

**After your supervisor has signed your application  
please click submit.**

# Applicant Manual

## RE Application System

Enquiries: [REapplications@unisa.ac.za](mailto:REapplications@unisa.ac.za)

**Please register with your mylife e-mail  
address at Unisa when you are a Unisa  
postgraduate students.**





**Please note before you proceed:**

1. If you are applying as a **postgraduate student**, please register with your **mylife e-mail address at Unisa**.
2. Please make sure that your browser is opening in **Google Chrome or Microsoft Edge**.
3. When you do experience **any technical problems**, please contact our helpdesk: [reapplications@unisa.ac.za](mailto:reapplications@unisa.ac.za) (Please do not contact the ICT Helpdesk).





Dear applicant

1. **If you are applying as a postgraduate student**, please ensure that your supervisor is registered on the RE Application System. Supervisors register on the same link provided on page 3.

*If the Supervisor is not registered, this will delay the signing off your application.*

2. **If you are applying as a researcher**, please note that collaborators need to register on the RE Application System. Collaborators register on the same link provided on page 3.





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8. Sign a Declaration
9. Sign the application form
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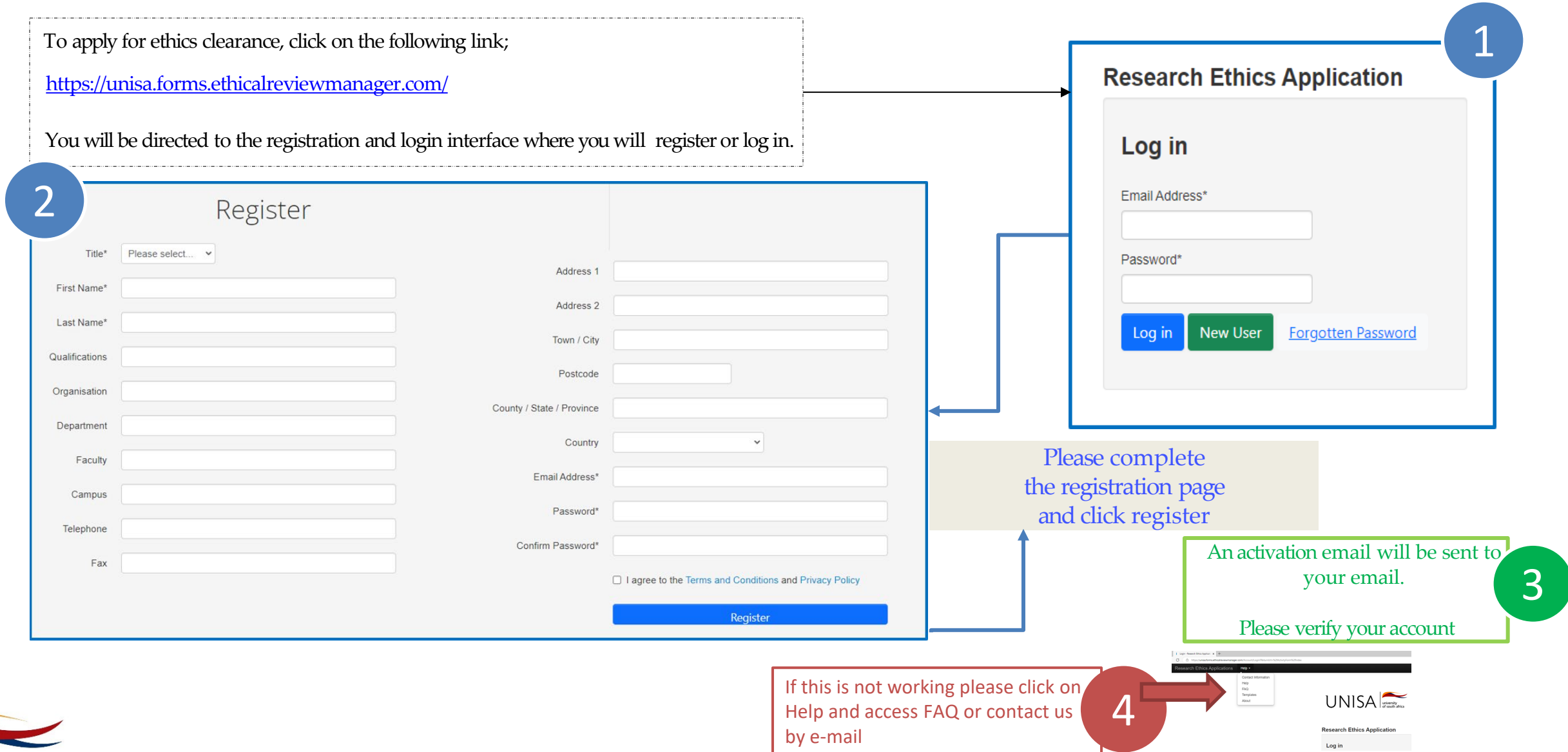


# 1. HOW TO REGISTER AND LOGIN

To apply for ethics clearance, click on the following link;

<https://unisa.forms.ethicalreviewmanager.com/>

You will be directed to the registration and login interface where you will register or log in.





# 1. HOW TO COMPLETE REGISTRATION

## EXAMPLE.

Title\*

First Name\*

Last Name\*

Qualifications

Organisation

Department

Faculty

Campus

Telephone

Fax

Address 1

Address 2

Town / City

Postcode

County / State / Province

Country

Email Address\*

Password\*

Confirm Password\*

☐ I agree to the [Terms and Conditions](#) and [Privacy Policy](#)

**Annotations:**

- Your first name
- Your last name
- Your highest qualification
- The name of the institution
- The department you are in
- The college you are in
- The campus
- Your phone number
- Fax you can put N/A
- Address of the institution
- Your **mylife** email address and provide your password for this registration

COMPLETED

Title\*

First Name\*

Last Name\*

Qualifications

Organisation

Department

Faculty

Campus

Telephone

Fax

Address 1

Address 2

Town / City

Postcode

County / State / Province

Country

Email Address\*

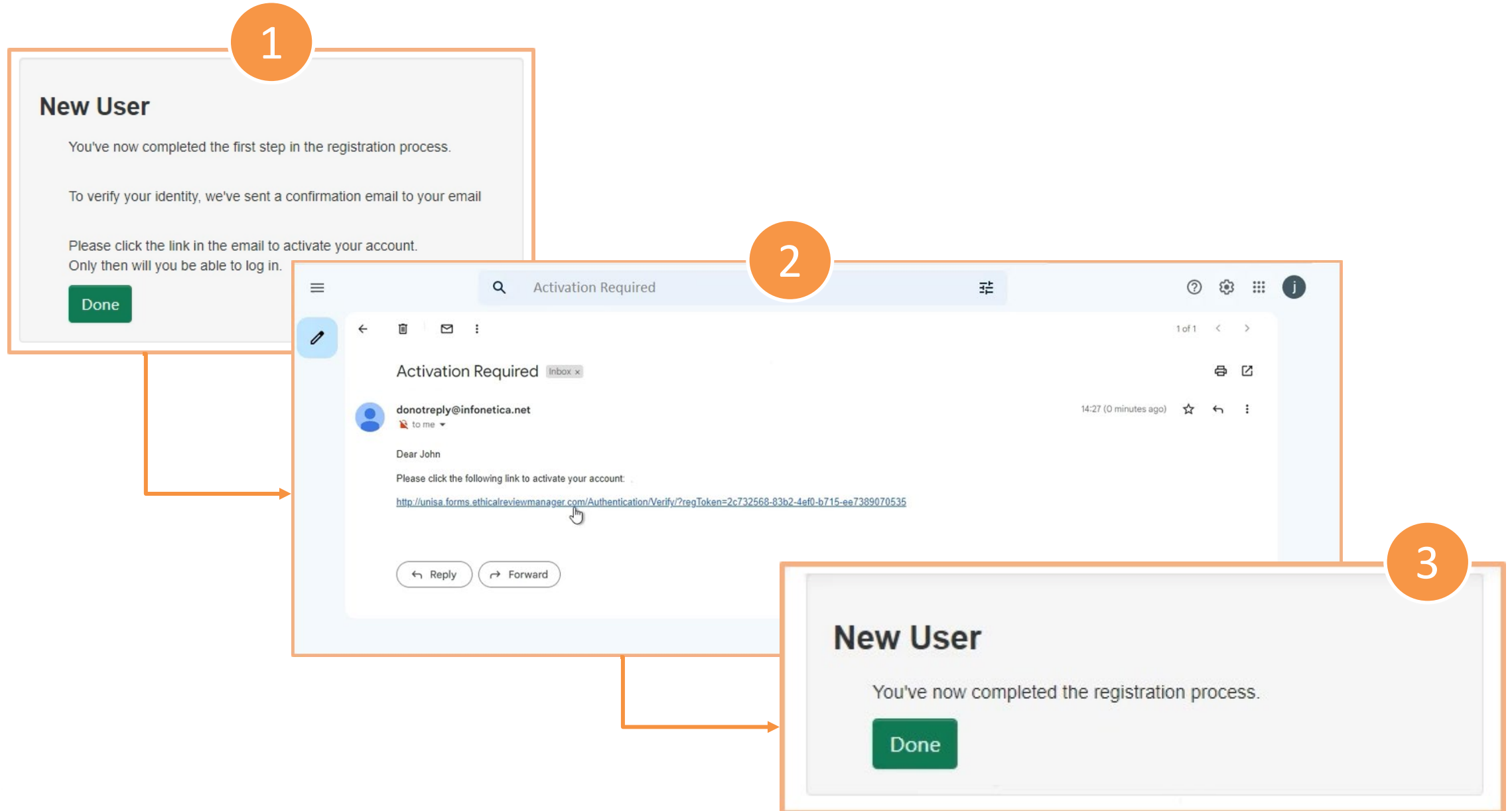
Password\*

Confirm Password\*

☒ I agree to the [Terms and Conditions](#) and [Privacy Policy](#)



# 1.1 ACTIVATION REQUIRED





## 1.2 LOGIN

**Please note if you are a student at Unisa you have to register with your mylife email address**

Please use your registered email address and password. After, please click login to start your application process.

