MEOS 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 or click on the direct link in the email received.

(2) If logging into meos-review.mandela.ac.za, go to the Liaison Reviews tile and click on it.

There are a few possible statuses.

- Changes required – the application is still with the PI for revisions
- Resubmission required – the application is still with the PI for revisions
- Changes submitted – the application requires your review and action
- Resubmission to liaison – the application requires your review and action

Click on the submission you wish to review.

(3) Click on the Review Application button.

(4) Click on the Changes button.

Kindly note: The Panel Comments button 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 comments are independent.

Please refer to the action memo (reviewer feedback) that was sent to the PI/PRP and you for a full list of the revisions requested.
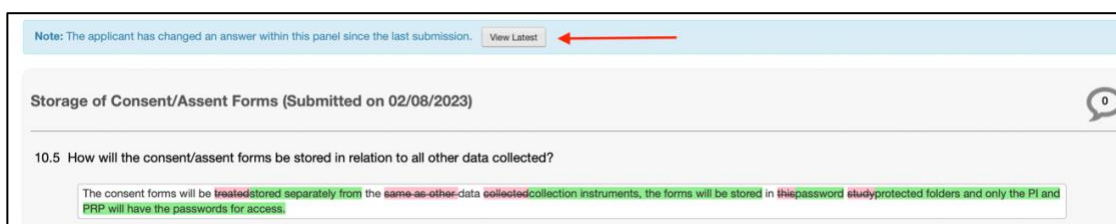
(5) A pop-up of all changes made by the applicant will appear
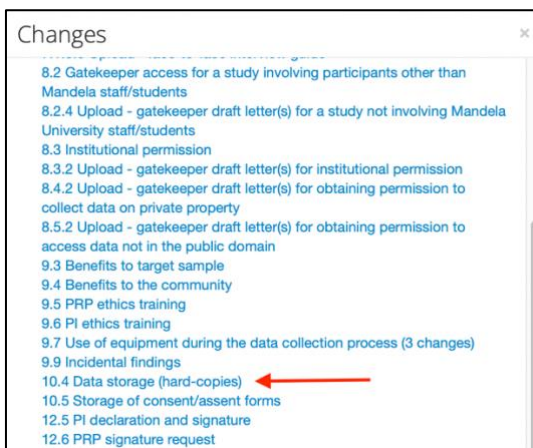
(6) Click on a change to view the revision made. This takes you to the exact question that has been revised. Click on the [View Changes] button.
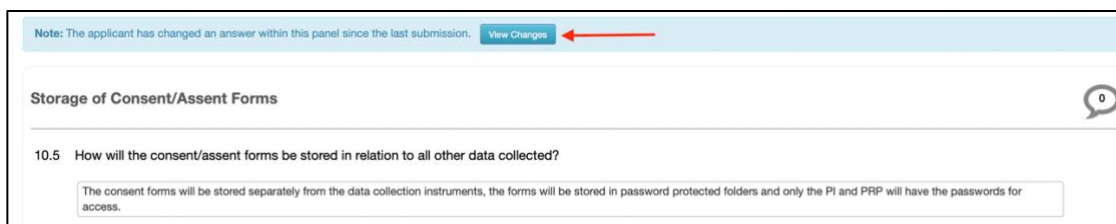
(7) The red indicates deleted text and the green added text to the previous form submission answer. Click on [View Latest] to view the latest submitted response.

(8) If you are not happy with the revision, add a comment using the [+ New Comment] button. If you are happy with the revisions, click on the [Changes] button to review the next revision.
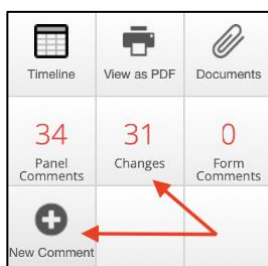
(9) When all changes have been reviewed and compared to the revisions requested in the action memo, click on the [Timeline] action to return to the main page of the application.
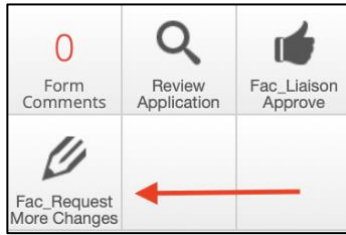

(10) Click on the [Liaison Approve] action if you do not require further revisions by the applicant. This will send an email to the administration team that you approve the application. It will then disappear from your work area.

OR

(11) Click on the [Request More Changes] action if further revisions are required.

(12) A pop-up of all your latest panel comments will appear. These can be edited and you can add further text to the pop-up if required. (Please ignore the yellow banner on the top as indicated below; the 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.