

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)**  
**RESPONDING TO A SIGNATURE REQUEST**  
**USER GUIDE**

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## 1. Introduction

There are usually two signatories to the REC initial application for approval forms:

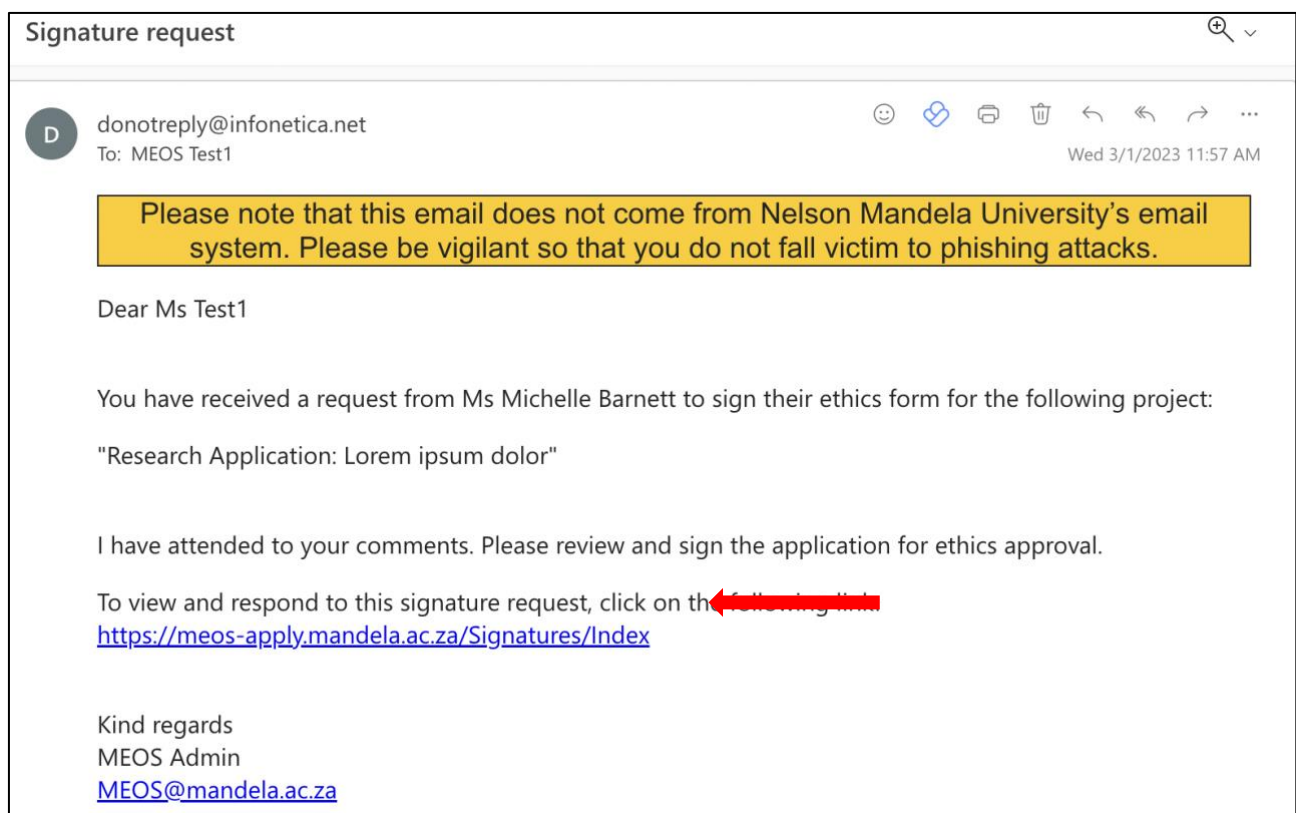
- REC-H – Principal Investigator (PI) and Primary Responsible Person (PRP)
- REC-A (Research) – Principal Investigator (PI) and Primary Responsible Person (PRP)
- REC-A (Practical) – Head of Department (HOD) and Lab Technician

Typically, the person completing the form, will sign the form once they have completed it and thereafter request the signature of the other signatory.

Before signing, the form can be viewed, commented on and if changes are required, the request for signature can be rejected.