**Research Ethics Application**

**Log in**

Email Address\*

Password\*

[Login](#) [New User](#) [Forgotten Password](#)

**Correct email address:**  
[0000000@mylife.unisa.ac.za](mailto:0000000@mylife.unisa.ac.za)

**Incorrect email address:**  
[0000000@unisa.ac.za](mailto:0000000@unisa.ac.za)  
[0000000@mylife.ac.za](mailto:0000000@mylife.ac.za)  
[0000000@mylife.unisa.acza](mailto:0000000@mylife.unisa.acza)





## 2. WORK AREA EXPLANATION

[Click here to go to Main Page](#)

The screenshot shows the 'infonetica' Work Area interface. On the left is a sidebar with a menu containing 'Work Area', 'Projects', 'Contacts', 'Signatures', and 'Transfers'. A red dashed box highlights a close button in the top left of the sidebar, with a red arrow pointing to a text box that says 'Close and Open Action Menu'. A green dashed box highlights the sidebar menu itself, with a green arrow pointing to a legend at the bottom left. The main area is titled 'Work Area' and contains three cards: 'Signatures', 'Transfers', and 'Shared', each with a green circle icon. Below these is a 'Projects' section with a toolbar containing buttons: '+ Create Project', 'Create Folder', 'Delete Folder', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. A blue dashed box highlights the '+ Create Project' button, with a blue arrow pointing to a text box that says 'To Create A Project Click Create Project on the Actions Panel on the left.' In the top right corner, there is a user profile area with a question mark, a bell, and a user icon labeled 'HS'. A green dashed box highlights this area, with a green arrow pointing to a text box that says 'When you are logged in, Please click your name on the top right corner. This is where you can change your details'.

Close and Open Action Menu

Work Area

Signatures Transfers Shared

Projects

+ Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project Transfer

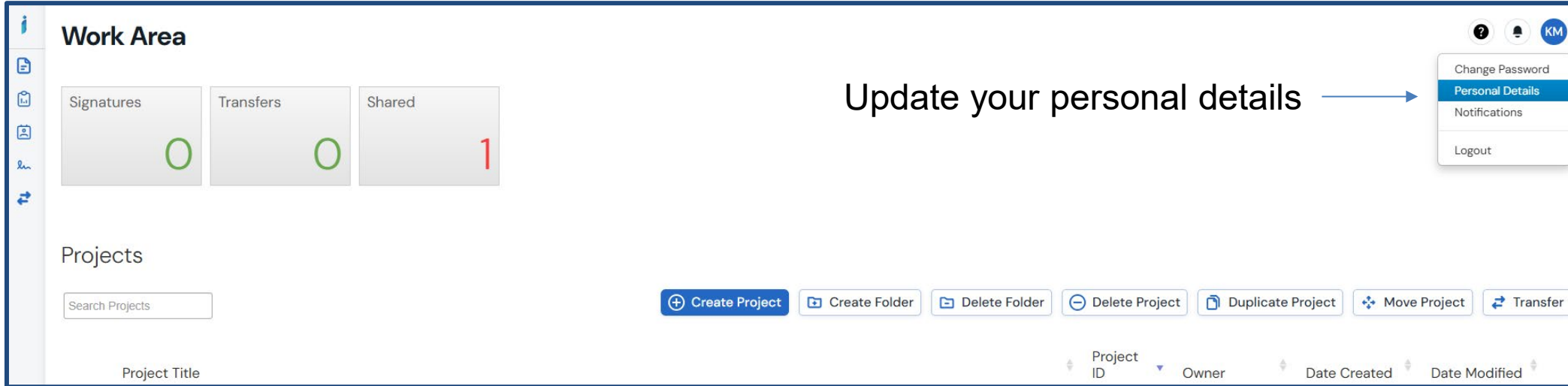
To Create A Project  
Click Create Project on the Actions Panel on the left.

When you are logged in,  
Please click your name on the top right corner.  
This is where you can change your details

Work Area  
Project:  
Contact:  
Signatures  
transfers



## 2. UPDATE PERSONAL DETAILS



Work Area

Signatures 0 Transfers 0 Shared 1

Projects

Search Projects

Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project Transfer

Project ID Owner Date Created Date Modified

Update your personal details →

Change Password  
Personal Details  
Notifications  
Logout

### Change Personal Details

Title	<input type="text" value="Mr"/>
First Name*	<input type="text" value="Keoagile"/>
Last Name*	<input type="text" value="Mosala"/>
Organisation	<input type="text" value="University of South Africa"/>
Department	<input type="text" value="Directorate of Research Support"/>

Change Details

After updating your personal details click change details



## 2. UPDATE PERSONAL DETAILS

Go to the back to the researcher page to reload your name so that the form can populate with your details

twes

Project

Navigate View as PDF Documents Signatures Save Share Collaborators More

Warning: There is a newer version of this form. [Update](#)

Researcher

Researcher Information

Search User

Title

First Name

Share

Reload your name here:  
Please double click your name or press enter

twes

Project

Navigate View as PDF Documents Signatures Save Share Collaborators More

Warning: There is a newer version of this form. [Update](#)

Researcher

Researcher Information

Keoagile Mosala(mosalgk@unisa.ac.za)

Title

Mr

First Name

Keoagile

Share

Completeness Check

Submit



### 3. HOW TO CREATE A PROJECT

Once you have clicked create project a pop-up window will appear for you to type your project title and select the Main Application Form

Please don't type your name or anything besides your project title,

1. Type your project title.

#### IMPORTANT

If your project title exceeds the maximum character limit, please provide a shortened version of your project title in the space provided.

You will be able to type it fully in the projection information page

2. Click Please select..

This is where you are going to select the Main Application Form

3. Select Unisa

4. Click Create. Once you have typed

Project Created Successfully



# 3.1 PROJECT PAGE OVERVIEW

1

Close and Open Action Menu

Close and Open Overview Menu

Your project title

Overview

Project Tree

Informed Consent Practices in Online Survey Research

Ethics Application

Completeness Check:  
Click this check if you haven't missed any information on your application form

Create Sub Form:  
Create amendments  
Only if your project was **approved**

Submit Button:  
After your supervisor has signed your application, please click submit. **For postgraduate applicants only.**

Definitions:

The screenshot displays the 'Main Application Form' interface. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main content area is titled 'Main Application Form' and includes a 'Go Back to Work Area' link. Below this is a 'Project' section with a 'Project Tree' showing a hierarchy: 'Informed Consent Practices in Online Survey Research' (expanded) and 'Ethics Application'. A 'Completeness Check' button is highlighted with an orange dashed box and a callout explaining its use. Below the tree are buttons for 'Create Sub Form', 'Project', 'Share', 'Roles', 'Submit', 'View as PDF', and 'More'. A 'Create Sub Form' callout explains its use for approved projects. A 'Submit Button' callout explains its use after supervisor sign-off, noting it's for postgraduate applicants only. On the right is an 'Overview' sidebar with project details: Project Title, Project Id (201), Form Title (Ethics Application), Status (Not Submitted), Review Reference (N/A), Last Modified (26/09/2025), and Action Required (Yes). A 'Definitions' box is at the bottom center.

BASIC INFO	
Project Title	Informed Consent Practices in Online Survey Research
Project Id	201
Form Title	Ethics Application
Status	Not Submitted
Review Reference	N/A
Last Modified	26/09/2025
Action Required	Yes



# 3.2 FORM STRUCTURE OVERVIEW

Form Structure

Create Sub FormProjectShareRolesCompleteness CheckSubmitView as PDFMore

NavigationDocumentsSignaturesCollaboratorsSubmissionsHistory

Main Application Form

Section

Filter Questions

Class applications

Project Personnel

Project Information

Application Forms

Human Participant

College of Agriculture and Environmental Sciences (CAES)

Animal Research Form

Biomedical Research Form

Plant Research Form

Genetically Modified Organisms

Secondary Analysis

Conceptual or Non-human/Animal Research

Risk Assessment

Ethics Consideration

Data Management Plan

Privacy Statement

Declaration

Supervisor Declaration

Questions

Start Here

Class applications

ResearcherCollaborator(s)Supervisor(s)

Project InformationProject SummaryFundingGatekeeper Permission

Type of Research

Research DesignPopulation and samplingData Collection InstrumentsData collection methodsConsent

Project Classification

AnimalsOriginHusbandryFacilityAnimal CareVeterinary CareProcedures

CellsOriginExperimentationProcedures

PlantsOriginPlant CareFacilityProcedures

GMO'sOriginGMO experimentationProcedures

Secondary Data

Conceptual or non-human/animal research

Risk Assessment

Ethics ConsiderationsConflict Of Interest

Data Management Plan

Protection of Personal Information

Declaration

Supervisor Declaration

Show Inactive Sections

Show Inactive Section

4

Click Start Here...

