

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)**

**PRIMARY RESPONSIBLE PERSON/SUPERVISOR
(Faculty/REC-H)
USER GUIDE**

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1. Introduction

MEOS, the Mandela Ethics Online System, is a web-based management system that facilitates the ethics review process from approval of original ethics application to closure of the project.

All applications/reports with respect to a research study requiring ethics clearance are created, submitted, reviewed, and approved on MEOS, providing one central storage repository where users can access all approved ethics submissions, approval letters and correspondence relating to an application.

MEOS covers the following ethics submissions:

- Applications for ethics approval
- Amendments
- Extensions
- Progress reports
- Adverse event/violation/deviation reports
- Closure reports

2. Your Role on MEOS as the Primary Responsible Person/Supervisor

The Primary Responsible Person (PRP) for a study must sign the application in order for it to be submitted for review. You will have the opportunity to provide input on the application, that you may wish the student to address, before you sign.

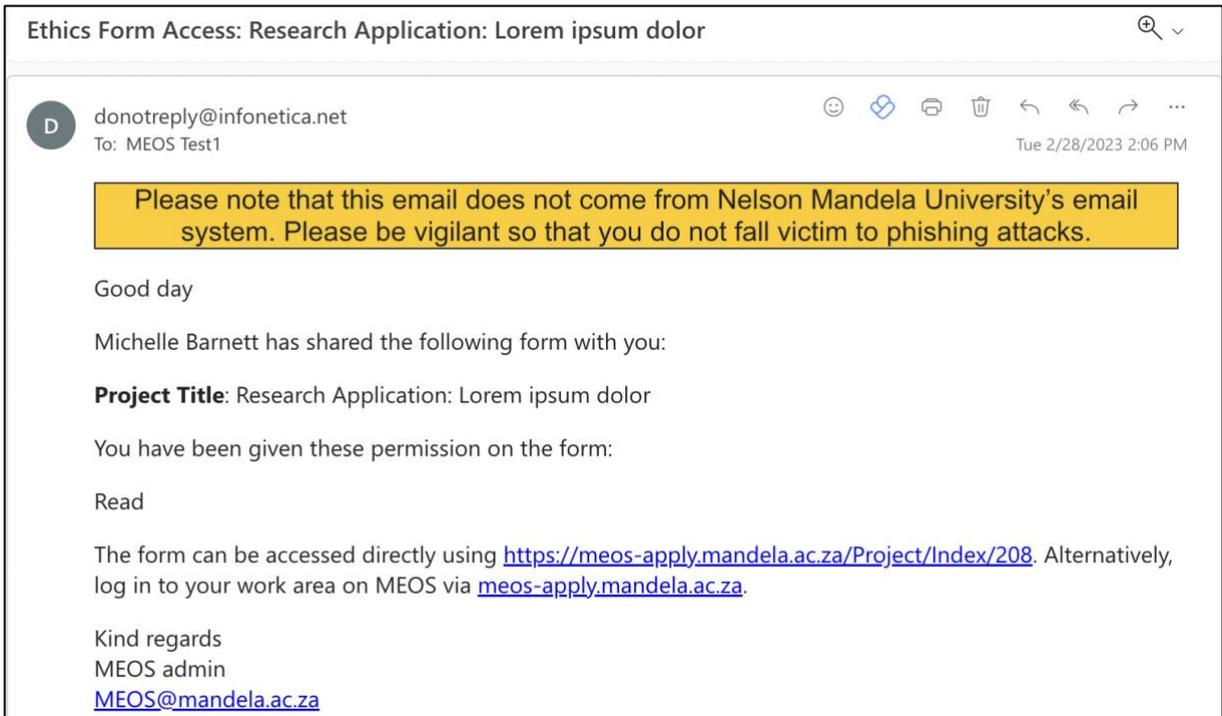
If you are the supervisor on a study, but not the PRP, the student can share the form with you for your input before the signature of the PRP is requested.

