

*STELLENBOSCH UNIVERSITY*

*Research Information Management System:  
INFONETICA*



*ApplyEthics User Guide*

*How to create a Sub-form*



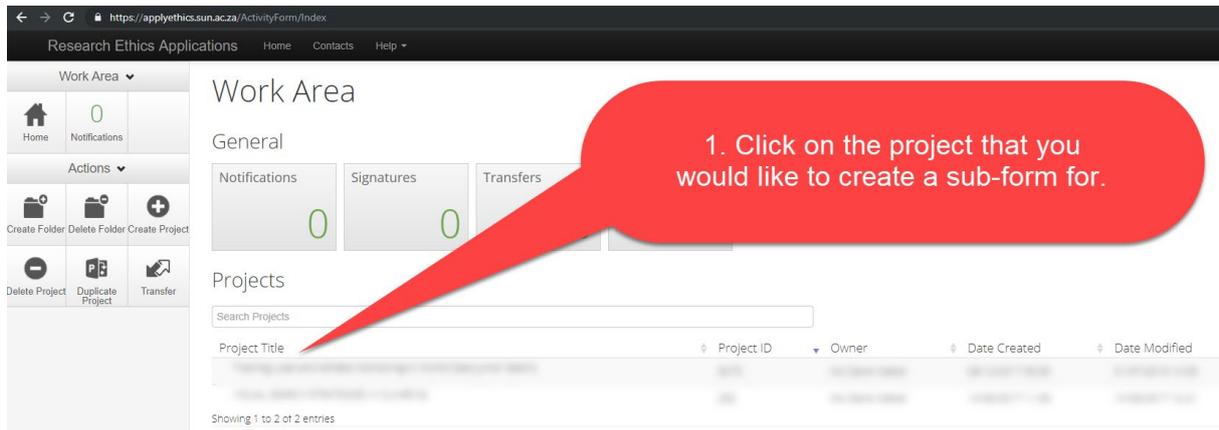
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Once logged into <https://applyethics.sun.ac.za>, please follow the steps below

1. Click on the project that you would like to create a sub-form for.

**Sub-form refers to all sub-forms; Amendment, Progress/Final, Protocol Deviation, Documentation or Adverse Event Form etc**

**You will have an option to select the appropriate form once you have clicked on create sub-form.**



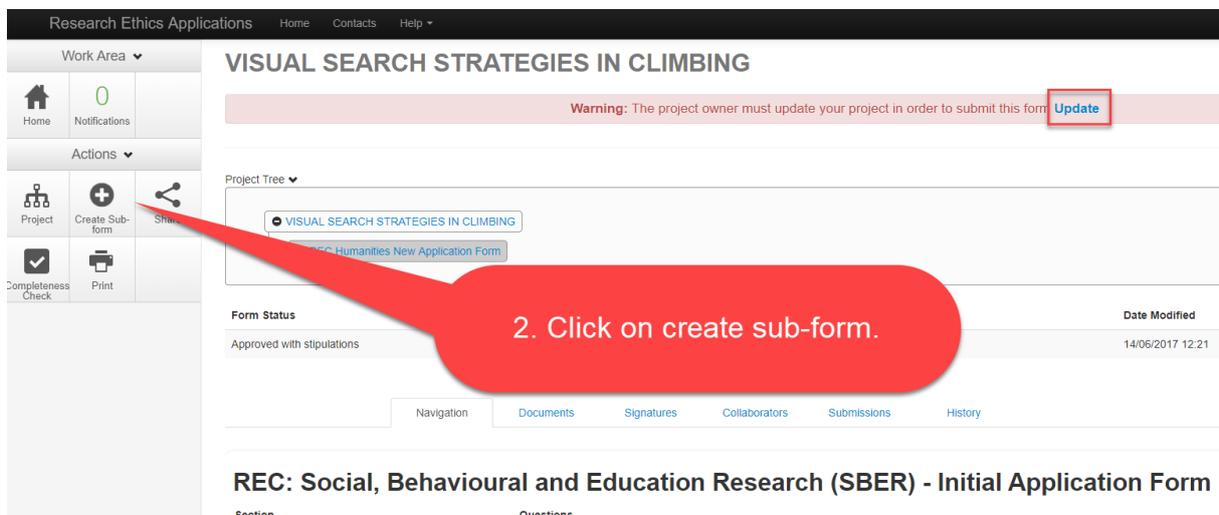
2. Click on create sub-form

**Please carefully read through this section before clicking on create sub-form.**

**2.1. If you see the highlighted message in red, please be informed that you will need to update your form, in order to submit it as a newer version of the application form was released.**