To start with, Filtered Questions



### 3.3 MAIN APPLICATION FORM HELP POP- UP

The screenshot shows the 'Main Application Form' interface. On the left is a sidebar with 'Work Area', 'Projects', 'Contacts', 'Signatures', and 'Transfers'. The main content area has a 'Project' tab and a toolbar with 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Share', 'Roles', and 'More'. Below the toolbar is a 'Filter Questions' section with the question 'In what capacity do you want to apply for ethics approval at UNISA?' and six radio button options: 'Postgraduate Student at Unisa.', 'Researcher / Employee at Unisa.', 'Post Doctoral Research Fellow at Unisa.', 'Non - Unisa Researcher.', 'Non - Unisa Student.', and 'Class Application.'.

Annotations include:

- A red dashed box around the 'Overview -' button in the top right corner, with a red arrow pointing to it and the text 'Close and Open Overview Menu'.
- A blue dashed box around the 'More' button in the toolbar, with a blue arrow pointing to it and the text 'Click More to open up the other options'.
- A blue dashed box around the 'i' information icon below the 'More' button, with a blue arrow pointing to it and the text 'Click the "i" symbol to get more explanation.'
- A blue dashed box around the '< Previous' and 'Next >' buttons at the bottom of the screen, with a blue arrow pointing to it and the text 'Previous and Next page buttons At the bottom of the screen.'

The right sidebar shows an 'Overview' section with 'BASIC INFO' including Project Title, Project Id, Version, Form Title, Status, Review Reference, Last Modified, and Action Required.



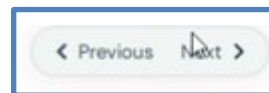
## 3.4 ADD YOURSELF AS A RESEARCHER

The screenshot shows the 'Main Application Form' interface. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main area is titled 'Main Application Form' and has a 'Project' tab selected. Below the tab are buttons for 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Share', 'Roles', and 'More'. The 'Researcher' section contains a 'Researcher Information' form. A search input field is highlighted with a blue border, and a dropdown menu shows 'John Doe(johndoeapp4@gmail.com)' selected. A blue arrow points from this dropdown to a text box below. To the right of the form is an 'Overview' sidebar with a 'Share' button. The 'Overview' sidebar contains a table of project details.

BASIC INFO	
Project Title	Informed Consent Practices in Online Survey Research
Project Id	201
Version	5.0
Form Title	Ethics Application
Status	Not Submitted
Review Reference	N/A
Last Modified	26/09/2025
Action Required	Yes

Type in your name or email and click on the name after the form will populate with your registered information.

If you are having issues, please hover on the name and press "enter"



Previous and Next page buttons  
At the bottom of the screen.

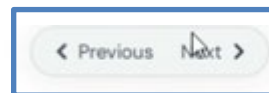


## 3.5 ADD YOUR SUPERVISOR

The screenshot shows the 'Main Application Form' interface. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main content area is titled 'Main Application Form' and has a 'Project' tab selected. Below the tab are buttons for 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Share', 'Roles', and 'More'. The 'Supervisor' section asks 'Are there any supervisor(s)?' with radio buttons for 'Yes' (selected) and 'No'. Below this is the 'Supervisors' section with a text input field containing 'N'. A dropdown menu is open, showing 'Keogile Chair Mosala(mon-101@unisa.ac.za)'. A blue 'Share' button is to the right of the dropdown. A dashed box with an arrow points to the dropdown item, containing the text: 'If you are having issues, please hover on the name and press "enter"'. On the right side of the form is an 'Overview' panel with a table of project details.

BASIC INFO	
Project Title	Informed Consent Practices in Online Survey Research
Project Id	201
Version	5.0
Form Title	Ethics Application
Status	Not Submitted
Review Reference	N/A
Last Modified	26/09/2025
Action Required	Yes

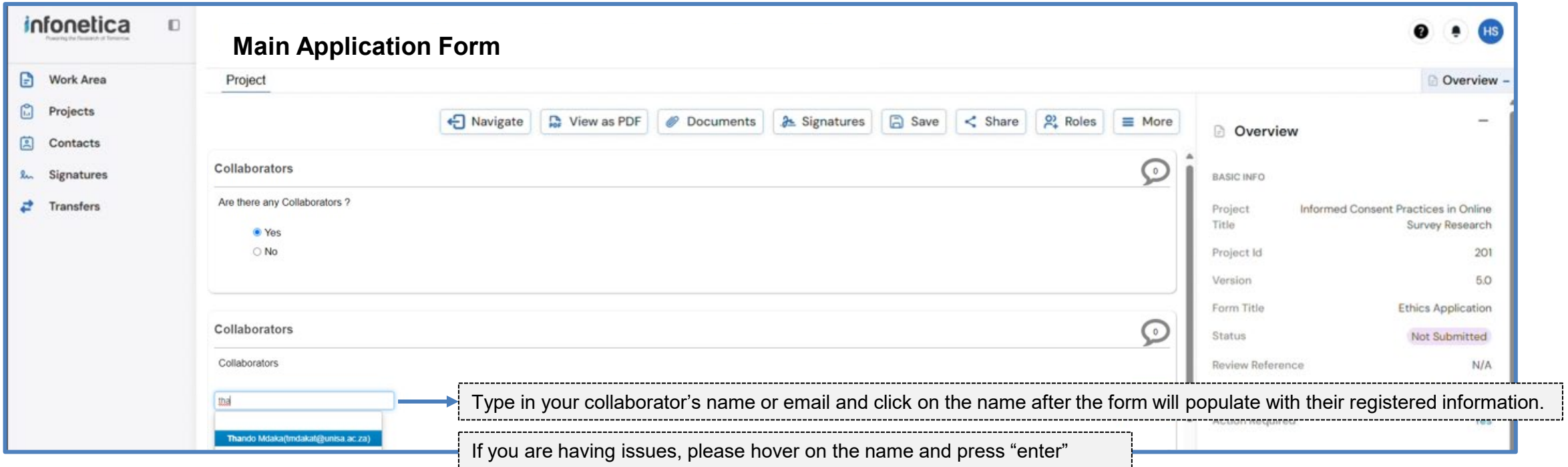
Type in your supervisor's name or email and click on the name after the form is populated with their registered information.



Previous and Next page buttons  
At the bottom of the screen.



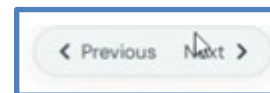
## 3.6 ADD YOUR COLLABORATORS



The screenshot shows the 'Main Application Form' interface. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main content area is titled 'Main Application Form' and has a 'Project' tab selected. Below the tab are buttons for 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Share', 'Roles', and 'More'. The 'Collaborators' section asks 'Are there any Collaborators?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a list of collaborators with a search bar containing 'thai'. A dropdown menu shows 'Thando Mdaka(tmdaka@unisa.ac.za)'. A dashed box highlights the search bar and the dropdown item, with an arrow pointing to a text box that says 'Type in your collaborator's name or email and click on the name after the form will populate with their registered information.' Another dashed box highlights the dropdown item with an arrow pointing to a text box that says 'If you are having issues, please hover on the name and press "enter"'. On the right side of the form is an 'Overview' panel showing project details: Project Title (Informed Consent Practices in Online Survey Research), Project Id (201), Version (5.0), Form Title (Ethics Application), Status (Not Submitted), and Review Reference (N/A).

Type in your collaborator's name or email and click on the name after the form will populate with their registered information.

If you are having issues, please hover on the name and press "enter"



Previous and Next page buttons  
At the bottom of the screen.



## 3.7 COMMITTEE SELECTION

The screenshot shows the 'Main Application Form' in the infonetica system. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main content area is titled 'Main Application Form' and has a 'Project' tab selected. Below the tab are buttons for 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Share', 'Roles', and 'More'. A text block instructs the user to select a Research Ethics Committee. Below this is a dropdown menu with the following options: College of Accounting Sciences\_RERC, College of Agriculture and Environmental Sciences\_AREC, College of Agriculture and Environmental Sciences\_HREC, College of Economic and Management Sciences\_CRERC, College of Education\_RERC, College of Graduate Studies\_RERC, College of Human Sciences\_CRECH, College of Law\_RERC, School of Computing\_SOC\_ERC, School of Science\_SOS\_ERC, School of Engineering\_SOE\_ERC (highlighted in blue), Graduate School of Business Leadership\_RERC, Professional Research Committee\_PRW, and Unisa Research Ethics Review Ethics Committee\_URERC. On the right, an 'Overview' sidebar shows project details: Project Title (Informed Consent Practices in Online Survey Research), Project Id (201), Version (5.0), Form Title (Ethics Application), Status (Not Submitted), Review Reference (N/A), Last Modified (26/09/2025), and Action Required (Yes).

Please indicate which Research Ethics Committee must receive this application.  
This is normally the college where you are studying or doing your research.  
Please ensure that you make the correct selection.  
If you are unsure, please contact the administrator before you continue.

