|	**STANDARD OPERATING PROCEDURE:** **GUIDANCE FOR ONLINE SMUAREC APPLICATION PROCESS**	SMUAREC Sefako Makgatho University Animal Research Ethics Committee

The SMUAREC is now using an electronic ethics review management system – the ERM from Infonetica© in order to manage the application and review of protocols. This document outlines the steps to be followed when completing the online application process.

STEPS TO BE FOLLOWED:

Logging in

Navigate to SMUAREC using the URL – SMUAREC Application Forms

The link should direct you to this page.
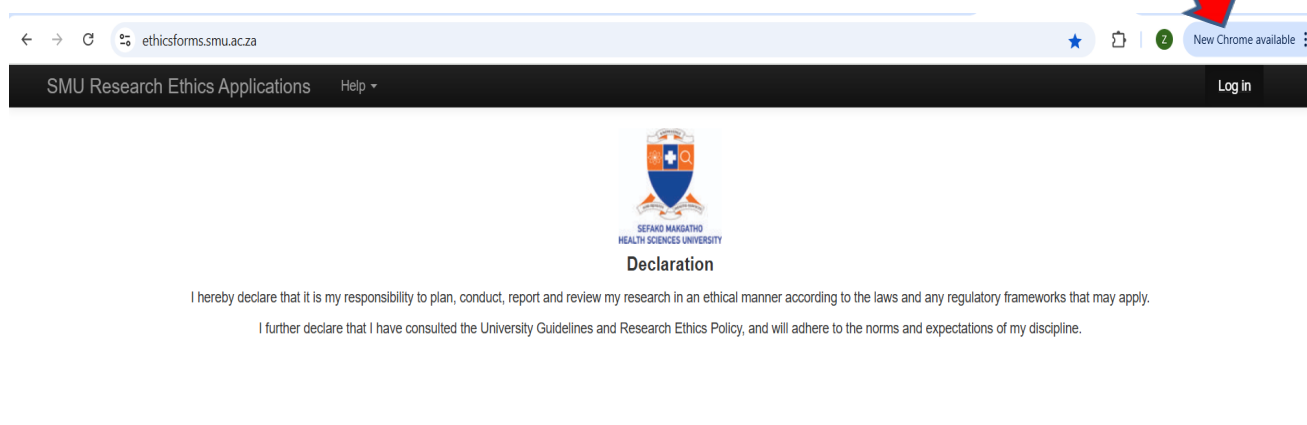
Click "login" found on the top right corner.

Sign in using your Sefako Makgatho University credentials, studentNumber@swave.smu.ac.za/ staffName@smu.ac.za and **ethics password**

Failure to log in due to incorrect username or password, please contact ICT student support **012 521 5768** to active SMU domain or ethics password reset. *N.B ethics password is different from emails password*

Log in Failed displayed on the screen, contact Thabiso **012 521 3044** to active your account.

Once you have logged in, the screen should display the image below.

Always click "skip the setup".

Failure to log in due to Authenticator Code required, contact Mr George Wolhuter at **012 521 4973** to grant permission to access the ethics form. Note that this also applies to applicants who are not affiliated with the Sefako Makgatho Heath Sciences University.

After signing in, you will be directed to your SMUAREC work area.
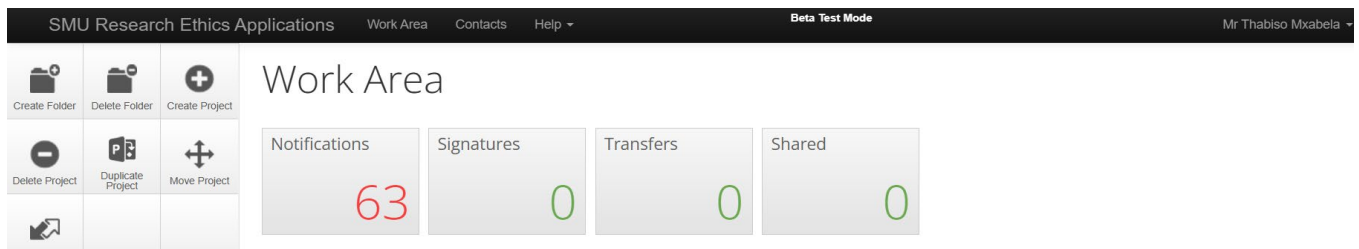

The Work Area Screen is divided into four sections:

- Top Bar: black bar across top of screen
- General Work Area: under "Work Area" with activity tiles (e.g. Notifications)
- Actions Panel: left panel with action buttons
- Projects Area: lower half of screen containing your projects. (this will only appear once you have created a project)

Top Bar

There are various features you can access from the Top Bar.

