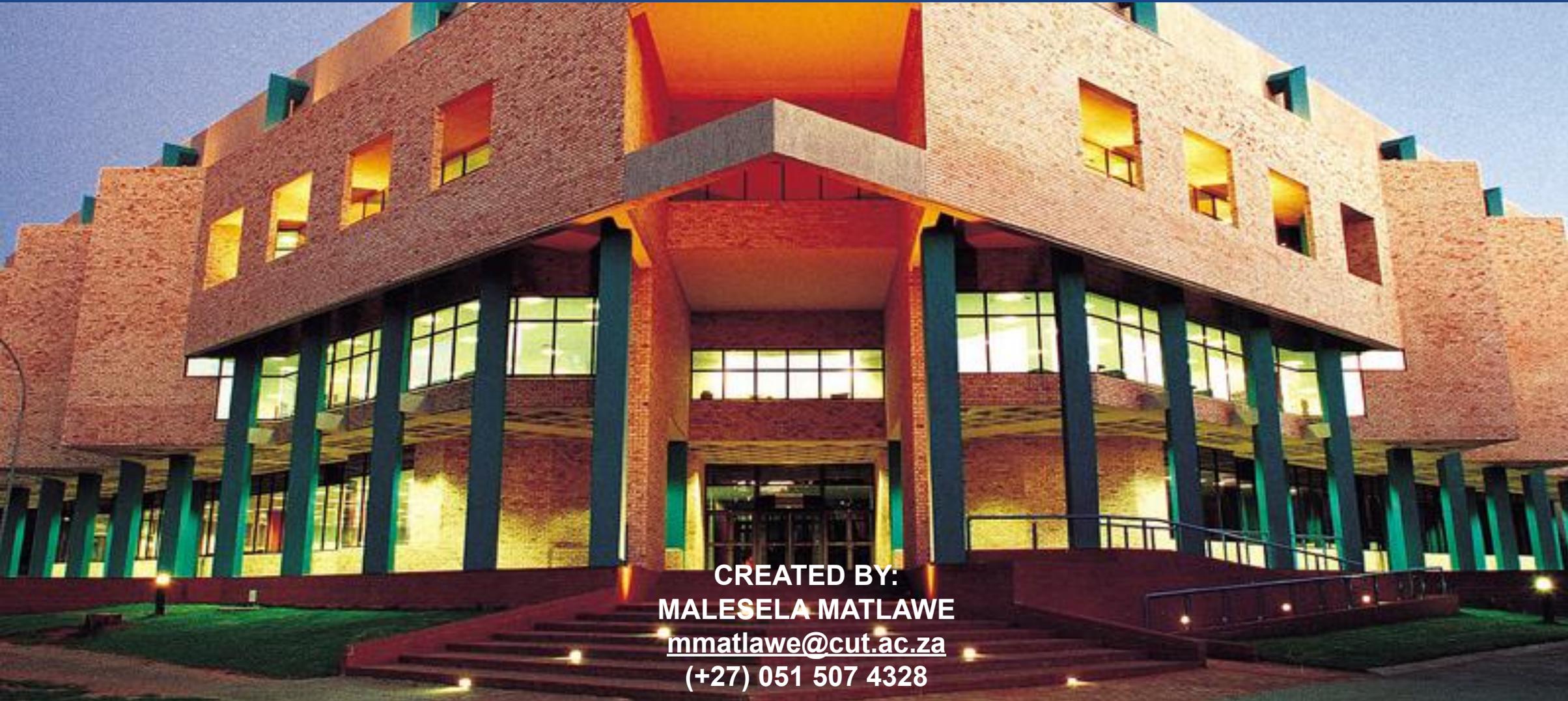


CLARIVATE CONVERIS GUIDELINE



Research Ethics



CREATED BY:
MALESELA MATLAWÉ
mmatlawe@cut.ac.za
(+27) 051 507 4328

Section 1

How to create an ethics review application (Instructions for Students)



GETTING STARTED



Before you begin your Humanities and Social Sciences Research Ethics Committee (HSSREC) application, you will need your CUT's login credentials. Please contact ICT service desk (itservicedeskt@cut.co.za) if you need help with your credentials.

QUICK OVERVIEW



In order to successfully complete your HSSREC online application, follow the general steps outlined below and ensure you complete all compulsory steps of the application.

- 1 Go to Converis - SATN website.
- 2 Log in into SAFIRE website using your CUT credentials.
- 3 Add new content.
- 4 Create HSSREC application and add new Ethics Review.
- 5 Complete all compulsory steps of the application.
- 6 Finally save and close the application.

GETTING STARTED



STEP 1 Go to Converis - SATN website

Go to <https://satn.converis.clavirate.com/converis/secure/login>

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Select Language

Converis Account Login

User name:

Password:

Login

More:
University Account Login Forgot password

<https://support.clarivate.com> Converis 6.18.0-IR220525



You should be redirected to the SAFIRE (South African Identify Federation) website.



If not redirected automatically, click "University Account Login".

STEP 2 University Account Login

👉 Click on “Central University of Technology, Free State”.

Select your identity provider

Afrikaans | English | Sesotho | isiXhosa | IsiZulu

You have previously chosen to authenticate at Central University of Technology, Free State

Login at Central University of Technology, Free State

South Africa

Incremental search...