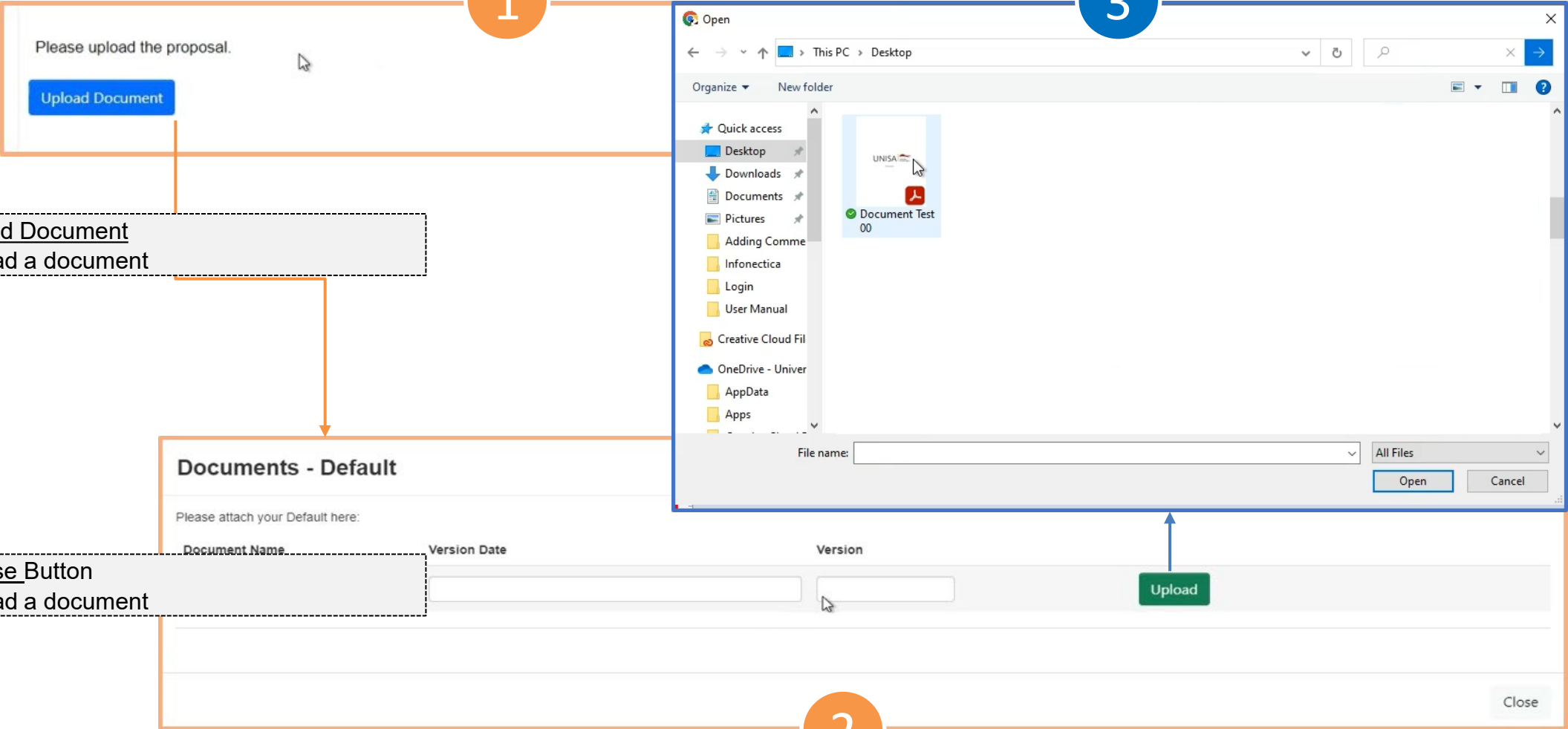
< Previous Next >

Previous and Next page buttons  
At the bottom of the screen.



# 3.8 HOW TO UPLOAD DOCUMENTS

Follow the following steps to Upload documents





## 3.9 HOW TO DELETE A DOCUMENT

Please upload the proposal.

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Default	Document Test 00	Document Test 00.pdf	07/10/2022	1	48.9 KB	<a href="#">Download</a>	<a href="#">Delete</a>

Research Ethics Applications   Work Area   Contacts   Help ▾

**Beta Test Mode**

Mr John Doe (johndoeapp4@gmail.com) ▾

Save complete

Click the delete button  
To delete and you will be able to  
add another document





## 3.10 TYPE OF APPLICATION

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**Main Application Form**

Project

Navigate View as PDF Documents Signatures Save Share Roles More

**Application Form(s)**

Please select which type of application you are applying for. please select all options that apply to your application. For example, you might select Human Participant and secondary data research. Conceptual studies are exclusive and you cannot make any other selections.

- ☒ Human Participant Research (Studies involving a living person about whom a researcher obtains data through intervention or interaction with the person or by using her/his identifiable information)
- ☐ Secondary Data Research (Studies involving the collation and/or synthesis of already existing material not collected for the current study, either in the public or private domain)
- ☐ Conceptual non-human/non-animal (Studies conducted by analysing already present material in the public domain on a given topic. Conceptual research does not involve conducting any experiments, interviews, or surveys)
- ☐ Animal Research (Studies including any live non-human vertebrate, such as fish, amphibians, reptiles, birds and mammals including domestic animals, purpose- bred animals, livestock, wildlife and cephalopods like octopus and squid)
- ☐ Biomedical Research (Studies including cell/tissue/blood/cultures (Human or animal))
- ☐ Plant Research (Studies including plants)
- ☐ Genetically Modified Organisms (Studies including genetically modified organisms (GMO)\* animal, plant, or microbe whose DNA has been altered using genetic engineering techniques\*)

**BASIC INFO**

Project Title	Informed Consent Practices in Online Survey Research
Project Id	201
Version	5.0
Form Title	Ethics Application
Status	Not Submitted
Review Reference	N/A
Last Modified	26/09/2025
Action Required	Yes

Select the form applicable to your research study.

< Previous Next >

Previous and Next page buttons  
At the bottom of the screen.



## 4. COMPLETENESS CHECK

Incomplete Form

Completeness Check

Warning: Please ensure that you have addressed any reviewer comments before submitting

Incomplete: Please complete the following questions

- Qualification
- Are there any Supervisor?
- Has your proposal been approved at the college scientific committee? (Please select not applicable if this does not apply to you)
- Signing of declaration
- Approved by supervisor (if applicable): (For postgraduate studies) To my knowledge the student has addressed all aspects in his/her application for research ethics approval set forth in the University of South Africa's Policy for Research Ethics. I confirm that the form is complete according to Appendix A (checklist). I will ensure that the student notifies the committee in writing if any changes to the research are proposed that may affect any of the study-related risks for the research participants such as methodology, sampling, questionnaire, interview schedule, etc. Subsequently, I approve the submission and recommend that approval is granted for the research.

Submit Anyway

Close

Complete Form

Completeness Check

Your form is complete and ready to submit

Warning: Please ensure that you have addressed any reviewer comments before submitting

Submit

Close





## 5. HOW TO TRANSFER A PROJECT

The screenshot shows the infonetica Work Area interface. On the left, a sidebar contains a menu with 'Work Area', 'Projects', 'Contacts', 'Signatures', and 'Transfers'. The 'Transfers' item is highlighted with a green dashed box, and a green arrow points from it to a callout box. The main area is titled 'Work Area' and contains three cards: 'Signatures', 'Transfers', and 'Shared', each with a green circle icon. Below these is a 'Projects' section with a toolbar containing buttons: 'Create Project', 'Create Folder', 'Delete Folder', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. Below the toolbar is a table of projects. The table has columns: Project Title, Project ID, Owner, Date Created, Date Modified, and Transfer Status. Two projects are listed. An orange box highlights the table, and an orange arrow points from it to a callout box.

Click "Transfer" To transfer your project

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Investigation of managers perception in change management	252	Mr John Doe	01/11/2022 09:34	02/11/2022 09:46	
Face Recognition with SMS notification and Security System.	248	Mr John Doe	07/10/2022 14:38	25/10/2022 07:40	

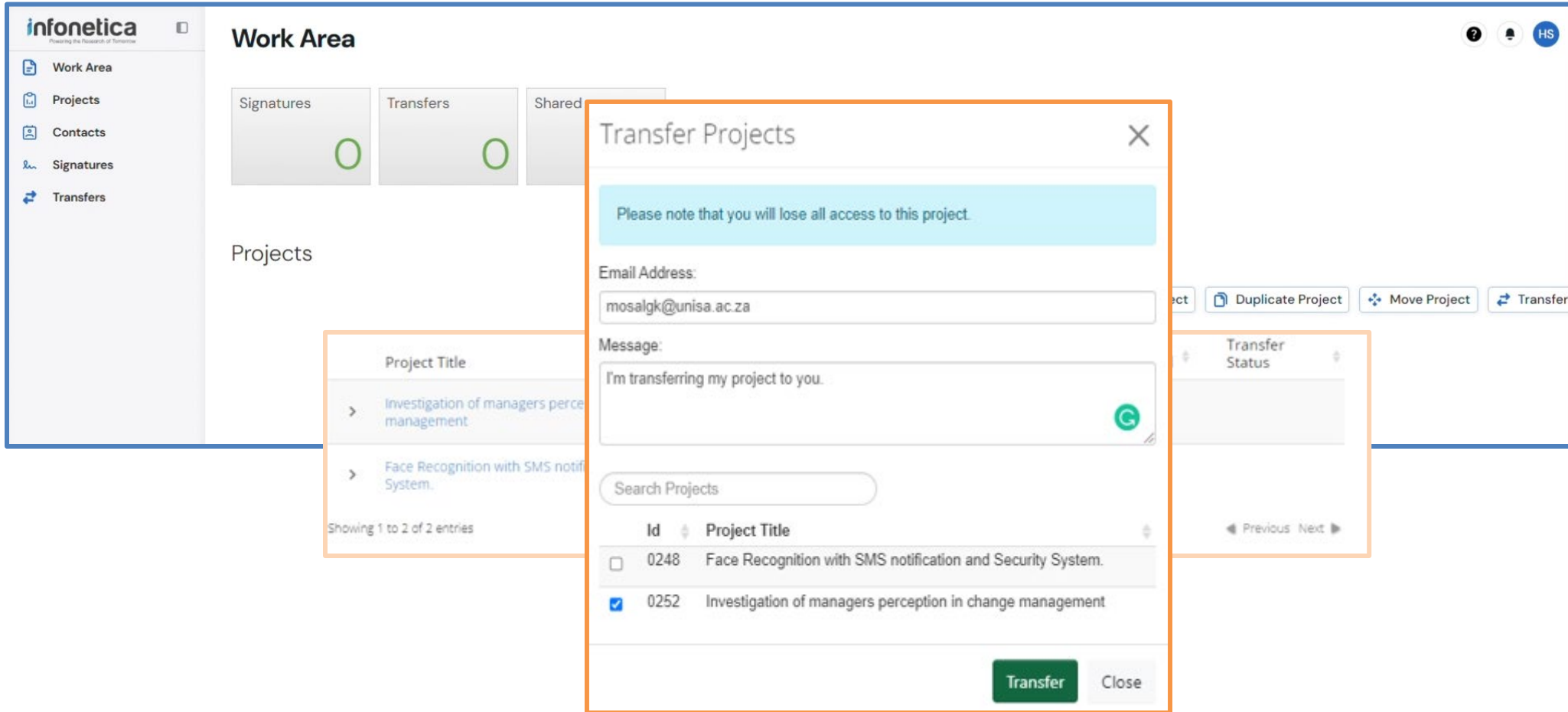
g 1 to 2 of 2 entries

Previous Next

Your Other projects



## 5.1 HOW TO TRANSFER A PROJECT



**Work Area**

Signatures Transfers Shared

**Projects**

Project Title

- > Investigation of managers perception in change management
- > Face Recognition with SMS notification and Security System.

