



Responding to a Signature Request

Table of contents

| | | |
|-----------|---------------------------------------------------------------------|----------|
| 1. | Responding to a Signature Request..... | 1 |
| 1.1. | Signing the Form..... | 2 |
| 1.2. | Rejecting the Signature Request..... | 3 |
| 1.3. | Unlocking the Form to Edit..... | 4 |
| 2. | Adding Comments to the Form Questions..... | 5 |
| 3. | Frequently Asked Questions | 6 |
| 3.1. | Will I only have to sign the form once? | 6 |
| 3.2. | I lost the email that was sent to me. How do I sign the form? | 6 |

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

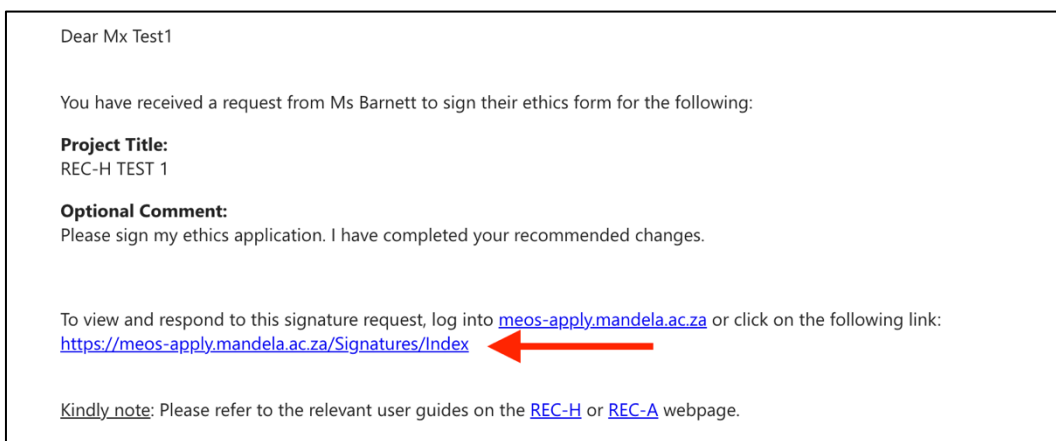
- REC-H – Principal Investigator (PI) and Primary Responsible Person (PRP)
- REC-A (Research) – Principal Investigator (PI) and Primary Responsible Person (PRP)
- REC-A (Practical) – Head of Department (HOD) and Lab Technician

In most cases, the applicant completes the form, signs it and then requests the signature of the second signatory.

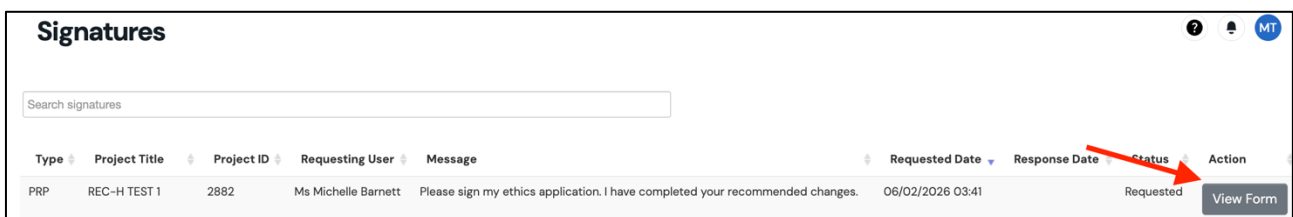
Before signing, the signatory can view the form, comment on it and if changes are required, the request for signature can be rejected.

1. 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 the signature request.



Click on the link takes you to your Signatures page on MEOS.



The Signatures page can also be accessed via the [Signatures] tile in your MEOS work area.



Click on [View Form] to open the form. A banner indicating that the form is locked is displayed at the top of the page. Check the contents of the form.

REC-H TEST 1

Project Overview

Completteness Check ↩ Navigate 📄 View as PDF ✍ Sign ☰ More

This form has been locked through signatures/requests

PLEASE NOTE THAT:

- Information is not always collected for research purposes.
- Not all research projects will require formal ethics review and approval.
- Decisions on whether a project requires ethics approval are determined according to its ethics risk classification.
- The REC-H does not give retrospective ethical approval to any project that has already been completed. Thus, it is essential that researchers clarify whether ethical approval for a specific project is required, or not, prior to beginning the data collection.

Overview

INSIGHTS

Comments 9 >

BASIC INFO

Project Title REC-H TEST 1

Project Id 2882

Version Beta

Form Title REC-H Ethics Application

Status Not Submitted

There are three options available:

1. Sign the form
2. Reject the signature request
3. Unlock the form for editing

1.1. Signing the Form

If you are satisfied with the contents of the form, click the [Sign] action.

Project

Completteness Check ↩ Navigate 📄 View as PDF ✍ Sign ☰ More

This form has been locked through signatures/requests

Read and the Accept the declaration.