Central University of Technology, Free State

Cape Peninsula University of Technology - Staff

Cape Peninsula University of Technology - Students

CSIR

Nelson Mandela University

North-West University

Rhodes University

SAFIRE Test Identity Provider

SANReN Competency Area

STEP 3 Add new content

👉 Click “Add new content”.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis

Search Help Super Admin: Matlawe, Malesela

Access Advanced Analytics + Add New Content

Dashboard

Publication Management

Award Management & Ethics Reviews

Postgraduate Research Management

IP Management

Person Data

Organisations

Classifications

Notifications

Statistics

Administration

Malesela Matlawe

i You will be redirected to your CUT's login page. Sign in using your CUT credentials.

i After signing in, SAFIRE will request your permission to log you into Converis, (if you have not yet accepted it, otherwise ignore this information). Click “Yes continue”.

i You should be redirected to the Converis homepage, showing a “Dashboard” tab.

STEP 4 Award Management & Ethics Reviews

👉 Click “Award Management & Ethics Reviews”.

The screenshot shows the Converis dashboard for user Malesela Matlawe. The left sidebar contains a list of menu items: Dashboard, Publication Management, Award Management & Ethics Reviews, Postgraduate Research Management, IP Management, Person Data, Organisations, Classifications, Notifications, Statistics, and Administration. The 'Award Management & Ethics Reviews' item is highlighted with a red box. The top navigation bar includes 'Web of Science', 'InCites', 'Journal Citation Reports', 'Essential Science Indicators', and 'EndNote'. The user's name 'Malesela Matlawe' and a 'Recently edited' section are visible in the main content area.

STEP 5 Ethics Review

👉 Click “Ethics Review”.

The screenshot shows the Converis dashboard for user Malesela Matlawe. The left sidebar contains a list of menu items: Dashboard, Publication Management, Award Management & Ethics Reviews, Postgraduate Research Management, IP Management, Person Data, Organisations, Classifications, Notifications, Statistics, and Administration. The 'Award Management & Ethics Reviews' item is expanded, and the 'Ethics Review' sub-item is highlighted with a red box. The top navigation bar includes 'Web of Science', 'InCites', 'Journal Citation Reports', 'Essential Science Indicators', and 'EndNote'. The user's name 'Malesela Matlawe' and a 'Recently edited' section are visible in the main content area.

STEP 6

Humanities and Social Sciences Research Ethics Committee

Click “Humanities and Social Sciences Research Ethics Committee (HSSREC)”.

The screenshot shows the 'Add new Ethics Review' page in the Converis system. The left sidebar contains a navigation menu with categories: Dashboard, Publication Management, Award Management & Ethics Reviews, Project Ideas, Grant/Project Applications, Projects, Funding Opportunities, Equipment, Contracts, Ethics Reviews, Tasks, Committees, and Reviewer's Sheet. The main content area is titled 'Add new Ethics Review' and has a sub-header 'Select the appropriate ethics review type'. Below this, there is a table with two columns: 'Ethics Review' and 'Information about the selected ethics review'. The table lists three options: 'Animal Research Ethics Committee (AREC)', 'Biomedical Research Ethics Committee (BMREC)', and 'Humanities and Social Sciences Research Ethics Committee (HSSREC)'. The 'HSSREC' option is highlighted with a red rectangular box. A 'Cancel' button is located at the bottom left of the table area.

STEP 7

HSSREC Application

Click “HSSREC Application”.

The screenshot shows the 'Add new Ethics Review' page in the Converis system, similar to the previous one. The left sidebar navigation menu is the same. The main content area is titled 'Add new Ethics Review' and has a sub-header 'Select the appropriate ethics review type'. The table lists the same three options as in the previous screenshot. The 'Humanities and Social Sciences Research Ethics Committee (HSSREC)' option is expanded, showing a sub-option 'HSSREC Application', which is highlighted with a red rectangular box. The 'Information about the selected ethics review' column now contains text: 'Humanities and Social Sciences Research Ethics Committee application form. This applies to research involving human subjects and is non-biomedical.' A 'Cancel' button is located at the bottom left of the table area.

STEP 8 New Ethics Review - complete all mandatory fields/sections

👉 Complete all **mandatory fields (*)** of the application form.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Search Help Super Admin : Matlawo, Malesela

Dashboard > Ethics Reviews > Add new Ethics Review

Dashboard

Publication Management

Award Management & Ethics Reviews

Project Ideas

Grant/Project Applications

Projects

Funding Opportunities

Equipment

Contracts

Ethics Reviews

Tasks

Committee

New Ethics Review

Not internally visible In preparation

1. Key Information * 2. Project Details * 3. Research Participants * More * ▾

Researchers are required to submit all research applications for REC approval before commencement of research. Ethics approval is given to project proposals for a period of a year, after which the PI must submit a continuation review report.

Application Details

University the application will be submitted to *

+

Type of ethics review *

HSSREC Application

Acknowledgement *

You need to acknowledge the following for POPIA Compliance

By using this system, I hereby acknowledge and accordingly consent that the University may from time to time, collect my personal information in my capacity as applicant/principal investigator/researcher and that the University may collect, store, use, delete, destroy, outsource, transfer or otherwise process my personal information, as the context and circumstances may require and as contemplated in terms of POPIA for the duration of my appointment at the University. *



Students must complete Section 1 - 8 of the application only.