## 2. Responding to a Signature Request

When your signature has been requested on a 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](mailto: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	<a href="#">View Form</a>

Use the [Previous] and [Next] buttons to move through the form.

Previous Next Navigate

## REC-H: Initial Application (Human)

Project Title: Test

158

Version: Beta

View as PDF Sign Reject

Read access only.

**Note to Applicants:**

- For first-time users, please ensure that your personal details are updated on MEOS as these details are pulled into the form. Details can be updated by clicking on the arrow to the right of your name in the black bar at the top of this page.

Comments can be added to the form on a question-by-question basis. The form can then be signed (if no changes are required) or the signature request can be rejected in order for suggested changes to be implemented.

## 2.1. Signing the Form

If you are happy with the contents of the form and do not have changes to suggest, click on the [Sign] button in the left-hand panel. Kindly note that if you are the second signatory on the form, the form will automatically be submitted for review.

Previous Next Navigate

## REC-H: Initial Application

Project Title: Research Application: Lorem ipsum dolor

122

Version: Beta

View as PDF Sign Reject

Read access only.

**Feedback to Participants**

3 Comments

Read the Signature Declaration and signify your acceptance thereof using the [Accept] button. Kindly note that the wording of the declaration is dependent on the form that is being signed.

Once you have accepted, 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

## 2.2. Rejecting the Signature Request

If you are not satisfied with the contents of the ethics application, it is suggested that you add comments to the form as outlined in the section below, before rejecting the signature request using the Reject button in the left-hand panel.

Clicking the [Reject] button pops up a window. Add a reason for the rejection and select [Reject]. An email will automatically be sent to the applicant informing them of your decision. They can 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

### 3. Adding Comments to the Form Questions

Click on the speech bubble in the top-right hand corner of the specific question you wish to comment on.

The screenshot shows a form with two questions. The first question is titled "Background to the Study" and asks to "Briefly describe the background to this study (in 300 words or less). A few (no more than 5) key scientific references may be included." The second question is titled "Rationale for Data Collection" and asks to "Describe the rationale for the data collection (and hence the contribution of the collected data) to the overall study." Red arrows point to speech bubble icons in the top right corner of each question box.

Click on the [Add New Comment] button.

The screenshot shows a "Comments" dialog box. It contains a note: "Note: No comments have yet been added to this application. (Not visible to reviewers)". There is an "Add New Comment" button and a "Close" button.

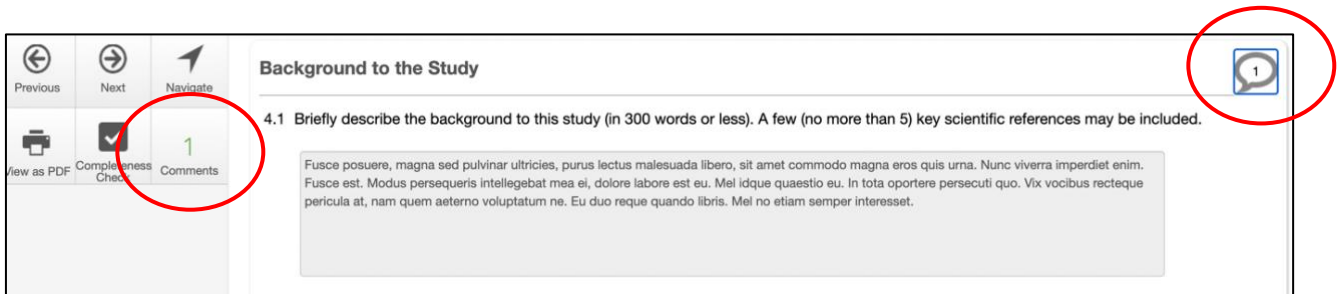
Add your comment and click [Save].

The screenshot shows an "Add new comment" dialog box. It contains a text input field with the placeholder text: "Please provide further background. Perhaps consider .....". There are "Save" and "Cancel" buttons at the bottom.

After adding a comment, a pop-up window that appears on which you can 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.



## 4. Frequently Asked Questions

### 4.1. 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 be resubmitted, your signature will be required again.

### 4.2. 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.

### Signatures

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	<a href="#">View Form</a>
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	<a href="#">View Form</a>