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.
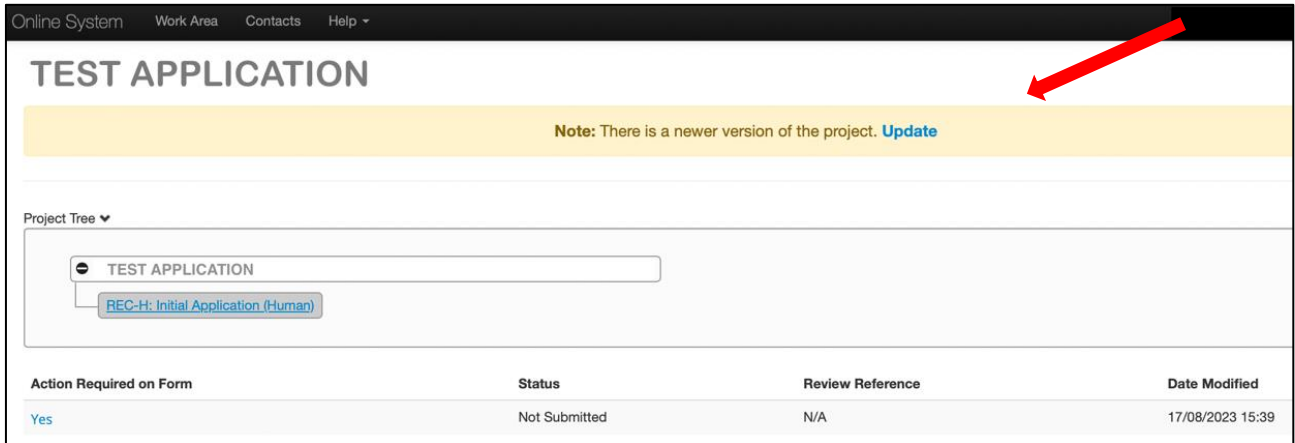

MEOS
(MANDELA ETHICS ONLINE SYSTEM)

UPDATE PROJECT

USER GUIDE
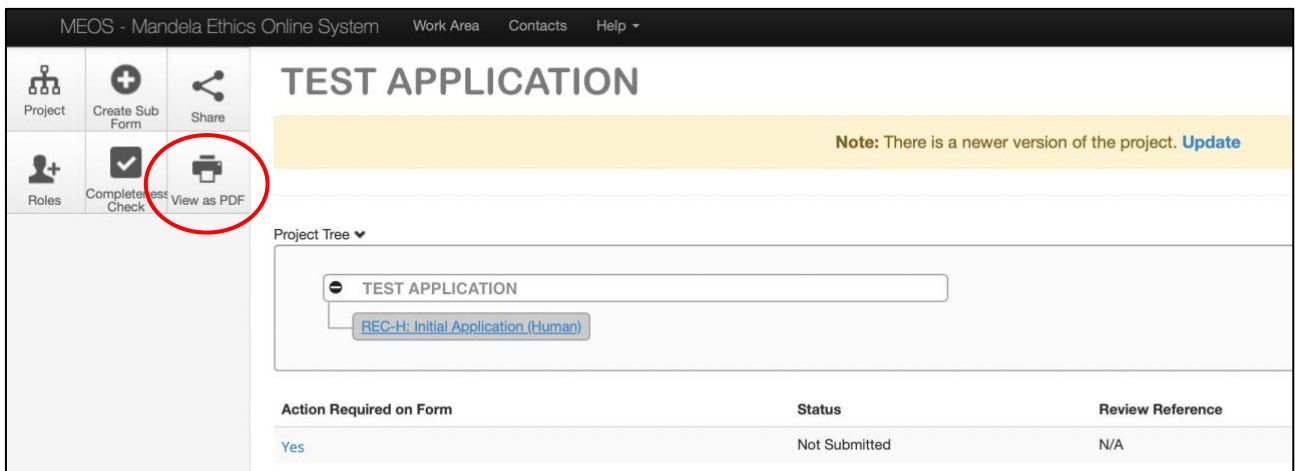
Version 1.0
August 2023

The main ethics application forms as well as the sub-forms (amendments, extensions, closures, etc.) are constantly being updated based on feedback from users.