Complete all mandatory fields of Section 1 “Key Information *” as required.

STEP 9 New Ethics Review - complete supervisor(s) section

👉 Remember to complete the “Supervisor(s)” section.

External Co-Investigators

+

Has the Principal Investigator or any of the co-investigators/ external co-investigators been previously/ or are presently being investigated for alleged research misconduct?

Yes No

If yes, please provide details and dates.

0/100

Supervisor(s) if applicable

Do you have a Supervisor? Yes/No (Question in the case of students)

Yes No

0/100

Cancel Save Save & close



Students are required to complete the “Supervisor(s)” section.



Click “Yes”.



Remember to always save the application after completing every section.

To save the application click “Save”.

STEP 10 New Ethics Review - add supervisor(s)

👉 Search your supervisor(s).

Supervisor(s) if applicable

Do you have a Supervisor? Yes/No (Question in the case of students)

Yes No

Malesela

Search results for Malesela

<input checked="" type="checkbox"/>	Matlawe, Malesela Alfred, mmatlawe@cut.ac.za - Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]] (Active)
<input checked="" type="checkbox"/>	Tjale, Malesela Johannes, tjalemj@tut.ac.za - Building & Estates [DVC: Institutional Support [Vice Chancellor [LIBRARY & TELEMATIC EDUCATION [HIGHER ED DEVELOPMENT & SUPPOR [TSHWANE UNIVERSITY OF TECHNOLO... (South African Technology Network)]]]] (Active)
<input checked="" type="checkbox"/>	Masela, Malesela Charles, maselamc@tut.ac.za - Building & Estates [DVC: Institutional Support [Vice Chancellor [LIBRARY & TELEMATIC EDUCATION [HIGHER ED DEVELOPMENT & SUPPOR [TSHWANE UNIVERSITY OF TECHNOLO... (South African Technology Network)]]]] (Active)

Cancel Save Save & close



Search your supervisor(s).

Click on your supervisor's details

STEP 11 New Ethics Review - supervisor type

👉 Select supervisor type.

Supervisor(s) if applicable

Do you have a Supervisor? Yes/No (Question in the case of students)

Yes No

Name	Organisation	Supervisor type	
Mr Malesela Alfred, Matlawe	Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]]	Select supervisor type	

Malesela

Search results for Malesela

<input checked="" type="checkbox"/>	Matlawe, Malesela Alfred, mmatlawe@cut.ac.za - Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]] (Active)
<input checked="" type="checkbox"/>	Tjale, Malesela Johannes, tjalemj@tut.ac.za - Building & Estates [DVC: Institutional Support [Vice Chancellor [LIBRARY & TELEMATIC EDUCATION [HIGHER ED DEVELOPMENT & SUPPOR [TSHWANE UNIVERSITY OF TECHNOLO... (South African Technology Network)]]]] (Active)
<input checked="" type="checkbox"/>	Masela, Malesela Charles, maselamc@tut.ac.za - Building & Estates [DVC: Institutional Support [Vice Chancellor [LIBRARY & TELEMATIC EDUCATION [HIGHER ED DEVELOPMENT & SUPPOR [TSHWANE UNIVERSITY OF TECHNOLO... (South African Technology Network)]]]] (Active)

Cancel Save Save & close



Once your supervisor is loaded, click "Select supervisor type".

STEP 12 New Ethics Review - supervisor type

👉 Select supervisor type.

Supervisor(s) if applicable

Do you have a Supervisor? Yes/No (Question in the case of students)

Yes No

Name	Organisation	Supervisor type	
Mr Malesela Alfred, Matlawe	Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]]	<div style="border: 1px solid red; padding: 2px;">✓ Select supervisor type Primary Co-supervisor</div>	  

Malesela

Search results for Malesela

- + Matlawe, Malesela Alfred, mmatlawe@cut.ac.za - Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]] (Active)
- + Tjale, Malesela Johannes, tjalemj@tut.ac.za - Building & Estates [DVC: Institutional Support [Vice Chancellor [LIBRARY & TELEMATIC EDUCATION [HIGHER ED DEVELOPMENT & SUPPOR [TSHWANE UNIVERSITY OF TECHNOLO... (South African Technology Network)]]]] (Active)
- + Masela, Malesela Charles, maselamc@tut.ac.za - Building & Estates [DVC: Institutional Support [Vice Chancellor [LIBRARY & TELEMATIC EDUCATION [HIGHER ED DEVELOPMENT & SUPPOR [TSHWANE UNIVERSITY OF TECHNOLO... (South African Technology Network)]]]] (Active)

-  Click "Primary" if the selected supervisor is the main supervisor.
-  Click "Co-supervisor" if the selected supervisor is the co-supervisor.

STEP 13 New Ethics Review - notify supervisor(s)

👉 Send notification to your supervisor.