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 notice at the discretion of Research Ethics Committee (Human).

➔ Accept Close

Click the [Sign] button.



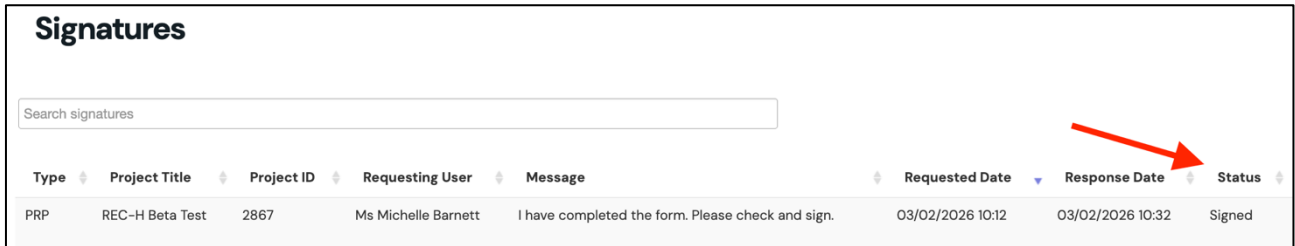
Sign Form

Are you sure you wish to sign this form?

Sign Close

A red arrow points to the green 'Sign' button.

The Signatures page will open, indicating that the form has been signed.



Signatures

Search signatures

| Type | Project Title | Project ID | Requesting User | Message | Requested Date | Response Date | Status |
|------|-----------------|------------|---------------------|---------------------------------------------------|------------------|------------------|--------|
| PRP | REC-H Beta Test | 2867 | Ms Michelle Barnett | I have completed the form. Please check and sign. | 03/02/2026 10:12 | 03/02/2026 10:32 | Signed |

A red arrow points to the 'Signed' status in the table.

An email will automatically be sent to the person who requested your signature indicating that you have accepted the signature request and signed the form.

Dear Ms Barnett

Kindly note that Mx Test1 has signed the ethics form for the project below as requested.

Project ID: 2867
Project Title: REC-H Beta Test

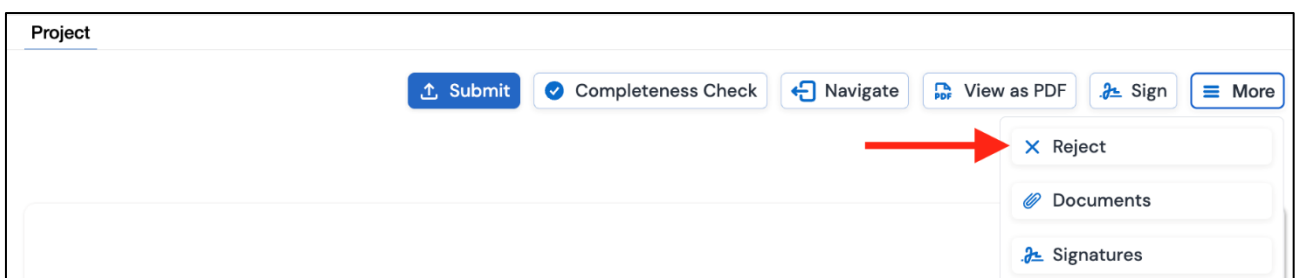
Kind regards
 MEOS Admin
MEOS@mandela.ac.za

1.2. Rejecting the Signature Request

If the signature request has been sent to you in error, or if after reviewing the form contents, you believe further changes are required, the signature request can be rejected.

You can make comments on the form, if required, following the process outlined in the Comments section below.

Click the [Reject] action.



Project

Submit Completeness Check Navigate View as PDF Sign More

Reject Documents Signatures

A red arrow points to the 'Reject' button in the dropdown menu.

Provide a reason for the signature rejection and click [Reject].

Reject Signature

Are you sure you wish to reject this form?

Reason:

I am not happy with the responses given in Section 2 of the form. Please rethink and resubmit to me for signature.

Reject Close

An email will automatically be sent to the person who requested your signature indicating that you have rejected the signature request.

1.3. Unlocking the Form to Edit

The form can be unlocked by clicking on the [Unlock] action. When locked, the question responses are greyed out and cannot be edited.

Project

Completteness Check Navigate View as PDF Sign More

This form has been locked through signatures/requests

Background

4.1 Describe the background to this study and the rationale for data collection. Include key scientific referenc

Reject Documents Signatures Unlock Share Collaborators

Overview

INSIGHTS

Comments 9

BASIC INFO

Project Title REC-H TEST 1

Project Id 2882

Version Beta

Form Title REC-H: Ethics Application

Status Not Submitted

Review Reference N/A

Last Modified 06/02/2026

When unlocked the questions can be edited.