3. Applications that have been Shared with You

3.1. Viewing the Application

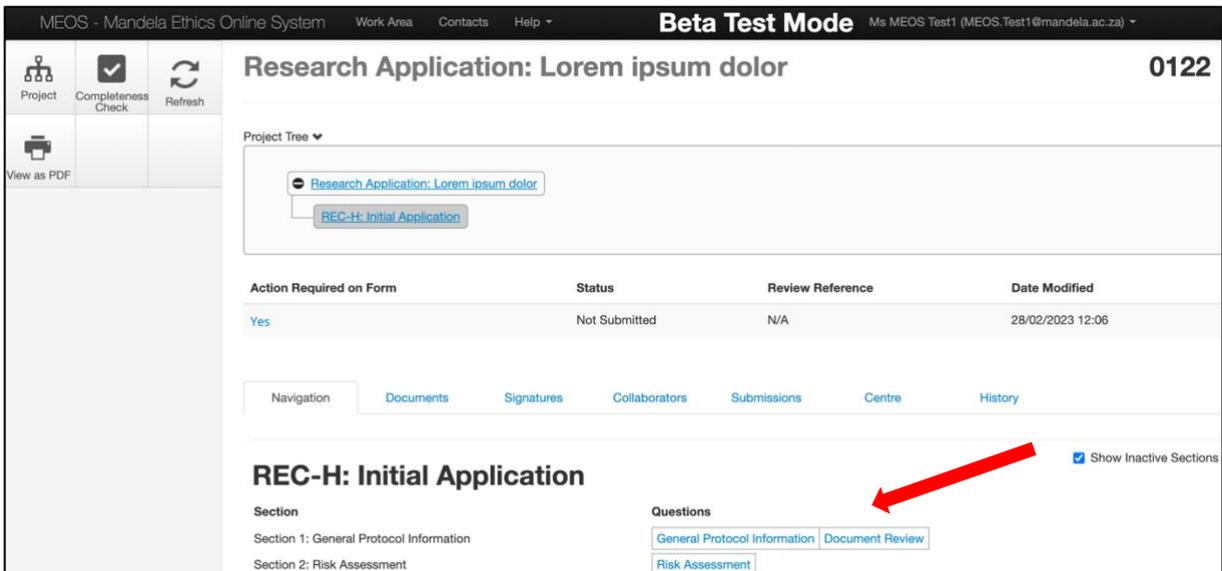
If an application has been shared with you, you will receive an email as shown below. This email will provide the following information:

- Name of the person who shared the form
- Project title
- Your permissions on the form (Read, write, submit, share, create all subforms, receive notifications)
- Direct link to the form



Click on the direct link in the email to open the application form. You will be asked to log in to MEOS. Sign in with your Mandela University username followed by @mandela.ac.za e.g., username@mandela.ac.za and your Mandela network password.

Click on the first question to open the form. (For a full explanation of the functionality available, please consult the Applicant User Guide which can be found on both the REC-H and REC-A websites.



If you have only been given 'Read' access to the form this will be indicated at the top of the page, and you will be unable to edit the information on the form, although you will be able to add comments. Use the [Previous] and [Next] buttons in the left-hand panel to navigate through the form. The [Navigate] button takes you back to the list of questions as shown above.

Project Title: Research Application: Lorem ipsum dolor Version: Beta

Read access only.

Note to Applicants:

- Complete this page in full and accurately before continuing with the application as your responses at this point determine the information that will be required of you through the form.
- The application must be completed in English. Where information will be provided to participants in translated form , the translated versions AND the English versions must be uploaded in the relevant sections.

Re-application of Previous Protocol

1.1 Is this application a re-application of a previously approved protocol?

Yes

No

3.2. Making Comments on a Form

If there is a specific section you would like your student to revise, you can make a comment on the panel where the question is displayed.

Click on the speech bubble on the specific panel you wish to comment on.

Background to the Study

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.

Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Modus persequeris intellegat mea ei, dolore labore est eu. Mei idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mei no etiam semper interesset.

Rationale for Data Collection

4.2 Describe the rationale for the data collection (and hence the contribution of the collected data) to the overall study.

Modus persequeris intellegat mea ei, dolore labore est eu. Mei idque quaestio eu. In tota oportere persecuti quo. Vix vocibus recteque pericula at, nam quem aeterno voluptatum ne. Eu duo reque quando libris. Mei no etiam semper interesset.

Click on the [Add New Comment] button.

Comments

Note: No comments have yet been added to this application. (Not visible to reviewers)

Add New Comment

Close

Add your comment and click [Save].

In the pop-up window that appears, you are able to edit your comment, delete it or add another comment. Click Close to close the pop-up.

The number in the speech bubble increases depending on the number of comments added to that specific panel. Additionally, the number on the [Comments] button in the left-hand panel also increases.

Kindly note: You will need to notify those with whom the form is shared that a new comment has been added.

3.3. Viewing Comments on a Form

Your student or other researchers involved in the study may have made comments on the form.

