



RHODES UNIVERSITY
Where leaders learn



RESEARCH INFORMATION MANAGEMENT SYSTEM (RIMS)

REVIEWER MANUAL

HUMAN SUBJECTS & ANIMAL USE ETHICAL COMPLIANCE APPLICATIONS

Noëlle Obers
February 2016

INTRODUCTION

<https://ru.rims.ac.za>

InfoEd eRA Portal Streamlining Electronic Research Administration

Home

>> Home

Login

Get Profile

SPIN

GENIUS

Technology Portal

Welcome to the InfoEd eRA Portal for Electronic Grants Administration

InfoEd is the leading provider of software solutions for managing sponsored programs.

Worldwide, over six hundred academic, medical and scientific institutions rely on InfoEd to support their grant and contract activity. InfoEd's proven web-based modules streamline processes, enable proactive monitoring of compliance, and enhance internal and external collaboration.

The company provides the most comprehensive and integrated line of sponsored programs software.

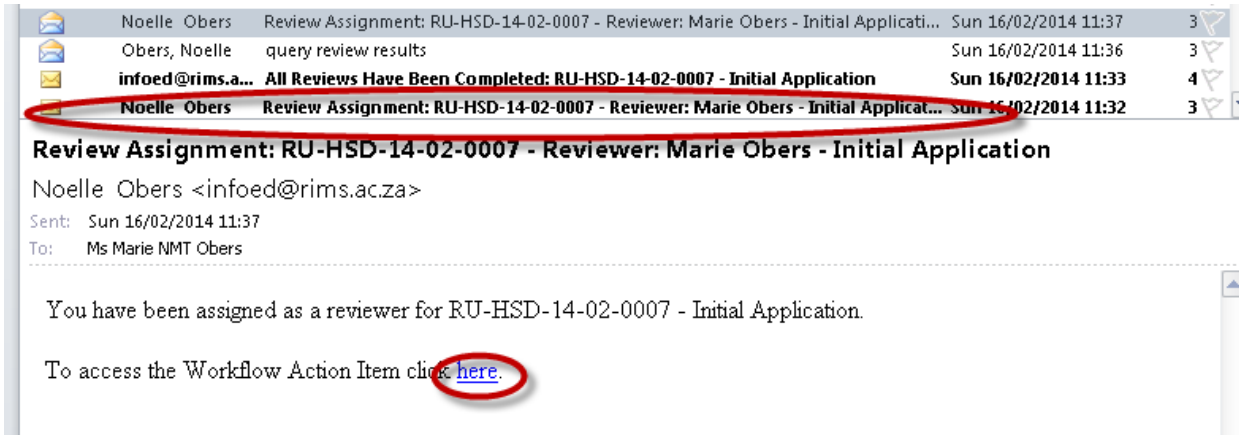
The InfoEd suite includes:

- Proposal Development;
- Proposal Tracking;
- Project Management;
- Compliance Systems;
- Clinical Trials Management;
- and Technology Transfer modules.

