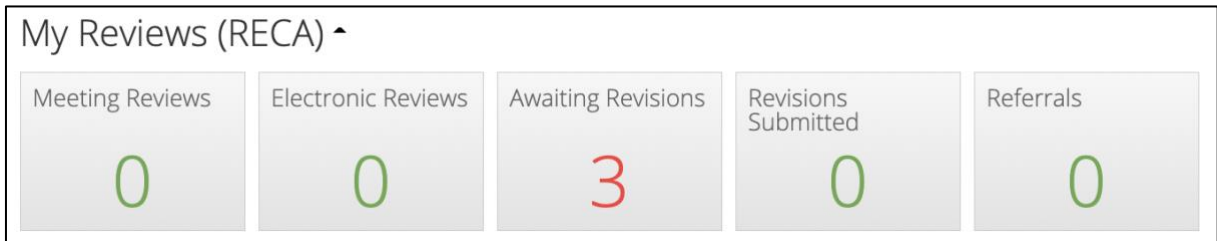


MEOS RECA Reviewer Liaison Quick Guide

You will receive an email when the PI has made revisions to their application and resubmitted for your review and approval.

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

(2) There are five tiles under the My Reviews (RECA) section.



- Meeting Reviews – applications to review for the upcoming meeting
- Electronic Reviews – applications to review according to timeframe indicated by Ursula
- Awaiting Revisions – applications that are still with the PI/PRP for revisions; no action required
- Revisions Submitted – applications that require your action as the designated liaison.
- Referrals – applications for which you may have been requested to provide input

(3) Click on the Revisions Submitted tile.

Review Reference	Project Id	Application Type	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Assigned Reviewer Full Name	Review Date Received
2024-RECA-0923-1186	923	Application (Research)	RECA TEST	Ms	Michelle	Barnett	Changes Submitted (RECA)	Mx MEOS Test1	13/05/2024 13:55

The date the revisions were submitted for your approval can be found under the Review Date Received column.
If there is more than one application, click on the one you wish to review.

(4) Click on the Review Application button.

(5) Click on the Changes button.

Work Area

Review Reference: 2024-RECA-0923-1186

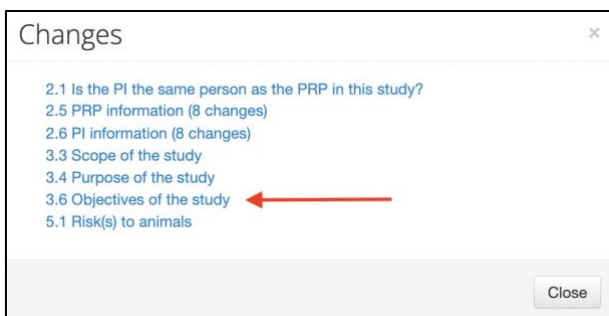
Project Id: 923 Version:

Actions: Timeline, View as PDF, Documents

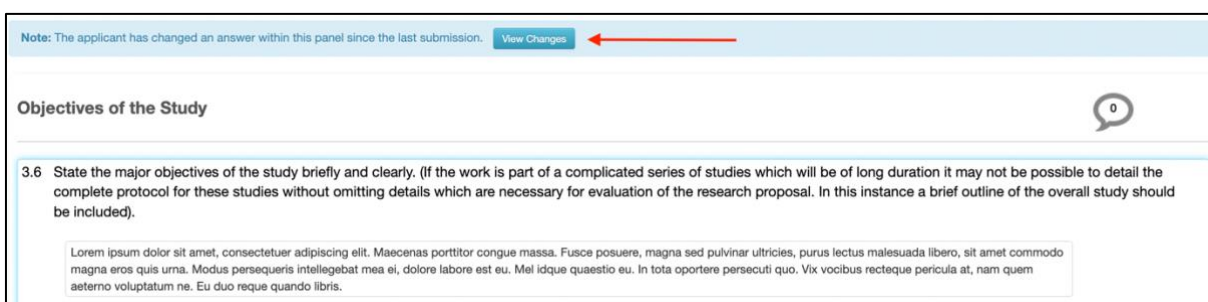
Panel Comments: 0, Changes: 21, Form Comments: 0

Please refer to the action memo (reviewer feedback) that was sent to the PI/PRP and copied to you for a full list of the revisions requested. The Panel Comments button on the application will only show the comments that **YOU** made on the form in the initial review. They will not show the comments of the other reviewer as reviewer comments are independent of one another.