(a)   Personal Details

Your personal details are accessed by clicking on the arrow on the right of your email address on the top bar.
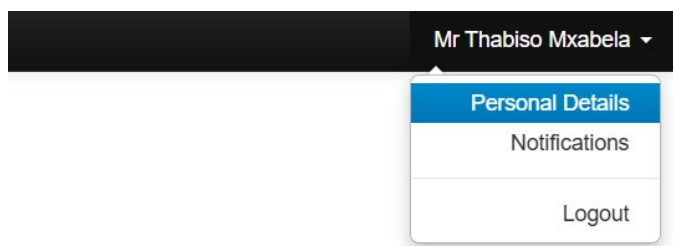
It is important to update your Personal Details on the SMUAREC portal.

The details captured in this section are automatically pulled into the application form, various reports as well as the ethics approval letters. Please ensure that details are accurately captured, and that Capital letters are used where necessary only!

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Title	Mr
First Name*	Thabiso
Last Name*	Mxabela
Organisation	
Department	
Faculty	
Campus	
Qualification	
Telephone	
Fax	
Address 1	
Address 2	
Town/City	
County/State	
Postcode	
Country	South Africa

Change Details

To update your personal details, complete the Personal Details form and save using the [**Change Details**] button.
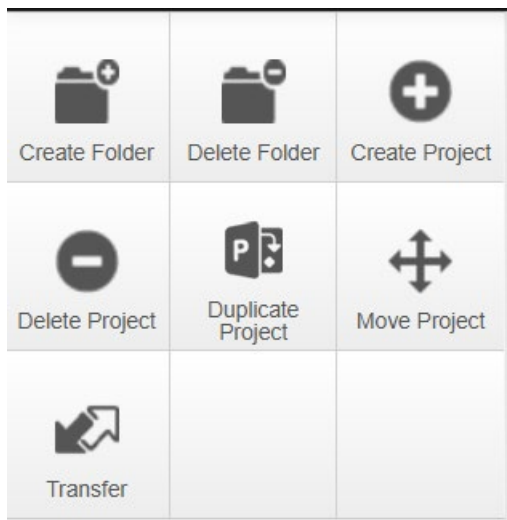
Help

The Help dropdown has various options.
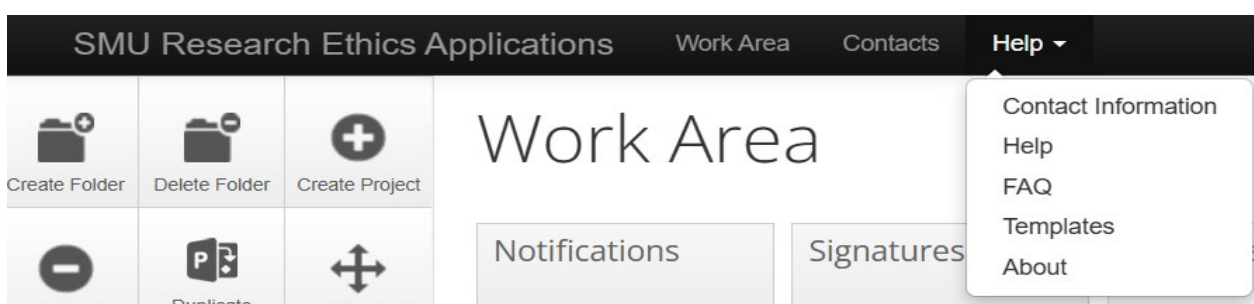
- Contact Information – for Ethics/accessing form enquiries
- Help – documents required before the application can be submitted
- FAQs – still to be populated
- Templates – quick access to documentation/templates on SMUAREC

Action Panel

The Actions Panel enables one to create different project as well as manage them after they have been created.

Create project

To create a project, select the Create Project tile on the Action Panel.

Fill in the project title (*ensure to use capital where necessary*) and select the required application form (Animal Ethics Application Form) and click [**Create**]

The new project/ application appears as shown below

Project	Share	Completeness Check
Submit	Refresh	View as PDF
Correspond		

Protocol title   3190

Project Tree

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	01/07/2025 11:02

Navigation	Documents	Signatures	Collaborators	Submissions	Correspondence	History

Animal Ethics Application Form

☐ Show Inactive Sections

Section	Questions
Section I	Question 1.0
Section II	Question 2.0 | Question 2.1
Section III	Question 3.0 | Question 3.1 | Question 3.2 | Question 3.3
Section IV	Question 4.0 | Question 4.1 | Question 4.2 | Question 4.3
Section V	Question 5.0 | Question 5.1

NOTE*

The initial study title when the project is created cannot be changed.

There are various features on this screen.