Supervisor(s) if applicable

Do you have a Supervisor? Yes/No (Question in the case of students)

Yes No

Name	Organisation	Supervisor type	
Mr Malesela Alfred, Matlawe	Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]]	Primary	  

Malesela

Search results for Malesela

- + Matlawe, Malesela Alfred, mmatlawe@cut.ac.za - Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]] (Active)
- + Tjale, Malesela Johannes, tjalemj@tut.ac.za - Building & Estates [DVC: Institutional Support [Vice Chancellor [LIBRARY & TELEMATIC EDUCATION [HIGHER ED DEVELOPMENT & SUPPOR [TSHWANE UNIVERSITY OF TECHNOLO... (South African Technology Network)]]]] (Active)
- + Masela, Malesela Charles, maselamc@tut.ac.za - Building & Estates [DVC: Institutional Support [Vice Chancellor [LIBRARY & TELEMATIC EDUCATION [HIGHER ED DEVELOPMENT & SUPPOR [TSHWANE UNIVERSITY OF TECHNOLO... (South African Technology Network)]]]] (Active)

-  Finally, click  to send the notification to your supervisor.
-  To add a co-supervisor, if applicable, follow the same procedure and then select "Co-supervisor" as supervisor type.
-  To remove a supervisor, click .

STEP 14 New Ethics Review - complete other mandatory sections

👉 Complete all **mandatory fields (*)** of the application form.

The screenshot shows the 'New Ethics Review' form in the Conversis system. The navigation menu on the left includes 'Award Management & Ethics Reviews'. The main content area shows the 'New Ethics Review' form with the following sections highlighted with red boxes: 1. Key Information *, 2. Project Details *, 3. Research Participants *, and More *. The form includes fields for 'University the application will be submitted to', 'Type of ethics review' (set to HSSREC Application), and an 'Acknowledgement' section with a checkbox.

STEP 15 New Ethics Review - complete other mandatory sections

👉 Complete all **mandatory fields (*)** of the application form.

The screenshot shows the 'New Ethics Review' form in the Conversis system, specifically the 'Risk Mitigation' section. The navigation menu on the left includes 'Award Management & Ethics Reviews'. The main content area shows the 'New Ethics Review' form with the following sections highlighted with red boxes: 4. Risk Mitigation *, 5. Participants Personal Information, 6. Declaration *, 7. Funding and Sponsors, and 8. Attachments *. The 'Risk Mitigation' section includes a table with columns for 'kind of risk factor foreseen for participant involvement?', 'Yes / No', and 'If yes, what is the how do you intend to manage such risks and avoid them from the risk?'. The table lists risk factors such as Emotional Distress, Personal or Cultural embarrassment, Breach of confidentiality, Economic Harm, Legal jeopardy, and Physical pain or injury. The 'Save & close' button is highlighted with a red box.



Complete all mandatory fields of Section 2 “Project Details *” as required.

Click Section 3 “Research Participants *”, complete all mandatory fields as required.

Click “More *”, Click 4 “Risk Mitigation *”, complete all mandatory fields as required.



Click Section 4 “Risk Mitigation *”.

Click Section 5 “Participants Personal Information *”, complete all mandatory fields as required.

Follow the same steps for Section 6 “Declaration *”, Section 7 “Funding and Sponsors *” and Section 8 “Attachments *”.

STEP 14 New Ethics Review - attachments

👉 Complete all **mandatory fields (*)** of the application form.

The screenshot shows the HSSREC Application form for Matlawe, Malesela Alfred (CUT23828). The 'Attachments' tab is selected, showing a list of required documents. A red box highlights the 'Research Data Management Plan' link in the 'Details of Data Management Plan' section.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Search Help Researcher: Matlawe, Malesela Alfred, mma...

Dashboard > Ethics Reviews > Edit HSSREC Application Matlawe, Malesel ...

Dashboard

Research Output

Award Management & Ethics Reviews

Grant/Project Applications

Projects

Ethics Reviews

Tasks

Postgraduate Research Management

IP Management

Person Data

HSSREC Application Matlawe, Malesela Alfred (CUT23828)

Not internally visible In preparation Admin Info

1. Key Information * 2. Project Details * 3. Research Participants * 8. Attachments * ▾

Please attach all of the following documents relevant to your application:

1. Details of Data Management Plan.
2. Copies of any psychometric or other tests to be used by research subjects.
3. Copies of all consent and information forms, including translated forms needed.
4. Copies of all written text, advertising or script used to recruit subjects.
5. Copies of any third party or sponsorship agreements (such as the NRF, DHET) related to this research.
6. Signed approval from any relevant authorities required for this project.
7. Short CV of principal researcher.
8. Short CV of all research contributors and/or assistants.
9. Copies of prior ethical clearance or denial (A letter noting revisions made since may be attached).
10. Any relevant budgetary outlines, resources or equipment lists that may impact on the research.
11. Any other relevant documentation which may impact on the research itself.

Details of Data Management Plan *

Please download, fill and attach the details of **Research Data Management Plan** to address POPI Act requirements here.

Upload new file

STEP 15 New Ethics Review - complete other mandatory sections

👉 Complete all **mandatory fields (*)** of the application form.

The screenshot shows a file upload dialog box with a list of files. A red box highlights the filename 'Research+Data+Management+Plan+Template.docx' and another red box highlights the 'Upload' button.