There are two ways to view these:

(a) Clicking on the speech bubble

Clicking on the speech bubble on a specific panel will show all comments for that specific set of questions.

(b) Clicking on the [Comments] button in the left-hand panel

This brings up a list of ALL comments made on the form, indicating who made the comment and when. Unfortunately, it does not indicate the question that is being referred to. Clicking on a comment takes one to the specific panel of the form.

Overall Panel Comments		
Comment	Time and date	User
I agree with you, but I am battling to find the words to describe this adequately. Can you advise?	Wednesday, March 1, 2023 at 8:25 AM	Ms Michelle Barnett
Please provide further background. Perhaps consider	Tuesday, February 28, 2023 at 5:19 PM	Ms MEOS Test1
Prof, would you agree with the rationale that I have provided for the data collection in this study?	Wednesday, March 1, 2023 at 8:26 AM	Ms Michelle Barnett

4. Signing the Form as Primary Responsible Person

4.1. Responding to a Signature Request

The Principal Investigator (PI) will request your signature on MEOS when they have completed the application form. You will receive an email with the project title, an optional message, and a link to any signature requests that you may have. Click on the link.

Signature request

donotreply@infonetica.net
To: MEOS Test1
Wed 3/1/2023 11:57 AM

Please note that this email does not come from Nelson Mandela University's email system. Please be vigilant so that you do not fall victim to phishing attacks.

Dear Ms Test1

You have received a request from Ms Michelle Barnett to sign their ethics form for the following project:

"Research Application: Lorem ipsum dolor"

I have attended to your comments. Please review and sign the application for ethics approval.

To view and respond to this signature request, click on the following link:
<https://meos-apply.mandela.ac.za/Signatures/Index> ←

Kind regards
MEOS Admin
MEOS@mandela.ac.za

Click on [View Form].

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
PRP	Research Application: Lorem ipsum dolor	122	Ms Michelle Barnett	I have attended to your comments. Please review and sign the application for ethics approval.	01/03/2023 09:57		Requested	View Form

After reviewing the form, you will have the option to sign the form or reject the signature request.

4.2. Signing the Form

If you are happy with the contents of the form, click on the [Sign] button in the left-hand panel.

Previous Next Navigate

REC-H: Initial Application

Project Title: Research Application: Lorem ipsum dolor

Version: Beta

122

Read access only.

View as PDF Sign Reject

Feedback to Participants

Completeness Check 3 Comments

0

Read the Signature Declaration which outlines your responsibilities as PRP of the study and signify your acceptance thereof using the [Accept] button. An email will automatically be sent to the applicant informing them that you have signed as requested.

Signature Declaration ✕

By responding to this signature request I, the Primary Responsible Person, declare that I have read and reviewed the full content of this application for scientific soundness, accuracy and completeness, and I am jointly accountable for the ethical conduct of this research.

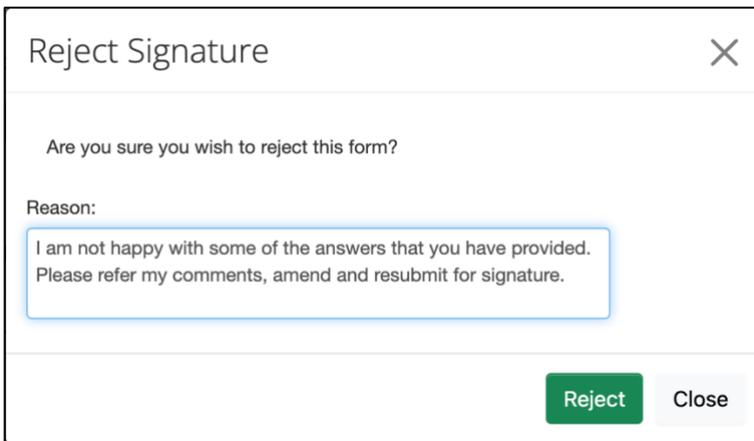
- I confirm that data collection will only commence once final approval for the study has been granted and I am in receipt of an approval letter to this effect. Retrospective approval is not permitted.
- I declare that I have read the Nelson Mandela University Code of Conduct for Researchers.
- I will ensure that every participant (or other involved persons, such as relatives, etc.), shall at all times be treated in a dignified manner and with respect.
- I acknowledge that approval for data collection is for **1 calendar year** from the date of issue of the ethics approval letter.
- I will ensure that an annual progress report is submitted for the purposes of extending the data collection period or closing the study and that in the case of an extension, the report will be submitted 4-6 weeks prior to the expiry of ethics approval.
- I will ensure that any applications for amendments to the study are submitted PRIOR to the implementation of the amendment.
- I will ensure that the relevant report is submitted in the event of any unanticipated problems, serious incidents or adverse events observed during the course of the study.
- I will ensure that the relevant report is submitted in the event of any study deviations, violations and/or exceptions to the study.
- I acknowledge that the study could be subjected to passive and/or active monitoring without prior