Project

Completteness Check Navigate View as PDF Documents Signatures More

Background

4.1 Describe the background to this study and the rationale for data collection. Include key scientific references.

Unlock

Overview

INSIGHTS

Comments 9

BASIC INFO

Project Title REC-H TEST 1

Project Id 2882

Version Beta

Form Title REC-H: Ethics Application

Status Not Submitted

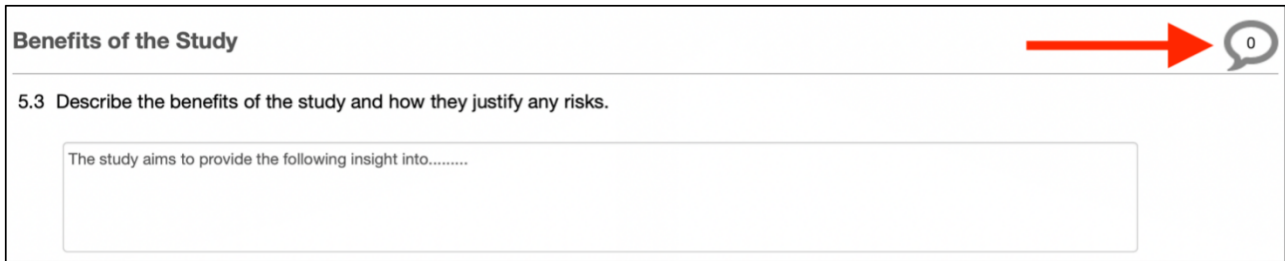
Review Reference N/A

Last Modified 06/02/2026

Please note that unlocking the form does not send an email notifying the applicant. You will need to communicate this to them.

2. Adding Comments to the Form Questions

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

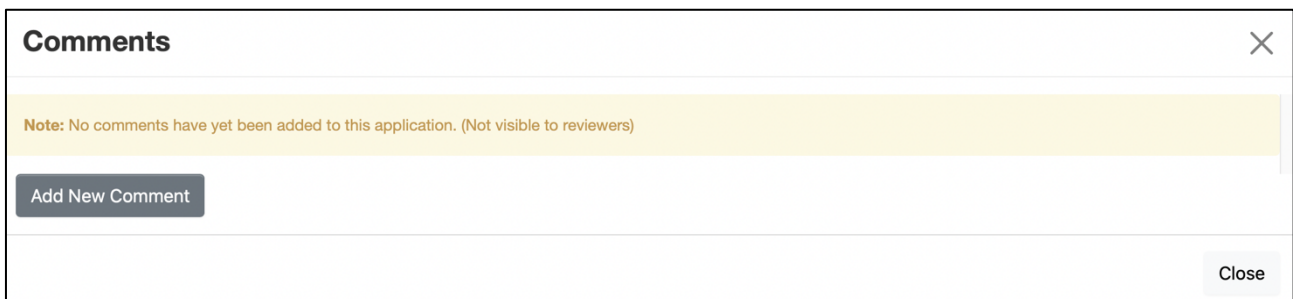


Benefits of the Study

5.3 Describe the benefits of the study and how they justify any risks.

The study aims to provide the following insight into.....

Click [Add New Comment].



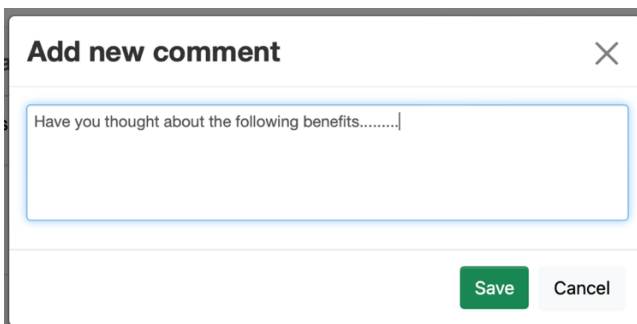
Comments

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

Add New Comment

Close

Add your comment for this question and click [Save].



Add new comment

Have you thought about the following benefits.....

Save Cancel

The resulting pop-up displays the comment which can be edited or deleted as required. Click [Close] to close the pop-up.



Comments

| Comment | Date Added | Owner |
|----------------------------------------------------|---------------------------|-------|
| Have you thought about the following benefits..... | 03 February 2026 at 04:27 | You |

Add New Comment

Close

The number in the speech bubble increases with the number of comments made on a question.

Benefits of the Study 2

5.3 Describe the benefits of the study and how they justify any risks.

The study aims to provide the following insight into.....

Comments are visible to all users with shared access to the form. The comments can be accessed from the Overview section of any page of the form. The number indicates the number of comments made.

Project Overview -

Completeness Check Navigate View as PDF Documents Signatures More

Research Aims and Objectives 0

4.2 List the aim/s (what you hope to achieve) and the objective(s) (how you will achieve your aim/s) of the study. 7

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

Overview

INSIGHTS

Comments

BASIC INFO

Project Title REC-H Beta Test

3. Frequently Asked Questions

3.1. 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 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.

3.2. 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.

Work Area

Notifications Signatures Transfers Shared

17 1 0 2

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

Signatures

Search 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 | 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 |