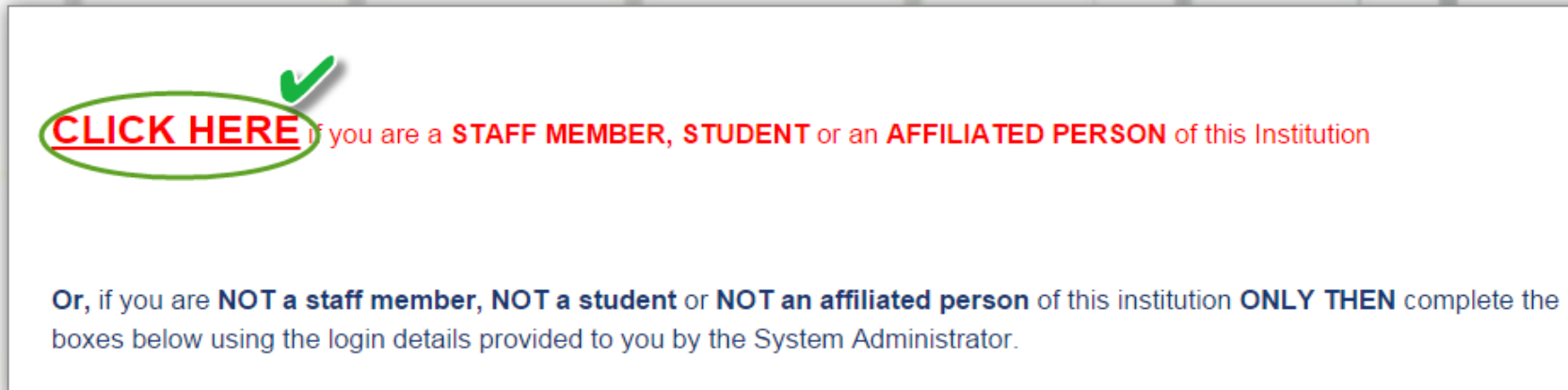
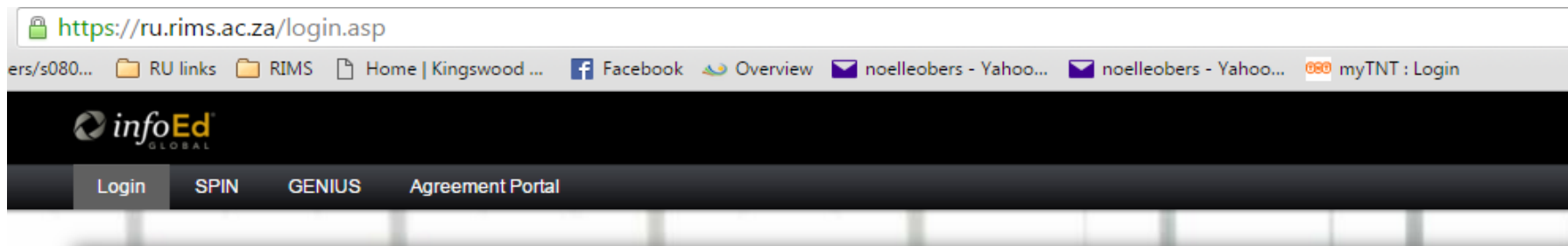
The company's popular funding opportunities and CV database service, SPINPlus, is also fully integrated with the administrative systems to complete the concept to closeout coverage. Though most of the modules are available as stand-alone solutions, significant efficiencies are gained by using a combination of the modules in concert with each other.

LOG IN


A Reviewer will receive an RU email notification which will contain a link to the InfoEd system.



Clicking on the **link** in the email will take the Reviewer to the InfoEd login screen.



Selecting [CLICK HERE](#) takes one to the [next screen](#) where the RU Novell login details must be used:

 **RHODES UNIVERSITY**
Where leaders learn

[Help?](#)

RU Single Sign-on

RIMS has requested you to authenticate yourself. Please enter your username and password in the form below.

Username:

Password:

enter RHODES username and password

Once logged in, you will either land on the OPEN ACTION ITEMS screen or on the REVIEWER SCREEN

The OPEN ACTION ITEMS screen looks like this:

(see more under MY OPEN ACTION ITEMS)

Records found: 1. Displaying page 1 of 1

Order By

Powered By infoEd InfoEd International, Inc. Version: 13.808.02E

My Calendar
February 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Feb 2016 1-Day 1 hr.

My Action Items

- Open
- Completed

My Workflow Maps

Click on open file icon to open the review

1

My Open Action Items

Under Review

Status: Under Review

Approved To:

Submission Type:

Assigned: 02-Feb-2016 3:40:38 PM

Due: 16-Feb-2016

Item Type: Action Item

Human Subject Protocol - RU-HSD-16-01-0002

PI: SSO Test, NRF (Rhodes University)

Title: testing Aphiwe

Open Action Items: 0

Outstanding Reviews: 1

Reviewer

To open the REVIEW Screen, click on the OPEN FOLDER icon.

The REVIEWER SCREEN looks like this:

Task/Assignment I am done Save Close

RU-HSD-16-01-0002 HS Protocol - Initial Application
testing Aphiwe
SSO Test, NRF - Rhodes University
Status: Under Review

Click to open eform (and other attachments, if there are)

Form/Document	Submitted	Review Status	Comments
RU Ethical Standards Eform (CURRENT)	16-Jan-2016 3:41:14 PM PDF	Un-Reviewed	

Finalize Task/Assignment

Reviewer Decision(recommendation)

Provisions

Comments

The REVIEW STATUS category options is a means for the Reviewer to track his/her progress through the documents/attachments in the protocol. The Status HAS TO change from “Un-reviewed” or the review cannot be completed.

In the Review screen the Reviewer can OPEN the electronic application form (Eform) and the attachments to the Protocol (there are none shown in the above screen shot); make COMMENTS and PROVISIONS, and make a review DECISION.