Choose Files to Upload

Searching "This Mac"

Search: "This Mac" "Downloads"

Earlier	Date Modified	Size	Kind
Research+Data+Management+Plan+Template.docx	Today at 08:01	87 KB	Microso... (.docx)

Cancel Upload



In most sections under Attachments, links template documents are provided.

Please use these links to download the documents, complete and upload it back.

For example, in section "Details of Data Management Plan *", a template document is provided.

To download this document, click "Research Management Plan", the document should automatically be downloaded to your computer.



Complete the document and upload it by clicking 📁 (next to "Upload new file")

Click on the appropriate filename.

Click "Upload".

Follow the same steps for templates provided in sections to follow.

STEP 16 Save the application

Remember to always save the application after completing every section.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Search Help Super Admin : Matlawe, Malesela

Dashboard > Ethics Reviews > Add new Ethics Review

Dashboard

Publication Management

Award Management & Ethics Reviews

Project Ideas

Grant/Project Applications

Projects

Funding Opportunities

Equipment

Contracts

Ethics Reviews

Tasks

Committees

Reviewer's Sheet

New Ethics Review

Not Internally visible In preparation

1. Key Information * 2. Project Details * 3. Research Participants * More *

Researchers are required to give ethics approval before commencement of research. Ethics approval is required for all research projects. Researchers are required to submit a continuation review report.

Application Details

University the application is for

Type of ethics review *

In preparation

Returned to applicant for revision

For review by Supervisor

For review by Departmental Research Committee (DRC)

For review by the Faculty Research Committee (FRC)

Acknowledgement * You need to acknowledge the University's policies and procedures. By using this system, I hereby acknowledge that I voluntarily provide the University with my personal information and consent to the University collecting, disclosing and processing my personal information via RIMS to enable me to use the aforementioned system and participate as an applicant/principal investigator/researcher.

By using this system, I hereby acknowledge that I voluntarily provide the University with my personal information and consent to the University collecting, disclosing and processing my personal information via RIMS to enable me to use the aforementioned system and participate as an applicant/principal investigator/researcher.

Cancel Save Save & close



To save the application click "Save".



To save the application and continue later, click "Save & close".

Select status "In preparation".

Click "Done".

STEP 8 Save and close the application

Save and close the application.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Search Help Super Admin : Matlawe, Malesela

Dashboard > Ethics Reviews > Add new Ethics Review

Dashboard

Publication Management

Award Management & Ethics Reviews

Project Ideas

Grant/Project Applications

Projects

Funding Opportunities

Equipment

Contracts

Ethics Reviews

Tasks

Committees

Reviewer's Sheet

New Ethics Review

Not Internally visible In preparation

1. Key Information * 2. Project Details * 3. Research Participants * More *

Researchers are required to give ethics approval before commencement of research. Ethics approval is required for all research projects. Researchers are required to submit a continuation review report.

Application Details

University the application is for

Type of ethics review *

In preparation

Returned to applicant for revision

For review by Supervisor

For review by Departmental Research Committee (DRC)

For review by the Faculty Research Committee (FRC)

Acknowledgement * You need to acknowledge the University's policies and procedures. By using this system, I hereby acknowledge that I voluntarily provide the University with my personal information and consent to the University collecting, disclosing and processing my personal information via RIMS to enable me to use the aforementioned system and participate as an applicant/principal investigator/researcher.

By using this system, I hereby acknowledge that I voluntarily provide the University with my personal information and consent to the University collecting, disclosing and processing my personal information via RIMS to enable me to use the aforementioned system and participate as an applicant/principal investigator/researcher.

Cancel Save Save & close



Once all mandatory sections (1 – 8) have been completed, review the information provided, ensure it is correct, and then save and close the application.

Scroll towards the bottom of the page and click "Save & close".

Select status "For review by Supervisor".

Click "Done".

Section 2

How to review an ethics review application

(Instructions for Supervisors)



STEP 1 Review information provided by a student

👉 Review the application

STEP 2 Supervisor recommendation

👉 Provide application recommendation.



Supervisors must review Section 1 - 8 of the application.

Ensure that the information provided by the student is correct.



Once all mandatory sections (1 - 8) have been reviewed..

Click Section 8 "Attachments",

Click Section 9 "Departmental and Faculty Review".

Complete the "Supervisor Recommendation".

Select "yes", if you recommend the application.

Select "no", if you do not recommend the application.

Enter your comments in the textbox

STEP 2 Save and close application

👉 Save and close the application.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Search Help Super Admin : Matlawa, Malesela

Dashboard > Ethics Reviews > Add new Ethics Review

Dashboard

Publication Management

Award Management & Ethics Reviews

Project Ideas

Grant/Project Applications

Projects

Funding Opportunities

Equipment

Contracts

Ethics Reviews

Tasks

Committees

Reviewer's Sheet

New Ethics Review

Not internally visible In preparation

1. Key Information * 2. Project Details * 3. Research Participants * More *

Researchers are required to give to project proposals

Application Details

University the application

Type of ethics review *

HSSREC Application

Acknowledgement *

You need to acknowledge th

By using this system, I he information in my capacity destroy, outsource, transf contemplated in terms of

By using this system, I hereby acknowledge that I voluntarily provide the University with my personal information and consent to the University collecting, disclosing and processing my personal information via RIMS to enable me to use the aforementioned system and participate as an applicant/principal investigator/researcher. *

Set status

Enter a comment about the status change (optional).