Showing 1 to 2 of 2 entries

**Transfer Projects**

Please note that you will lose all access to this project.

Email Address:  
mosalgk@unisa.ac.za

Message:  
I'm transferring my project to you.

Search Projects

Id	Project Title
<input type="checkbox"/> 0248	Face Recognition with SMS notification and Security System.
<input checked="" type="checkbox"/> 0252	Investigation of managers perception in change management

Transfer Close

Please fill in the person's email address you want to transfer the project to. Please note that this person needs to be registered on the system.



## 6. HOW TO SHARE A PROJECT WITH COLLABORATORS

The screenshot displays the 'Main Application Form' interface for 'infonetica'. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main content area is titled 'Main Application Form' and includes a 'Go Back to Work Area' link. Below this is a 'Project' tab and a 'Project Tree' showing a hierarchy: 'Informed Consent Practices in Online Survey Research' (expanded) and 'Ethics Application'. A dashed box highlights the 'Share' button in the top toolbar, with an arrow pointing to it and a text box stating: 'Click share to share the project'. Another text box explains: 'Collaborators are co-researchers. But you can share your form at any time to your supervisor, you don't have to add him/her as a collaborator. The share function is active for sharing to any registered user.' The bottom section shows the 'Main Application Form' with various sections and questions, including 'Filter Questions', 'Project Personnel', 'Project Information', 'Application Forms', 'Human Participant', and 'Risk Assessment'. A right sidebar shows an 'Overview' tab with details for the 'Ethics Application' form, including its title, status ('Not Submitted'), review reference, last modified date (26/09/2025), and action required (Yes).

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### Main Application Form

[← Go Back to Work Area](#)

Project

Project Tree

- [-] Informed Consent Practices in Online Survey Research
  - Ethics Application

[+ Create Sub Form](#) [Project](#) [Share](#) [Roles](#) [Completeness Check](#) [Submit](#) [View as PDF](#) [More](#)

Navigation Documents Signatures Collaborators Submissions Correspondence Site History

### Main Application Form

☐ Show Inactive Sections

Section	Questions
Filter Questions	<a href="#">Start Here</a>
Project Personnel	<a href="#">Researcher</a> <a href="#">Collaborator(s)</a> <a href="#">Supervisor(s)</a>
Project Information	<a href="#">Project Information</a> <a href="#">Project Summary</a> <a href="#">Funding</a> <a href="#">Gatekeeper Permission</a>
Application Forms	<a href="#">Type of Research</a>
Human Participant	<a href="#">Research Design</a> <a href="#">Population and sampling</a> <a href="#">Data Collection Instruments</a> <a href="#">Data collection methods</a> <a href="#">Consent</a>
Risk Assessment	<a href="#">Risk Assessment</a>

Overview

Form Title	Informed Consent Practices in Online Survey Research
Status	Not Submitted
Review Reference	N/A
Last Modified	26/09/2025
Action Required	Yes



## 6.1 HOW TO SHARE A PROJECT WITH COLLABORATORS

**infonetica**  
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**Main Application Form**

Project

Project Tree

- Informed Consent Practices in Online Survey Research
  - Ethics Application

Collaborator email

mw0381554@gmail.com

Select the rights that you want to add to your collaborator

- ☒ Read
- ☒ Write
- ☒ Submit
- ☒ Share
- ☐ Create all sub forms
- ☒ Receive notifications

Share Close

**Main Application Form**

Section

Filter Questions

Project Personnel

Project Information

Application Forms

Human Participant

Risk Assessment

Questions

Start Here

Researcher Collaborator(s) Supervisor(s)

Project Information Project Summary Funding Gatekeeper Permission

Type of Research

Research Design Population and sampling Data Collection Instruments Data collection methods Consent

Risk Assessment

**Overview**

BASIC INFO

Project Title Informed Consent Practices in Online Survey Research

Project Id 201

Form Title Ethics Application

Status Not Submitted

Review Reference N/A

Last Modified 26/09/2025

Action Required Yes



## 7. HOW TO DELETE A PROJECT

The screenshot shows the 'infonetica' 'Work Area' interface. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main area is titled 'Work Area' and contains sections for 'Signatures', 'Transfers', and 'Share'. Below these is a 'Projects' section with a toolbar containing buttons: '+ Create Project', 'Create Folder', 'Delete Folder', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. A 'Delete Project' dialog box is open, showing a dropdown menu with 'Delete Project Test' selected. A callout box labeled '1' points to the 'Delete Project' button in the toolbar, with the text 'Click Delete'. Another callout box labeled '2' points to the dropdown menu in the dialog, with the text 'Delete Project Test'. A third callout box labeled '3' points to the 'Yes' button in the confirmation dialog, with the text 'Confirm by clicking "yes"'. The confirmation dialog asks 'Are you sure you want to remove this item?' and has 'Yes' and 'No' buttons. At the bottom of the interface, a green banner displays the message 'Project deleted successfully'.

Work Area

Signatures Transfers Share

Projects

+ Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project Transfer

Delete Project

Please select project that you wish to delete.\*

Delete Project Test

Delete Project Test

Investigation of managers perception in change management

Face Recognition with SMS notification and Security System

Delete Close

1

Click Delete

2

Delete Project

Please select project that you wish to delete.\*

Delete Project Test

Delete Close

Are you sure you want to remove this item?

Yes No

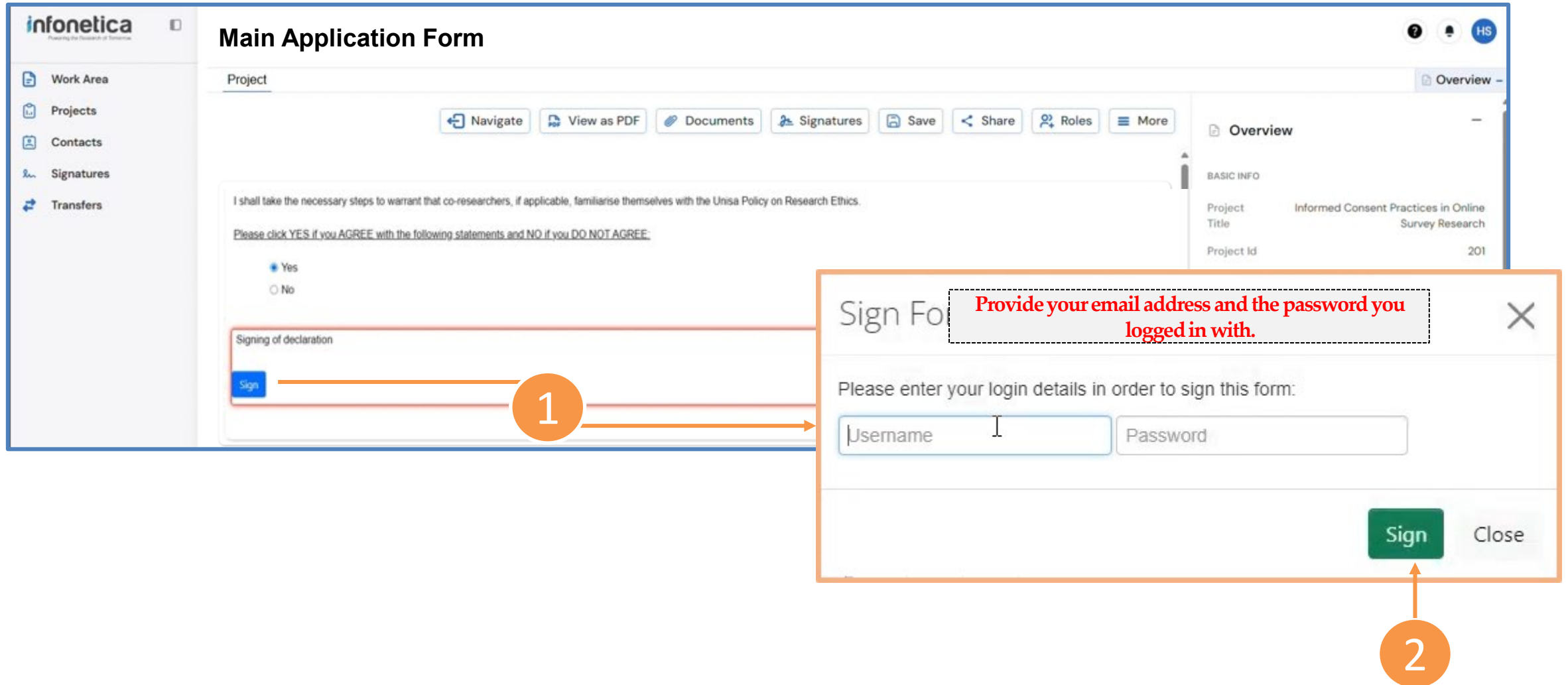
3

Confirm by clicking "yes"

Project deleted successfully



## 8. SIGN A DECLARATION



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### Main Application Form

Project

[Navigate](#) [View as PDF](#) [Documents](#) [Signatures](#) [Save](#) [Share](#) [Roles](#) [More](#)

I shall take the necessary steps to warrant that co-researchers, if applicable, familiarise themselves with the Unisa Policy on Research Ethics.