If you have created a project and the system is then updated, the following banner will appear on the top of your application form.
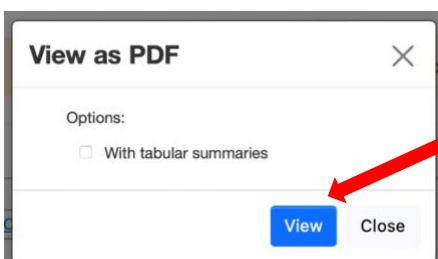

BEFORE YOU UPDATE THE PROJECT, create a backup PDF. Most updates will not affect your form and inputted responses. However, if a question has been deleted, moved or the question type edited, you could lose information. In this event, your response can be cut and pasted back into the form from the backup that you create.
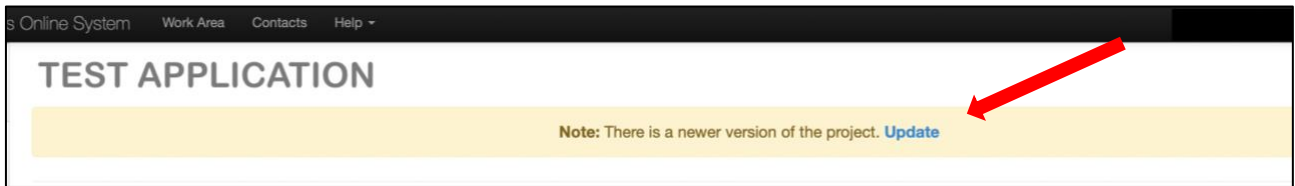
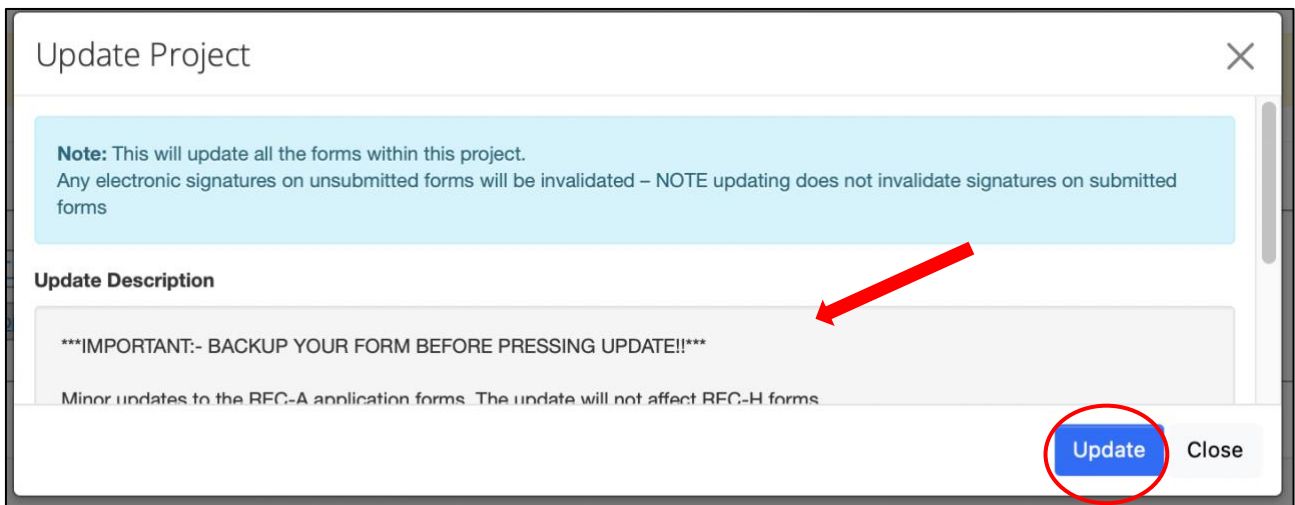Click on the [View as PDF] action.

Click on [View] on the pop-up. This opens up a browser window with the application form and any responses you may have added. Save/Export the document as a PDF.

After creating the backup, click on Update in the yellow banner at the top of the page.

Read the information in the Update Description field in the pop-up. This will indicate the forms that have been updated as well as remind you of the process to create a backup of your form. Then click the blue [Update] button.

When should I ignore the Update Project message?

If the form has been signed and/or a signature has been requested, updating the project will invalidate the signature and/or signature request. In this case, the form will need to be re-signed and the signature request sent again.