In preparation

Returned to applicant for revision

For review by Supervisor

For review by Departmental Research Committee (DRC)

For review by the Faculty Research Committee (FRC)

Cancel Done

approval before commencement of research. Ethics approval is submit a continuation review report.

at the University may from time to time, collect my personal and that the University may collect, store, use, delete, n, as the context and circumstances may require and as the University. *



Once all mandatory sections (1 - 8) have been reviewed, and section 9 completed – save and close the application.

If the student made a few mistakes, send it back to them for revision.

To do this, select status “Returned application to student for revision” and enter a comment about status change in the text area above.

If the information provided by the student is correct, select status “For review by Faculty Research Committee (FRC).”

Finally, click “Done”.

Section 3

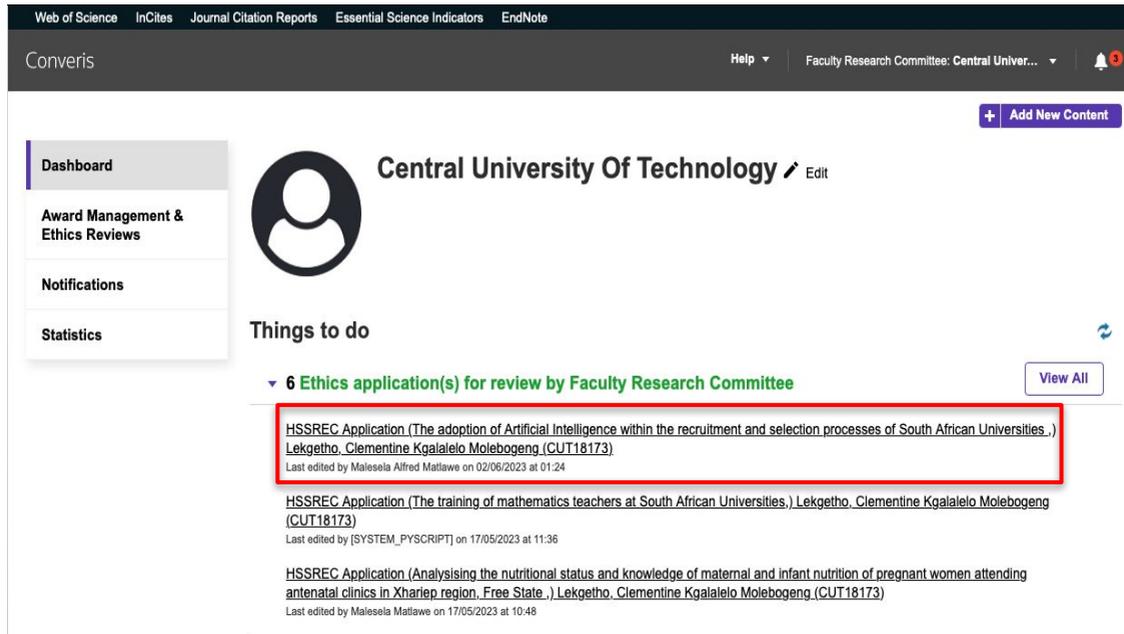
How to review an ethics review application

(Instructions for Faculty Research Committee)



STEP 1 Review the application

👉 Select the application to review.



The screenshot shows the Converis dashboard for Central University Of Technology. The user is logged in as Malesela Alfred Matlawe. The dashboard displays a list of ethics applications for review by the Faculty Research Committee. The first application is highlighted with a red box:

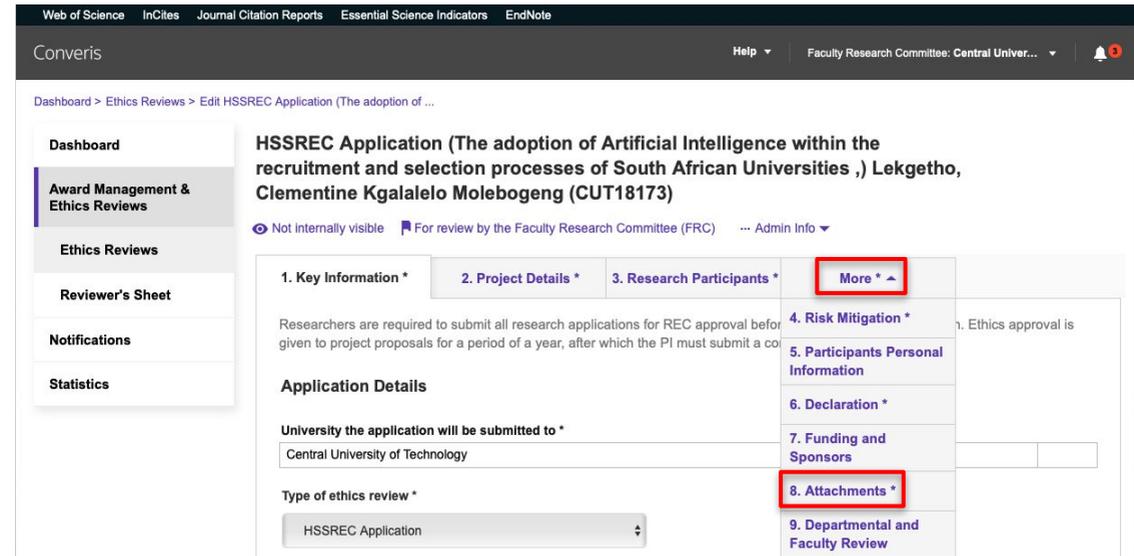
- HSSREC Application (The adoption of Artificial Intelligence within the recruitment and selection processes of South African Universities.) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)**
Last edited by Malesela Alfred Matlawe on 02/06/2023 at 01:24

