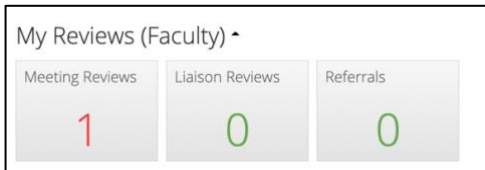


MEOS Faculty Reviewer Quick Guide

(1) Log into meos-review.mandela.ac.za

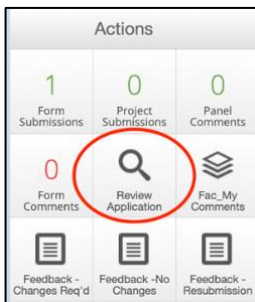
(2) Go to the Meeting Reviews tile and click on it.



(3) Click on the submission you wish to review (anywhere on the yellow bar).

Review Reference	Project Id	Review Committee	Application Type	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Meeting Start Date
2023-LAW-0395-488	395	Law	High Risk	Test Ethics Application	Ms	Michelle	Barnett	Assigned to Meeting (Faculty)	30/11/2023 10:00

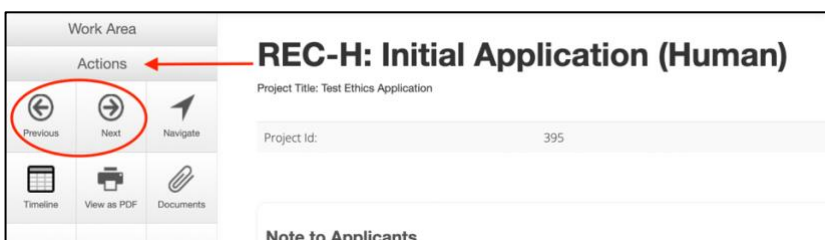
(4) Click on the Review Application button



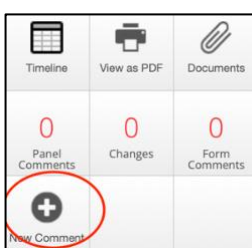
(5) Click on the first question.



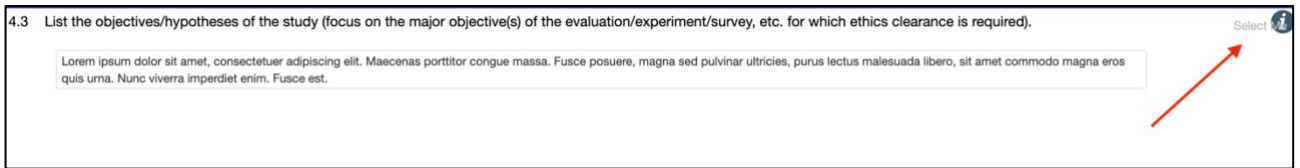
(6) Move through the application using the Next and Previous buttons. If you cannot see the action buttons in the left-hand panel, click on the word Actions and this will open them up.



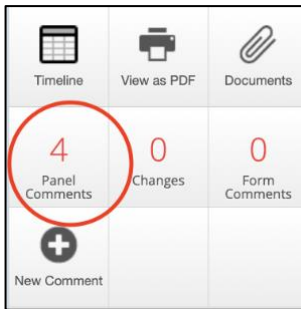
(7) When you want to comment on a question on a page, click on the + New Comment button



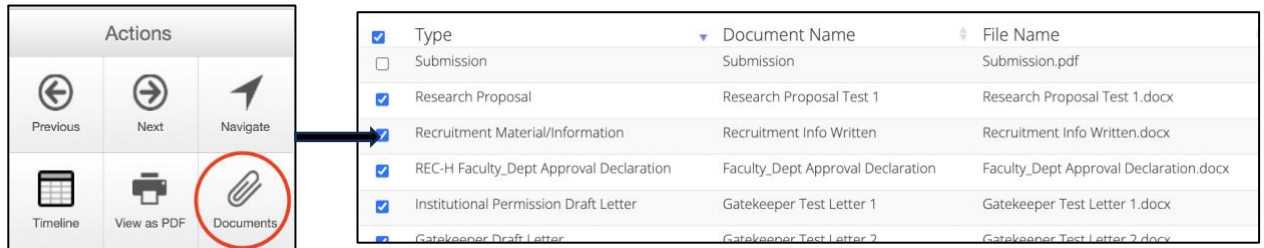
(8) Click on Select Me on the question that you want to comment. Add your comment and click Save.