HOW TO MAKE A REVIEW

It is strongly recommended that when making a review, you **SAVE** your notes in a **WORD DOCUMENT** and cut and paste into the Review screen.

Clicking on the **BLUE** text will open the document (in the screenshot below, this is the eform).

Task/Assignment [I am done Save Close]

RU-HSD-16-01-0002 HS Protocol - Initial Application
testing Aphwe
SSO Test, NRF - Rhodes University
Status: Under Review

Form Document	Submitted	Review Status	Comments
RU Ethical Standards Eform (CURRENT)	16-Jan-2016 3:41:14 PM PDF	Un-Reviewed	

Finalize Task/Assignment

Updated By: NRF SSO Test @ 16-Jan-2016

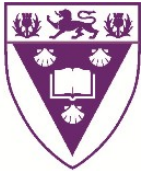
RU Ethical Standards Eform (CURRENT)

Guidelines to complete this form

Important:

1. Remember to 'SAVE' after each section. The SAVE function is on the top left hand of the application form.
2. Click the COMPLETE box at the top right hand of the eform when all the fields have been completed. The application form will then close and the submission visible.
3. Upload any other relevant documents in the submission screen (i.e. not in this eform).
4. Click 'SUBMIT' in the submission screen when all the information is complete and all the documents are attached.

Page 1



RHODES UNIVERSITY

Any project in which humans are the subject of research requires completion of this form and submission, for approval, to the appropriate DEPARTMENTAL HUMAN RESEARCH COMMITTEE or, where such committee does not exist or cannot unanimously approve the research protocol, to the University's ETHICAL STANDARDS COMMITTEE

For all ethical applications or related queries, please complete the following questions. These initial questions will determine whether a full ethical application is necessary. If ethical clearance is necessary, a letter declaring so can be provided. In this event, the research program will need to be attached.