Other applications listed include:

- HSSREC Application (The training of mathematics teachers at South African Universities.) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)
Last edited by [SYSTEM_PYSRIPT] on 17/05/2023 at 11:36
- HSSREC Application (Analysing the nutritional status and knowledge of maternal and infant nutrition of pregnant women attending antenatal clinics in Xhariep region, Free State.) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)
Last edited by Malesela Matlawe on 17/05/2023 at 10:48

STEP 2 Review the application

👉 Review the application to review.



The screenshot shows the HSSREC Application review page for the application titled "HSSREC Application (The adoption of Artificial Intelligence within the recruitment and selection processes of South African Universities.) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)". The page is for review by the Faculty Research Committee (FRC). The "More" button in the top navigation bar is highlighted with a red box. The "Attachments" section in the right-hand menu is also highlighted with a red box.

The application details shown include:

- University the application will be submitted to ***
Central University of Technology
- Type of ethics review ***
HSSREC Application

The right-hand menu contains the following sections:

1. Key Information *
2. Project Details *
3. Research Participants *
4. Risk Mitigation *
5. Participants Personal Information
6. Declaration *
7. Funding and Sponsors
8. Attachments *
9. Departmental and Faculty Review



Once signed in, a list of applications to review will be shown on the dashboard.
To start reviewing an application, click on it.



Click "More *".
Click Section 8 "Attachments *".

STEP 3 Review attachments

👉 Download and review the attachments.

Notifications

Statistics

Please attach all of the following documents relevant to your application:

1. Details of Data Management Plan.
2. Copies of any psychometric or other tests to be used by research subjects.
3. Copies of all consent and information forms, including translated forms needed.
4. Copies of all written text, advertising or script used to recruit subjects.
5. Copies of any third party or sponsorship agreements (such as the NRF, DHET) related to this research.
6. Signed approval from any relevant authorities required for this project.
7. Short CV of principal researcher.
8. Short CV of all research contributors and/or assistants.
9. Copies of prior ethical clearance or denial (A letter noting revisions made since may be attached).
10. Any relevant budgetary outlines, resources or equipment lists that may impact on the research.
11. Any other relevant documentation which may impact on the research itself.

Details of Data Management Plan *

Please download, fill and attach the details of [Research Data Management Plan](#) to address [POPI Act requirements](#) here.

Name	Description
 ICERI #2nd Corrections 98760_P.docx	

STEP 4 Faculty Review

👉 Select departmental and faculty review.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Help Faculty Research Committee: Central Univer...

Dashboard > Ethics Reviews > Edit HSSREC Application (The adoption of ...)

HSSREC Application (The adoption of Artificial Intelligence within the recruitment and selection processes of South African Universities) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)

Not internally visible For review by the Faculty Research Committee (FRC) Admin Info

Dashboard

Award Management & Ethics Reviews

Ethics Reviews

Reviewer's Sheet

Notifications

Statistics

1. Key Information * **2. Project Details *** **3. Research Participants *** **8. Attachments * ^**

Please attach all of the following documents relevant to your app

1. Details of Data Management Plan.
2. Copies of any psychometric or other tests to be used by research subjects.
3. Copies of all consent and information forms, including translated forms needed.
4. Copies of all written text, advertising or script used to recruit subjects.
5. Copies of any third party or sponsorship agreements (such as the NRF, DHET) related to this research.
6. Signed approval from any relevant authorities required for this project.
7. Short CV of principal researcher.
8. Short CV of all research contributors and/or assistants.
9. Copies of prior ethical clearance or denial (A letter noting revisions made since may be attached).
10. Any relevant budgetary outlines, resources or equipment lists that may impact on the research itself.

4. Risk Mitigation *

5. Participants Personal Information

6. Declaration *

7. Funding and Sponsors

9. Departmental and Faculty Review



Download each attached document, review it and ensure the information provided is correct.

To download the attached document, click  / .

Follow the same procedure to download and review the all the attached documents.

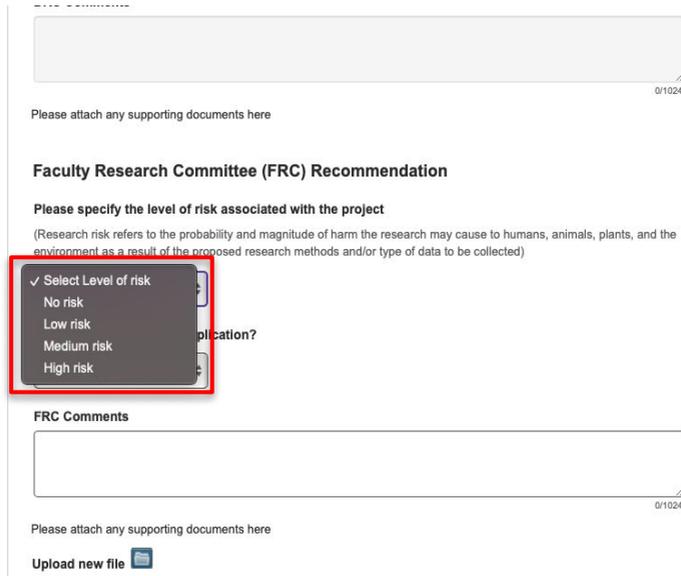


Click Section 8 "Attachments *".