Accept
Close

4.3. Rejecting the Signature Request

If you are not satisfied with the contents of the ethics application, add comments as outlined above and reject the signature request using the Reject button in the left-hand panel.

Give a reason for the rejection and select [Reject]. An email will automatically be sent to the applicant informing them of your decision. They will need to attend to your comments before requesting your signature again.



Reject Signature

Are you sure you wish to reject this form?

Reason:

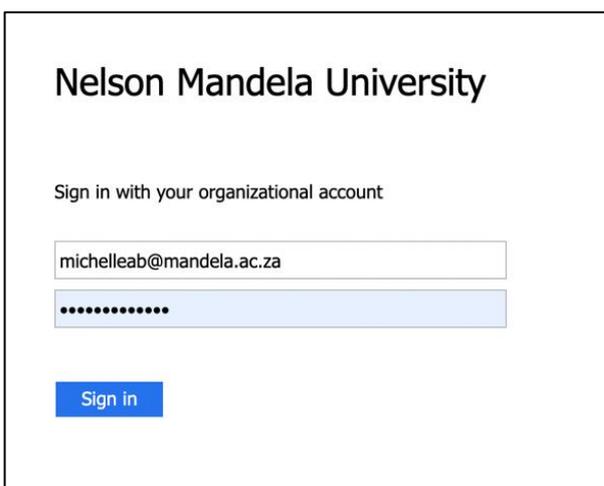
I am not happy with some of the answers that you have provided.
Please refer my comments, amend and resubmit for signature.

Reject Close

5. Frequently Asked Questions

5.1. I lost the email that was sent to me. How do I view the form?

Log into MEOS – meos-apply.mandela.ac.za – 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. Any forms that have been shared with you will be listed in the Projects area.

Click on the relevant form to open it.

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified
> Research Application: Lorem ipsum dolor	122	Ms Michelle Barnett	28/02/2023 12:06	01/03/2023 11:26
> TEST ALPHA RECA Research	119	Ms Michelle Barnett	17/02/2023 08:21	17/02/2023 08:21

5.2. Can I reject a form that has been shared with me?

Click on the Shared tile in the Work Area. The number on the Shared tile indicates the number of forms shared with you.

Work Area

Notifications	Signatures	Transfers	Shared
17	1	0	2

Click [Reject] for a form that you do not wish shared with you.

Shared Forms

Search forms

Project Title	Project Id	Form Title	Access	View Form	Reject
Research Application: Lorem ipsum dolor	122	REC-H: Initial Application	Read	View Form	Reject
TEST ALPHA RECA Research	119	REC-A: Initial Application (Research)	Read, Write	View Form	Reject

Add a reason for the rejection. An email will be sent to the applicant informing them of your decision.

Reject Share Request

Please enter a reason for rejecting the share request

I am not the PRP for this study.

Reject Close

5.3. Will I only have to sign the form once?

No, if the applicant has to respond to changes after the submission has been reviewed, the form is unlocked by MEOS for these changes to be implemented and all signatures on the form are invalidated. When the changes have been made and the application is ready to resubmitted, your signature will be required again.

5.4. I lost the email that was sent to me. How do I sign the form?

Log into MEOS as outlined in 5.1 above. Click on the Signatures tile. The number on the tile indicates the number of outstanding signature requests.



All signature requests received, and their status is indicated. Click on [View Form] to open a form for signing.

The screenshot shows a 'Signatures' table with a search bar and two rows of data. The first row is highlighted in blue and has a 'View Form' button. The second row has a 'View Form' button that is disabled.

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
PRP	Research Application: Lorem ipsum dolor	122	Ms Michelle Barnett	Please review and sign the application.	01/03/2023 11:27		Requested	View Form
PRP	Research Application: Lorem ipsum dolor	122	Ms Michelle Barnett	I have attended to your comments. Please review and sign the application for ethics approval.	01/03/2023 09:57	01/03/2023 11:08	Rejected	View Form