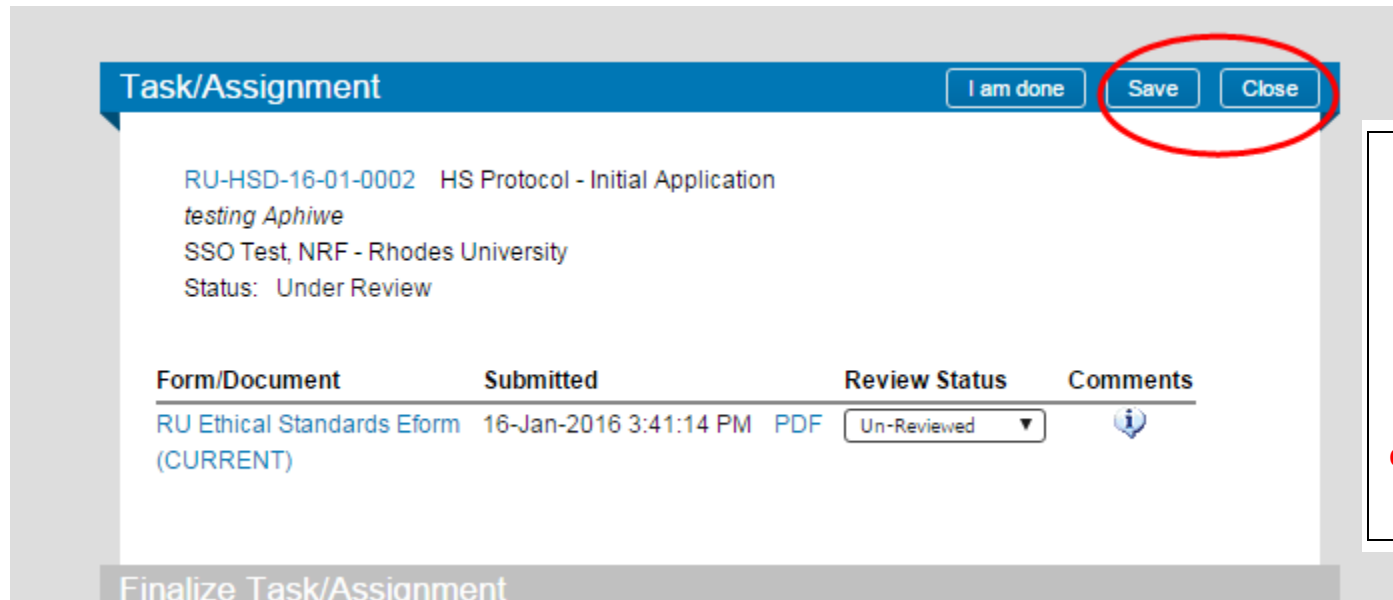
Protocol Number

Title of Research

GENERAL

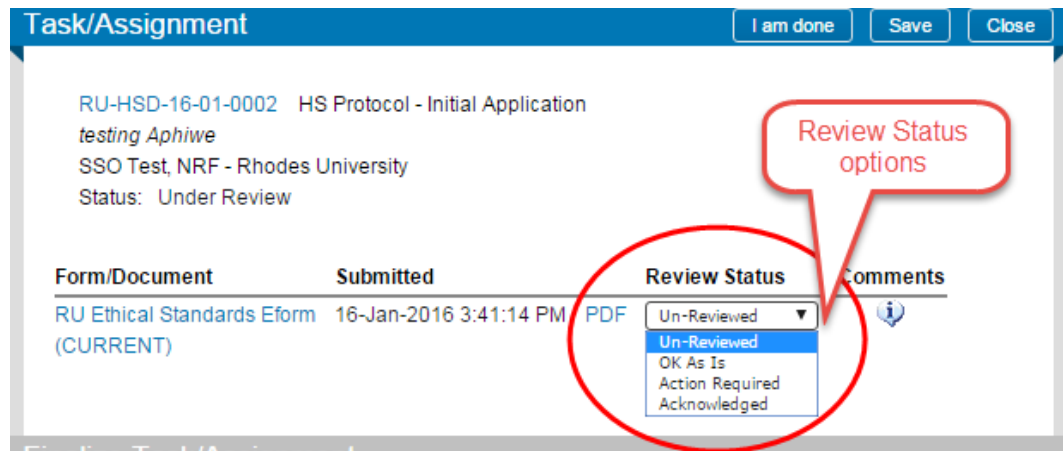
A. Investigator Particulars

To close an incomplete review, click SAVE and then CLOSE.
You will be able to return to the review at a later stage to complete the review.
(See page 10 for how to access the review from the URL <https://ru.rims.ac.za>).



SAVE!!
The SAVE button is important.
Save every step of the way,
particularly after writing
comments/provisions. Do not
open a new attachment without
first saving.

Once all documents have been reviewed, a REVIEW STATUS must be selected for each document.



Then the reviewer must make a DECISION and add any PROVISIONS and/or COMMENTS.
(It is suggested that you copy and paste your comments from the Word document review)

Finalize Task/Assignment

Reviewer Decision(recommendation) [Dropdown Menu]

Provisions [Text Area]

Comments [Text Area]

Reviewer Decision options

Only once all documents have been reviewed and given a Review Status, and a Reviewer Decision is made, and Provisions/Comments entered, only then should the Reviewer select I AM DONE.

Task/Assignment

I am done Save Close

RU-HSD-16-01-0002 HS Protocol - Initial Application
testing Aphive
SSO Test, NRF - Rhodes University
Status: Under Review

Form/Document	Submitted	Review Status	Comments
RU Ethical Standards Eform (CURRENT)	16-Jan-2016 3:41:14 PM PDF	Un-Reviewed	

Thereafter the screen will close, the Review is completed and no further amendments to the review can be made.

MY OPEN ACTION ITEMS

To return to an incomplete review, log in to: <https://ru.rims.ac.za>

Your landing page opens on MY OPEN ACTION ITEMS.

In this screen, any items requiring your attention will be listed.

The screenshot displays the 'My Open Action Items' page in a web browser. The browser address bar shows the URL <https://ru.rims.ac.za/WebPortal/Queue.asp?Stat=Open>. The page header includes the 'infoEd GLOBAL' logo and navigation links for 'Find Funding', 'CV Database', and 'Welcome Noelle Obers Logout'. The main content area shows 'Records found: 1. Displaying page 1 of 1' and a table with one item under review. The item details include 'Status: Under Review', 'Approved To:', 'Submission Type:', 'Assigned: 02-Feb-2016 3:40:38 PM', 'Due: 16-Feb-2016', and 'Item Type: Action Item'. A red arrow points to a file icon next to the item title 'Human Subject Protocol - RU-HSD-16-01-0002'. A green box highlights the 'Reviewer' field. A callout box on the left says 'Click on open file icon to open the review'. The right sidebar contains a 'My Calendar' for February 2016 and a 'My Action Items' section with 'Open' and 'Completed' filters.

Once a review has been completed, it will no longer be in MY ACTION ITEMS - OPEN and will instead be in MY ACTION ITEMS – COMPLETED folder.