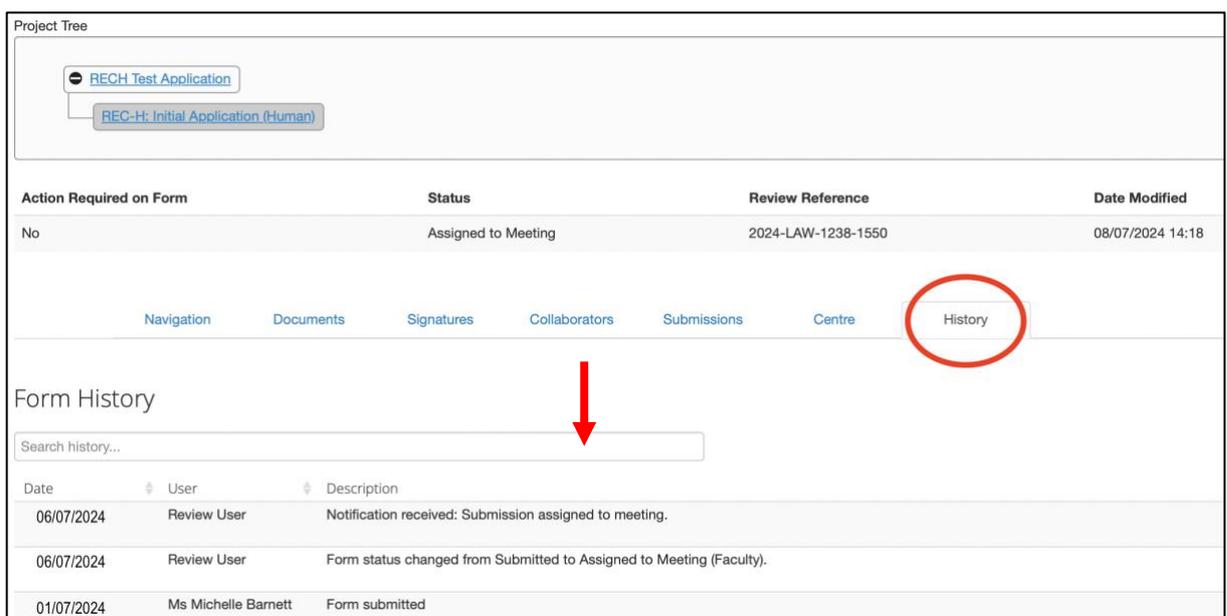
### 3. Check the Notifications tile in the MEOS work area:

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).



### 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.



5. **MEOS Helpdesk:**

Please use the options listed above before emailing the helpdesk.

[MEOS@mandela.ac.za](mailto:MEOS@mandela.ac.za)