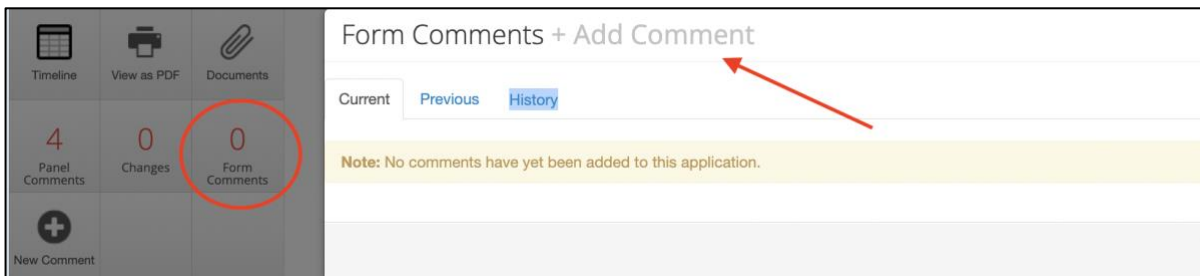
(9) To review/edit all your comments, click on the Panel Comments button.



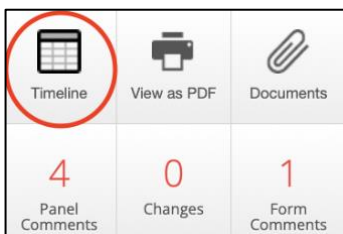
(10) To view all attached documents, click on the Documents button.



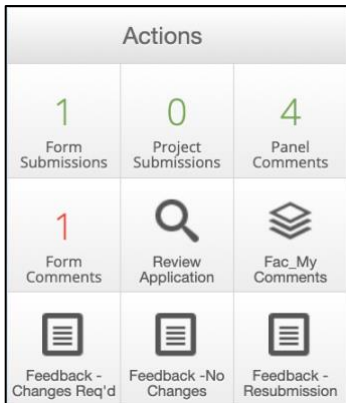
(11) Add general comments about the form by clicking on Form Comments and then + Add Comment.



(12) When you have completed your comments, click on the Timeline action button to go back to the main screen.

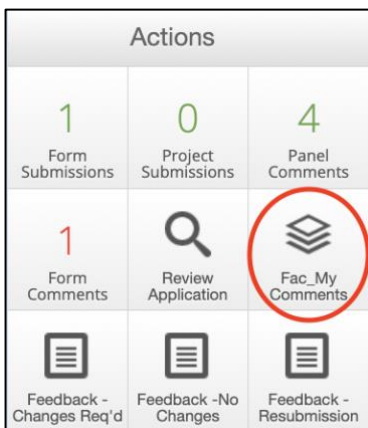


(13) Click on one of the Feedback buttons.

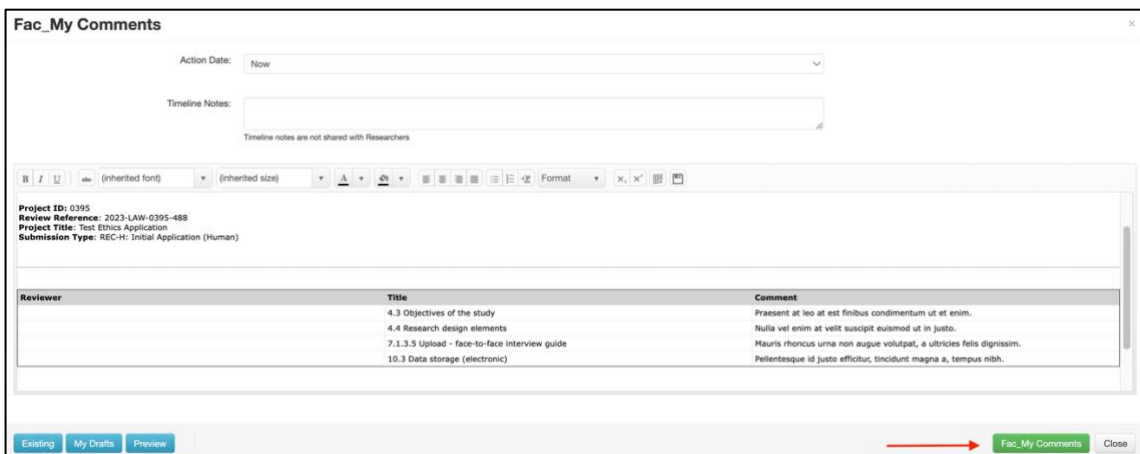


- **Feedback -Changes Req'd:** indicates that the submission is approved with modifications
- **Feedback -No Changes:** indicates that the submission is approved with NO modifications
- **Feedback -Resubmission:** indicates that you suggest a resubmission for this submission that should serve at a meeting after revisions have been made

(14) To compile your comments into one document for download and discussion at the faculty meeting, click on the Fac_My Comments button.



This generates a pop-up containing all your comments. Click on the green [Fac_My Comments] button, [Yes] and then [Download].



Notes:

- The application remains under the Meeting Reviews tile until it is progressed by the faculty administrator.
- You can add more comments or edit your existing comments until it has been progressed,
- Your comments are independent and the other reviewers cannot see them.
- For a more in-depth user guide, refer to: rd.mandela.ac.za/Research-Ethics/MEOS-Review-User-Guides