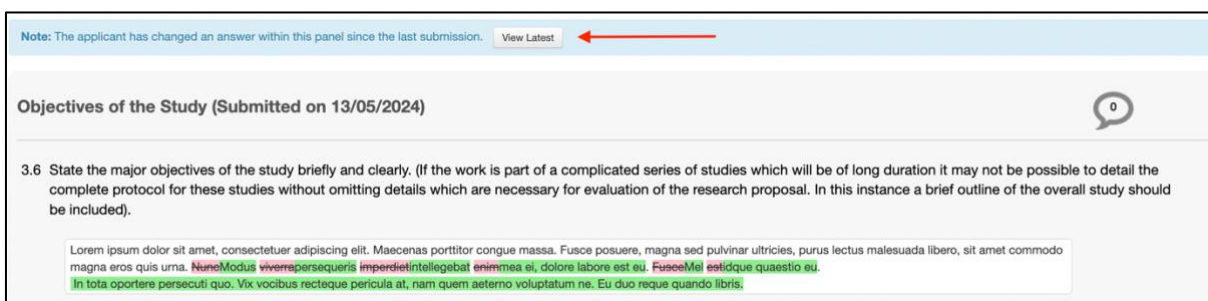
(6) A pop-up of all changes made by the applicant will appear



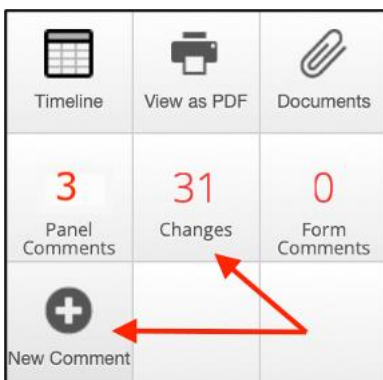
(7) Click on one of the changes to view the revision made. This takes you to the exact question that has been revised. Click on the [View Changes] button.



(8) The red indicates text that has been deleted and the green text that has been added to the previous form submission answer. Click on [View Latest] to view the latest submitted response.



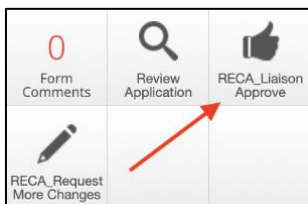
(9) If you are not satisfied with the revision made on a specific question, add a comment using the [+ New Comment] button. If you are satisfied with the revision, click on the [Changes] button to review the next revision.



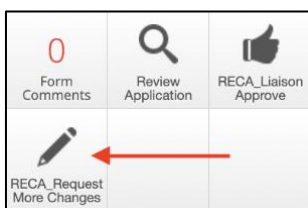
(10) When all changes have been reviewed and compared to the revisions requested in the action memo, click on the [Timeline] action to return to the main page of the application.



(11) **TO APPROVE THE REVISIONS:** If you do not require further revisions from the applicant, click on the [Liaison Approve] action. This will send an email to the administration team that you approve the application. It will then disappear from your work area. *Please do not click this button and then email the applicant with further revisions. They will not be able to make them as the form is locked.*



(12) **TO REQUEST FURTHER CHANGES:** Click on the [Request More Changes] action if further revisions are required.



(13) A pop-up of the new comments that you added comments appears. You can edit these and add further text to the pop-up if required. (Ignore the yellow banner as indicated; comments are not marked as visible to the applicant). Click on the green [Request More Changes button] when you are ready to send the further revisions required. This will send an email to the PI/PRP as well as copy you. The application form will be unlocked for the applicant. No further action is required by you until you receive an email that revisions have been submitted.

RECA_Request More Changes

Note: This action will make marked comments visible to the applicant, please ensure you are happy with them before clicking RECA_Request More Changes

Action Date:

Timeline Notes:

Timeline notes are not shared with Researchers

FURTHER REVISIONS REQUIRED TO ETHICS SUBMISSION

Project ID: 0923
Title: RECA TEST
Submission Type: RECA: Initial Application (Research)
REC-A Representative: Mx MEOS Test1

The revisions to the above mentioned submission have been reviewed.
 Further revisions are required as per the comments below.
 Please log onto MEOS (<https://meos.aoply.mandela.ac.za/Project/Index/1111>) and address these comments. Thereafter, the form must be electronically signed by all parties and submitted on MEOS. This will alert the REC-A representative that there are additional revisions to review.

Reviewer	Title	Comment
	3.7 Rationale for the study	You have not attended to the feedback as requested for this section. Please

Existing My Drafts Preview RECA_Request More Changes Close