MEOS
(MANDELA ETHICS ONLINE SYSTEM)

UPLOADING GATEKEEPER PERMISSION LETTERS

USER GUIDE
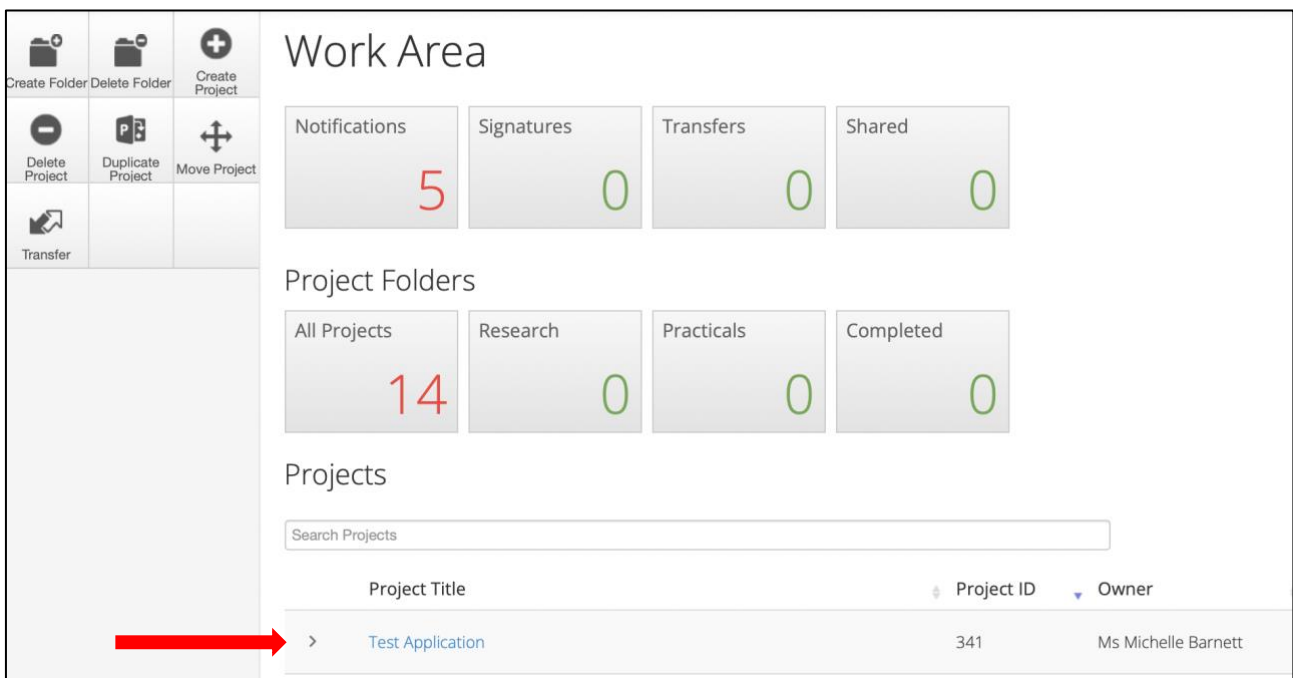
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During the ethics application process, draft letters for gatekeeper permission would have been reviewed and approved by the relevant ethics review committee.

Only after ethics approval has been received for a study may the gatekeepers be approached for official permission to conduct the study. Once permission has been received, copies of the final permission letters must be uploaded to your project <u>before</u> the commencement of data collection activities.

The documentation upload sub-form can only be created <u>after</u> your ethics application has been approved.

Log in to MEOS (meos-apply.mandela.ac.za) using your Mandela username and password.