Please click YES if you AGREE with the following statements and NO if you DO NOT AGREE:

☒ Yes  
☐ No

Signing of declaration

[Sign](#)

**1**

Sign For

Provide your email address and the password you logged in with.

Please enter your login details in order to sign this form:

Username  Password

[Sign](#) [Close](#)

**2**

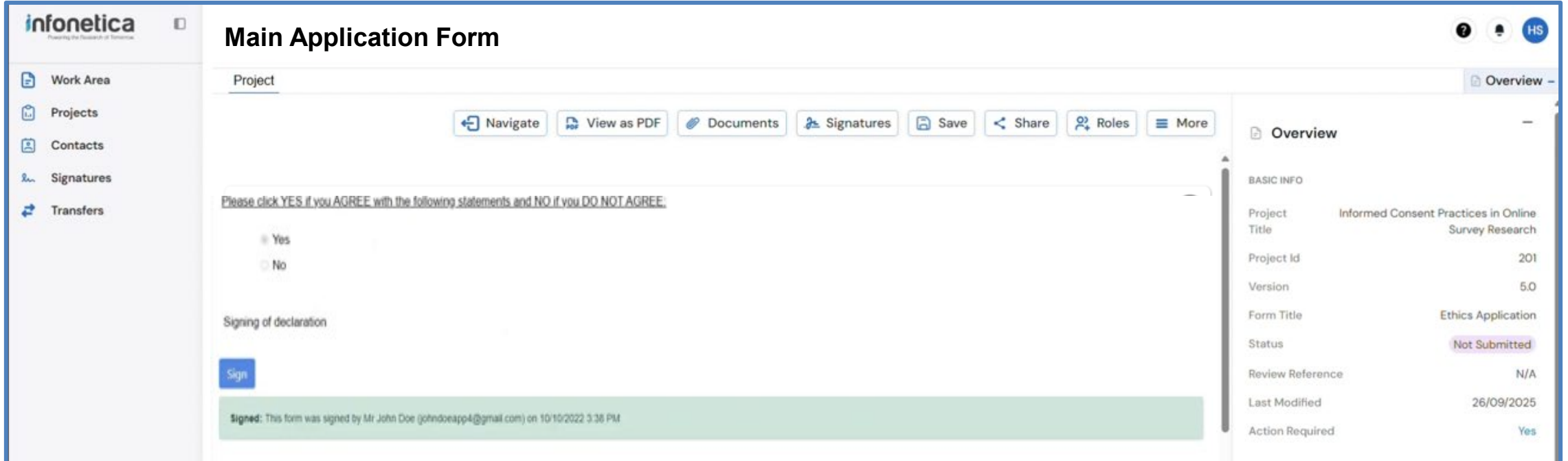
**Overview**

BASIC INFO

Project Title	Informed Consent Practices in Online Survey Research
Project Id	201



## 9. SIGN THE APPLICATION FORM



The screenshot shows the 'Main Application Form' interface. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main content area is titled 'Main Application Form' and has a 'Project' tab selected. Below the tab is a toolbar with buttons: Navigate, View as PDF, Documents, Signatures, Save, Share, Roles, and More. The form content includes a instruction: 'Please click YES if you AGREE with the following statements and NO if you DO NOT AGREE.' followed by two radio buttons, 'Yes' (selected) and 'No'. Below this is a 'Signing of declaration' section with a blue 'Sign' button. At the bottom, a green span displays the signed information: 'Signed: This form was signed by Mr John Doe (johndoeapp4@gmail.com) on 10/10/2022 3:38 PM'. On the right side, there is an 'Overview' sidebar with a table of project details.


BASIC INFO	
Project Title	Informed Consent Practices in Online Survey Research
Project Id	201
Version	5.0
Form Title	Ethics Application
Status	Not Submitted
Review Reference	N/A
Last Modified	26/09/2025
Action Required	Yes

(After signing timestamp will turn to a **green span**)






## 9. THE UNLOCK FUNCTION

 This form has been locked through signatures/requests

 Create Sub Form

 Project

 Roles

 View as PDF

 Correspond

 Unlock Form

1. This function unlocks the form if you want to make edits.
2. Please note that once you request your supervisor to sign the supervisor, please don't unlock the form.
3. If you need to make changes that your supervisor recommended,  
Please click unlock, and all signatures will be invalidated



# 9.1 REQUEST SIGNATURE FROM SUPERVISOR

Applicable to Unisa students

Close and Open Action Menu

**Main Application Form**

Project

Navigate View as PDF Documents Signatures Save Share Roles More

This form has been locked through signatures/requests

**Supervisor Declaration**

Approved by supervisor (if applicable): (For postgraduate studies)  
To my knowledge the student has addressed all aspects in his/her application for research ethics approval set forth in the University complete according to Appendix A (checklist). I will ensure that the student notifies the committee in writing if any changes to the res research participants such as methodology, sampling, questionnaire, interview schedule, etc. Subsequently, I approve the submissi

**Request Signature**

**Request a signature**

Enter the email address of the person you want to sign this form

mosalgk@unisa.ac.za

Good day

I have applied for ethical clearance.

**Request** Close

Please enter Your supervisor's email

Please confirm your supervisor's email address

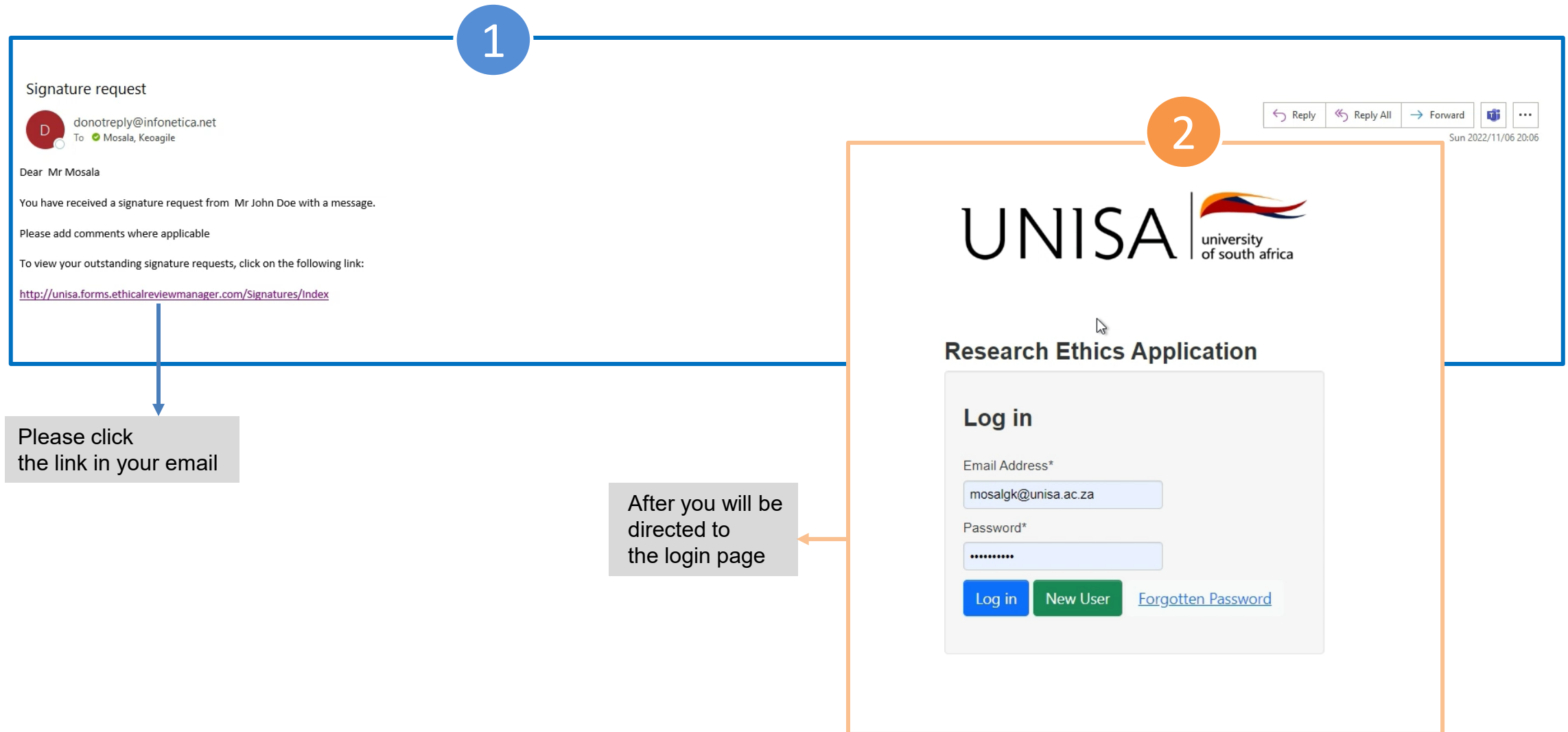
After requesting a signature, a pop-up menu will appear notifying you that the system has send an email to your supervisor.