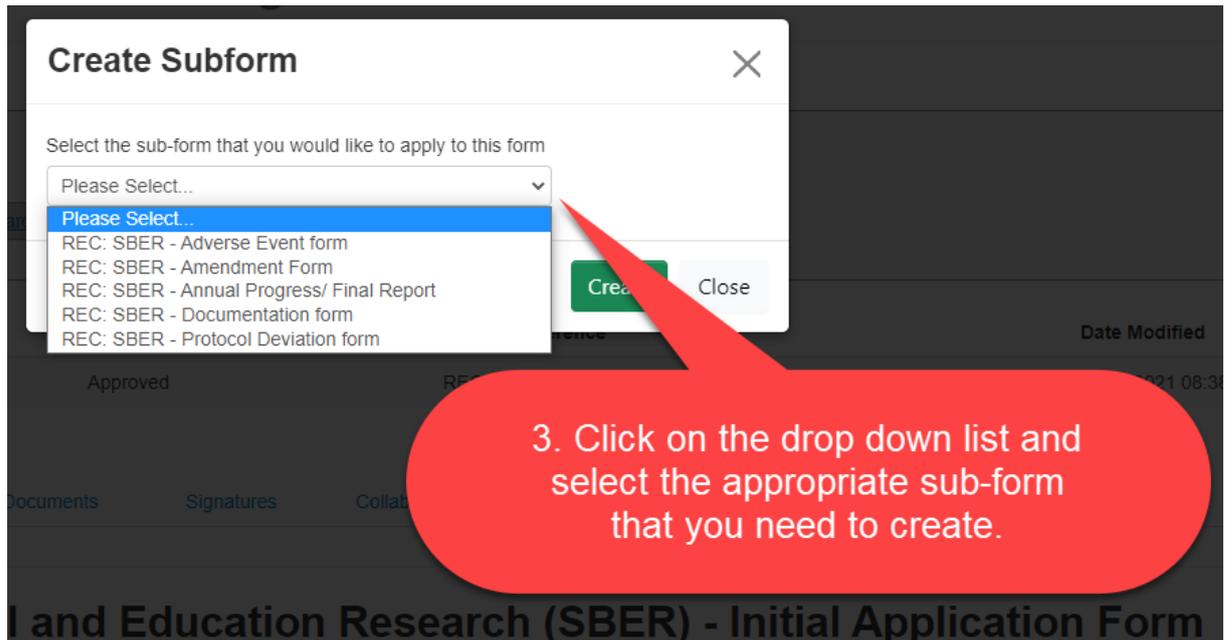
**(Please also take note that there might be a few additional questions that you will need to complete once you have updated your form.)**

**2.2. If your application has been approved with stipulations, you will first need to respond to the stipulations and submit your initial application form, before you can submit your sub-form.**



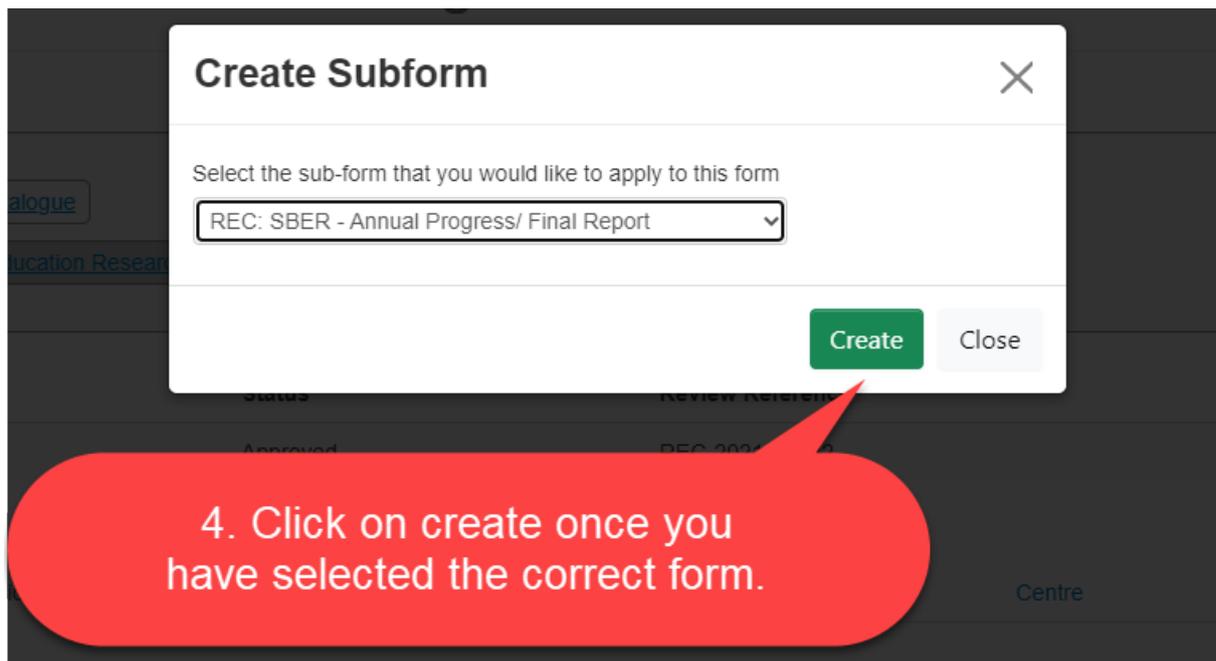
3. Click on the drop-down list and select the appropriate form

(Please note that the REC Humanities Committee had a name change, therefore, if your form has been updated, the forms will display as REC SBER (name of the sub-form))



The screenshot shows a 'Create Subform' dialog box with a dropdown menu open. The dropdown menu lists several sub-form options: 'Please Select...', 'REC: SBER - Adverse Event form', 'REC: SBER - Amendment Form', 'REC: SBER - Annual Progress/ Final Report', 'REC: SBER - Documentation form', and 'REC: SBER - Protocol Deviation form'. A red callout bubble points to the dropdown menu with the text: '3. Click on the drop down list and select the appropriate sub-form that you need to create.'

4. Click on create once you have selected the correct form



The screenshot shows the 'Create Subform' dialog box with the 'REC: SBER - Annual Progress/ Final Report' sub-form selected in the dropdown menu. A red callout bubble points to the 'Create' button with the text: '4. Click on create once you have selected the correct form.'

**Complete the sub-form you have created and submit the form.**

**All forms except the Documentation Form requires a supervisors and applicants signature in order to be submitted.**