Project ID (top right-hand corner)

This is unique to the created project and should be used in all queries relating to the project

Status

The status indicates at which stage of the workflow the form is. In this case, the status is 'Not Submitted' indicating that it is at the first step in the application process.

Share (left-hand panel)

Allows one to share the form with another SMU user. Various levels of access can be granted.

Completeness Check (left-hand panel)

Most of the questions on the various applications are mandatory and the form cannot be submitted if they are not completed. Clicking this button shows the questions that still need to be actioned.

Submit (left-hand panel)

Allows submission of the form once all mandatory questions have been completed and all signatures have been added to the form.

Refresh (left-hand panel)

Refreshes the screen if changes have been made to the form by SMU system administrator.

View as PDF (left-hand panel)

Allows for download of the application form as a PDF.

To start completing the form, click **Question 1.0**

Delete Project

Projects can be deleted by selecting the [**Delete Project**] action, selecting the project from the

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dropdown and clicking [**Delete**]. Note: Projects that have been submitted for review <u>cannot</u> be deleted

ONLY, on the application form the study title can be edited/changed.

1.1 Project Title:

Please select the type of application form:

○ Use of Live Animals (Ref No. SMUAREC-001 Version 2)   ● Use of Animal Material (Ref No. SMUAREC-002 Version 2)

Please ensure to select the relevant application form between the **Live Animal** (where the animal is alive when you commence your study and is only terminated due to your study requirements) or **Animal Material** (tissues, feces, urine, and others obtained from animals that have been euthanized for other reasons than to fulfil your project requirements).

Uploading Documents

Some of the questions may ask for documents to be uploaded. These could include a copy of the research proposal, informed consent forms, study permits, gatekeeper letters, etc.

There will be an [**Upload Document**] button at the relevant point in the form.

Please upload the clean copy of protocol

Clicking on the upload document opens a pop-up.

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Documents - Default

Please attach your Default here:

Document Name		Version Date	Version	
attachmentEntry-7325	Browse			Upload
attachmentEntry-7325.pdf				

Close

Click on the [Browse] button to search for and add the required document. Add a Version Date and Version number (first submission should **1.0**). Thereafter, second submission should be **2.0** and etc.).

This will make it easier to differential the latest documents uploaded.

Then click the [Upload] button.

Applicant Signature required

An electronic signature will be required from the applicant to accept all ethics policies and therefore the form will be automatically locked.

NOTE* after the form is signed and locked, that does not mean the form is submitted.

Make use of **i-icon** on the left for more assistance.
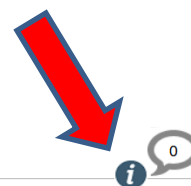
Applicant Signature

Signature and Declaration

By signing this document, the student / researcher accepts responsibility for the use of the animal samples and will comply to with the principles of the 3R's and not to waste any animal material. The researcher/student declares that they have contacted the relevant health and safety officer for their laboratory/institution and will comply to ensure no zoonosis (transmission of disease from animal to human). (abattoir specimens for example could have brucellosis etc. and that has other health implications)

Applicant Signature *(Electronic Signature)*

Sign

Please ensure to click the Submit button on the action panel until the project status changes to Under School Committee.
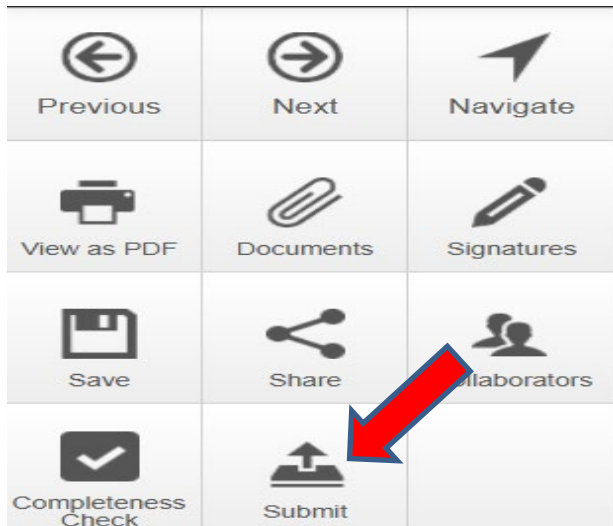
If the submission is successfully submitted, the applicant will receive the submission receipt to the registered email.

To verify that your document has been successfully submitted it should display the status "under school review" below:

More Info

The applicant is not allowed to create another project for the same study. If changes are needed, please contact the relevant person to invalidate (unlock) the submitted project.

Contact:
Mr Thabiso Mxabela
Email: Thabiso.mxabela@smu.ac.za
Tel: 012 521 3044

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