**Signature Request:** Signature requested from mosalgk@unisa.ac.za on 10/10/2022 15:39

Once your supervisor signs, the blue span will turn green.



# 10. SUPERVISOR GUIDE





## 10.1 SUPERVISOR INTERFACE

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Mr Keogile Chair Mosala (mosalgk@unisa.ac.za)

Signatures

Search signatures

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please add comments where applicable	06/11/2022 20:05		Requested	View Form
Default	Needs analysis for training supervisors on the REadmin	267	Mrs Tanya Coetzee	hope it works	03/11/2022 17:06		Invalidated	View Form
Default	Needs analysis for training supervisors on the REadmin	267	Mrs Tanya Coetzee	Please sign if you are happy	03/11/2022 16:49		Invalidated	View Form
Default	Needs analysis for training supervisors on the REadmin	267	Mrs Tanya Coetzee	Please sign off.	03/11/2022 16:25	03/11/2022 16:31	Rejected	View Form
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please sign	25/10/2022 07:38	25/10/2022 07:39	Invalidated	View Form
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please Sign	17/10/2022 09:38	17/10/2022 09:42	Invalidated	View Form
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please sign	17/10/2022 09:32	17/10/2022 09:34	Invalidated	View Form
Default	Face Recognition with SMS notification and Security System.	248	Mr John Doe	Please sign	17/10/2022 09:08	17/10/2022 09:09	Invalidated	View Form

Please click  
View Form



## 10.2 SUPERVISOR – HOW TO ADD A COMMENT

1

2

After clicking the comment bubble a pop-up page will appear

Click save to save the comment

infonetica

### Informed Consent Practices in Online Survey Research

Project

Overview

Navigate View as PDF Sign Reject Completeness Check

Application Form(s)

Please select which type of application you are applying for. please select all options that apply to your application. For example, you might select Human Participant and secondary data research. Conceptual studies are exclusive and you cannot make any other selections.

#### Comments

Note: No comments have yet been added to this application. (Not visible to reviewers)

Add New Comment

#### Add new comment

Please change your highest qualification to your current highest qualification |

Save Cancel



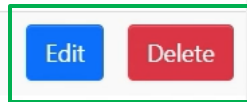
## 10.3 SUPERVISOR's COMMENT

**Comments** ×

Comment	Date Added	Owner
Please change your highest qualification to your current highest qualification	Sunday, November 6, 2022 at 8:10 PM	You

Add New Comment

Close



Edit comment

Delete comment



## 10.4 SUPERVISOR SIGN-OFF

1

Please use your full email address when signing and the password you logged in with

The screenshot shows the 'Informed Consent Practices in Online Survey Research' application form. The 'Sign' button is highlighted with an orange box and a red arrow pointing to a 'Sign Form' modal. The modal contains a login form with the email 'mosalgk@unisa.ac.za' and a password field. The 'Sign' button in the modal is highlighted with a red box and a red arrow pointing to the text 'Sign the application'.

Please note: If the applicant need to do changes, please click on reject to move the applications back to the applicant and do not sign.

Sign the application



# 11. APPLICATION SUBMISSION

IMPORTANT!

Note: There is a newer version of the project. [Update](#)

If your Application has been signed off by your supervisor, please do not update the form if there are new updates. It will cause the form to unlock, and it will need a new sign off from you and your supervisor.





# 11.1 APPLICATION SUBMISSION

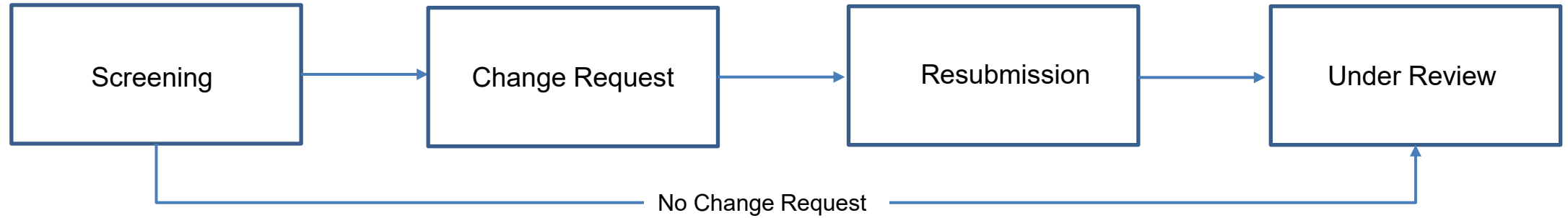
The screenshot shows the infonetica web application interface. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main header displays the project title 'Informed Consent Practices in Online Survey Research' and a 'Go Back to Work Area' link. Below the header is a 'Project Tree' showing the current project and its 'Ethics Application' sub-item. A row of action buttons is visible, including 'Create Sub Form', 'Project', 'Share', 'Roles', 'Completeness Check', 'Submit' (highlighted with an orange box), 'View as PDF', and 'More'. Below these buttons is a horizontal navigation bar with tabs: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, Site, and History. The 'Main Application Form' section is partially visible, showing a list of sections and questions. On the right side, an 'Overview' panel provides details about the project, including its title, ID (201), form title (Ethics Application), status (Not Submitted), review reference (N/A), last modified date (26/09/2025), and action required (Yes).

Please open your application and press the submit button. Your application will be forwarded to the selected research ethics committee.

If you have selected the wrong committee, It will be hard to retrieve your application.

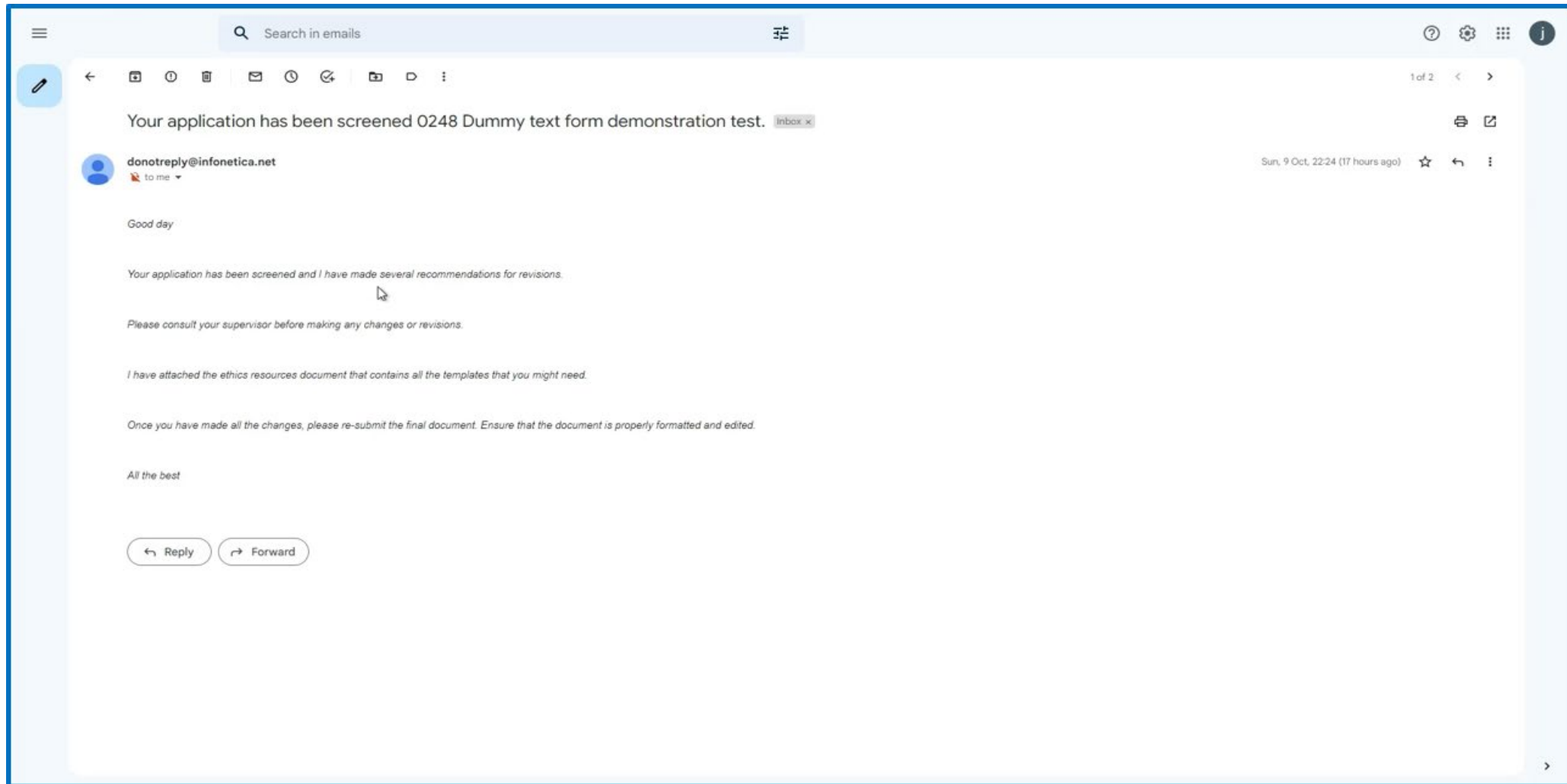


## 12. WHAT HAPPENS AFTER SUBMISSION





## 12.1 CHANGE REQUEST AFTER SCREENING EMAIL





## 12.2 APPLICATION WITH COMMENTS - AVAILABLE IN WORK AREA

The screenshot shows the 'infonetica' Work Area interface. On the left is a sidebar with navigation links: Work Area, Projects, Contacts, Signatures, and Transfers. The main area is titled 'Work Area' and contains three summary cards: Signatures (0), Transfers (0), and Shared (0). Below these is a 'Projects' section with a toolbar containing buttons: Create Project, Create Folder, Delete Folder, Delete Project, Duplicate Project, Move Project, and Transfer. A table lists the projects:

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Investigation of managers perception in change management	252	Mr John Doe	01/11/2022 09:34	02/11/2022 09:46	
> Face Recognition with SMS notification and Security System.	248	Mr John Doe	07/10/2022 14:38	25/10/2022 07:40	

Showing 1 to 2 of 2 entries

A green box highlights the first project row, and a green arrow points from it to the text 'Click the application'.