Click on the arrow next to the study that you want to upload a gatekeeper letter to.
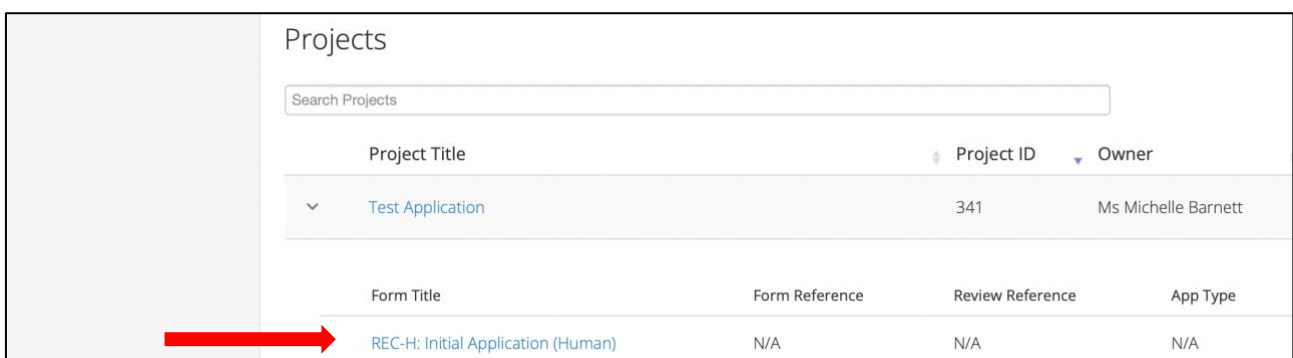
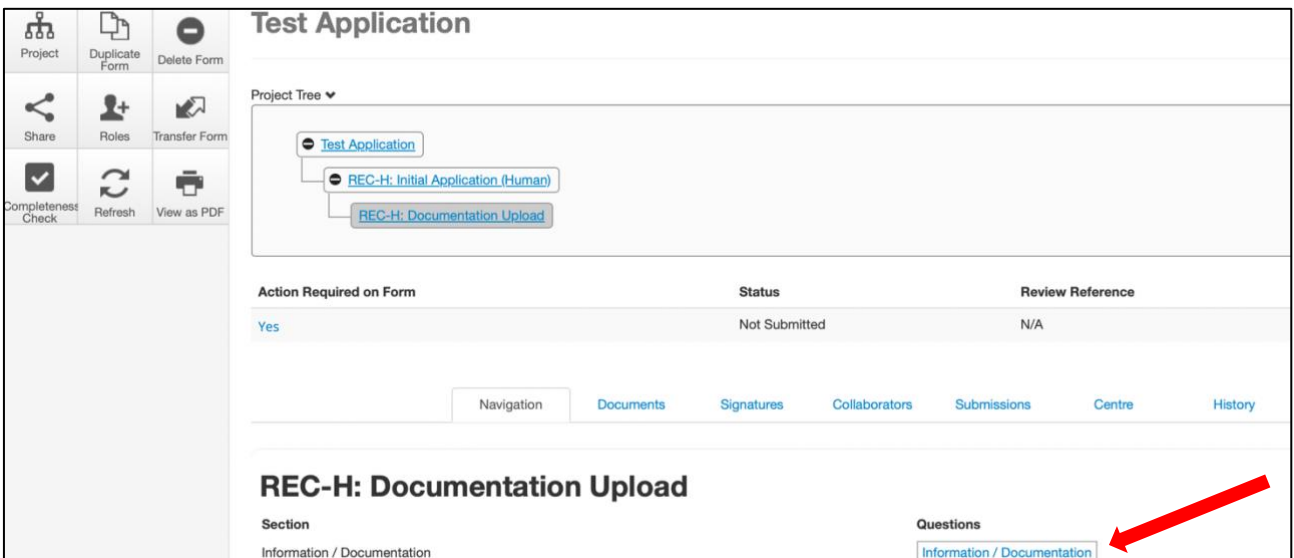Click on the REC-H Initial Application (Human) form.

Click on the [Create Sub Form] action in the left-hand panel.

Select REC-H Documentation Upload from the dropdown and click [Create].
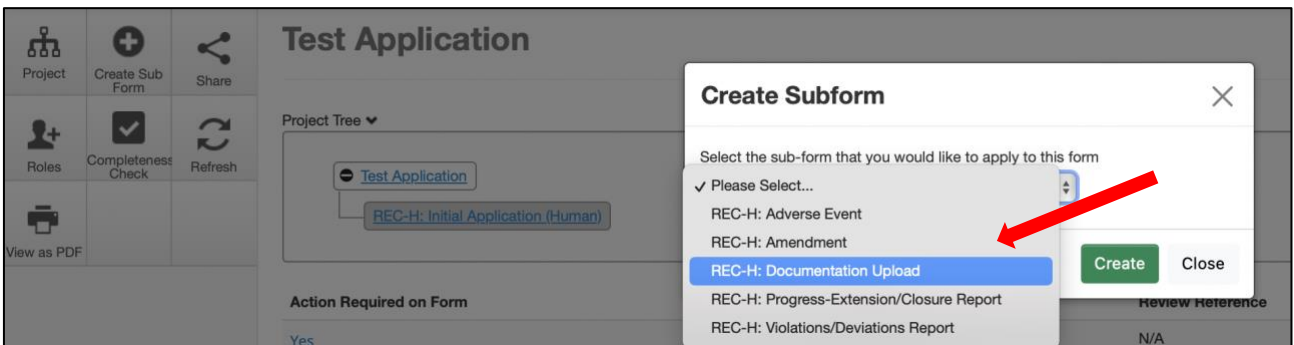
Click on the hyperlinked Question, complete the form, sign and it will be automatically submitted.

The Documentation Upload form will appear as a sub-form of your project in the Work Area.