MEOS – Unlocking your Form to Edit before Submission

Signing the form as the PI (and requesting the signature of the PRP) is the <u>final</u> step in the application process. By signing the form, you are attesting to the contents of that form.

If a form has been signed and/or a signature requested, it can no longer be edited.

The following banner appears at the top of the page:

🔒 This form has been locked through signatures/requests	

To unlock the form to edit it before submission:

- 1. Log into MEOS (meos-apply.mandela.ac.za).
- 2. Open your application and click on any of the questions that are hyperlinked in blue.

REC-H: Initial Application (Human)	
Section	Questions
Section 1: General Protocol Information	General Protocol Information Document Review
Section 2: Risk Assessment	Risk Assessment
Section 3: Investigators	PI/PRP Co-workers
Section 4: Study Particulars	Rationale for the Study Funding and Other Study Details Research Proposal
Section 5: Target Group	Target Group

3. Click on the Unlock button in the left-hand panel. A message will inform you that the signatures will be invalidated. Click [Confirm].



- 4. Edit the form.
- 5. Do not forget that the form must be SIGNED again by all relevant people. If it is not signed, it will not be submitted.