Click the application





## 12.3 COMMENTS FROM THE REVIEWER

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### Informed Consent Practices in Online Survey Research

Project

After the screening process you will see a reviewer comments tile in the action panel. Please select to open all comments.

Filter Questions

In what capacity do you want to apply for ethics approval at UNISA?

- ☒ Postgraduate Student at Unisa.
- ☐ Researcher / Employee at Unisa.
- ☐ Post Doctoral Research Fellow at Unisa.
- ☐ Non - Unisa Researcher.
- ☐ Non - Unisa Student.
- ☐ Class Application.

Student Number.  
198568556

Overview

BASIC INFO

Project Title	Informed Consent Practices in Online Survey Research
Project Id	201
Version	5.0
Form Title	Ethics Application
Status	Not Submitted
Review Reference	N/A
Last Modified	26/09/2025
Action Required	Yes

### Reviewer Comments

Show Previous Comments ☐

Title	Comment	Date Added	Submission
In what capacity do you want to apply for ethics approval at UNISA?	Please select Postgraduate at UNISA.	09/10/2022 at 22:13 PM	Latest Submission

Close



## 12.4 COMMENTS FROM REVIEWER

### Main Application Form

Project Title: Dummy text form demonstration test.

Version: Beta

248

#### Filter Questions

In what capacity do you want to apply for ethics approval at UNISA?

- ☒ Postgraduate Student at Unisa.
- ☐ Researcher / Employee at Unisa.
- ☐ Post Doctoral Research Fellow at Unisa.
- ☐ Non - Unisa Researcher.
- ☐ Non - Unisa Student.
- ☐ Class Application.

Student Number.

198588556

0 1

i

#### Reviewer Comments

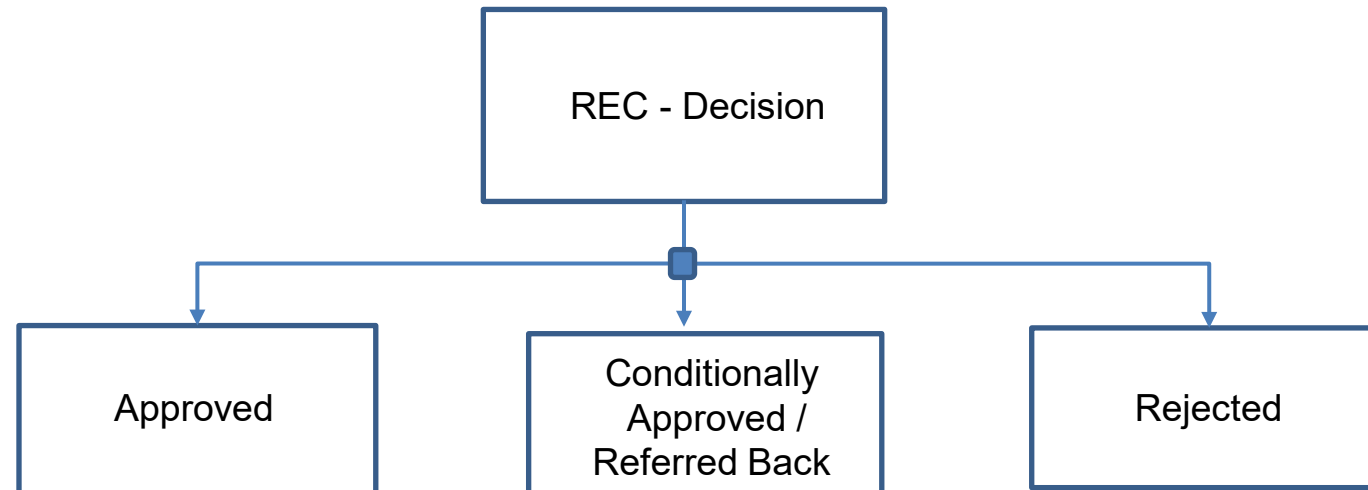
Title	Comment	Date Added	Submit
In what capacity do you want to apply for ethics approval at UNISA?	Please select Postgraduate at UNISA.	09/10/2022 at 22:13 PM	Latest

Please click on the one comment in the speech bubble on the right



## 12.5 OUTCOME OF YOUR APPLICATION SUBMISSION

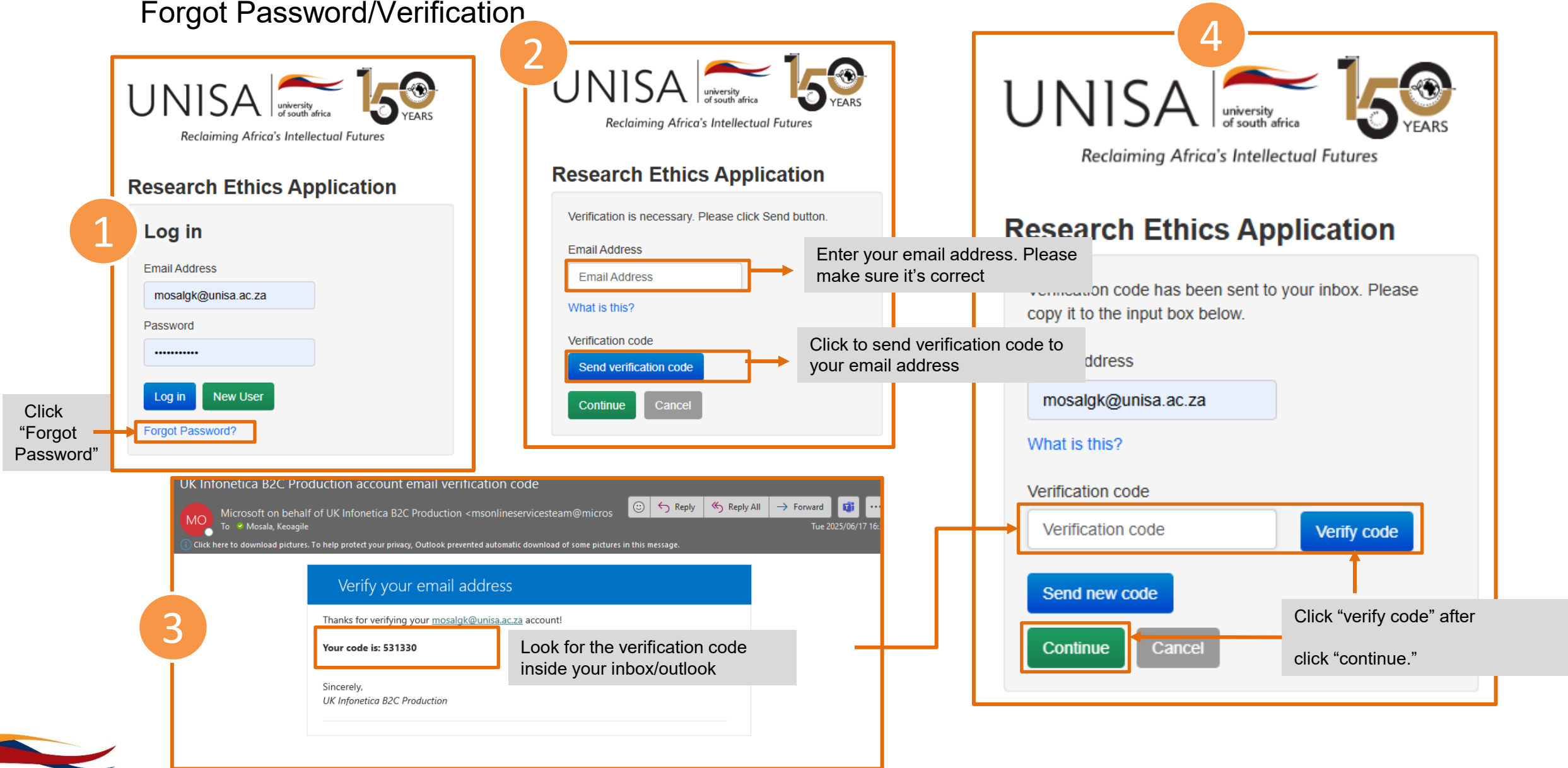
After the REC formal decision, you will be notified of the outcome of the application.





# 13 RESET YOUR PASSWORD

## Forgot Password/Verification





# 13 RESET YOUR PASSWORD

## New Password

**Research Ethics Application**

New Password

1

What is this?

Confirm New Password

2

Continue Cancel

Click "continue" after providing your new password

Provide a new password  
"EXAMPLE"  
Applicant@2025

Coursera MYSQL Mooc Unisa Links Rims InfoEd Global Wandile IPRC JoRMA Useful Links RDFPla

Beta Test Mode

Transfers Shared

0 0 0

**Update your password?**

Your password will autofill the next time and will be saved to your Microsoft account

Username  
mosalgk@unisa.ac.za

Password  
.....

Update Not now

Update your browser with the "new password"

3