Click Section 9 "Departmental and Faculty Review *".

STEP 5 FRC Recommendation

👉 Select level of risk.



Please attach any supporting documents here

Faculty Research Committee (FRC) Recommendation

Please specify the level of risk associated with the project
(Research risk refers to the probability and magnitude of harm the research may cause to humans, animals, plants, and the environment as a result of the proposed research methods and/or type of data to be collected)

✓ Select Level of risk
No risk
Low risk
Medium risk
High risk

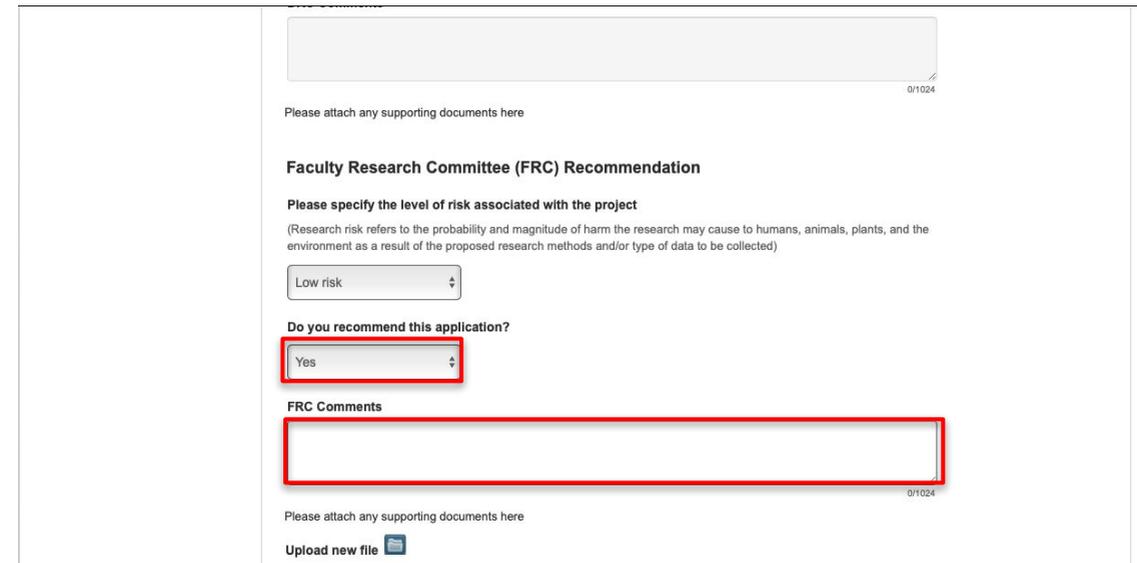
FRC Comments

Please attach any supporting documents here

Upload new file

STEP 6 FRC Recommendation

👉 Provide application recommendation.



Please attach any supporting documents here

Faculty Research Committee (FRC) Recommendation

Please specify the level of risk associated with the project
(Research risk refers to the probability and magnitude of harm the research may cause to humans, animals, plants, and the environment as a result of the proposed research methods and/or type of data to be collected)

Low risk

Do you recommend this application?

Yes

FRC Comments

Please attach any supporting documents here

Upload new file



Scroll to the “Faculty Research Committee (FRC) Recommendation” section.
Click “Select Level of risk” and select the risk level associated with the project.



Provide a recommendation for the application.
Select “yes”, if you recommend the application.
Select “no”, if you do not recommend the application.
Enter your comments in the textbox.

STEP 7 Add reviewer(s)

👉 Add application reviewers.

Dashboard

Award Management & Ethics Reviews

Ethics Reviews

Reviewer's Sheet

Notifications

Statistics

HSSREC Application (The adoption of Artificial Intelligence within the recruitment and selection processes of South African Universities ,) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)

Not internally visible For review by the Faculty Research Committee (FRC) Admin Info

1. Key Information * 2. Project Details * 3. Research Participants * 9. Departmental and Faculty Review

Supervisor Recommendation

Do you recommend this application?

Select yes or no

Supervisor Comments

Please attach any supporting documents here

Departmental Research Committee (DRC) Recommendation

Do you recommend this application?

4. Risk Mitigation *

5. Participants Personal Information

6. Declaration *

7. Funding and Sponsors

8. Attachments *

10. Committee and Chair Review

11. Reviewer's Sheet

12. Outcome

STEP 8 Add reviewer(s)

👉 Add reviewers.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Help Faculty Research Committee: Central Univer... 1

Dashboard > Ethics Reviews > Edit HSSREC Application (The adoption of ...)

HSSREC Application (The adoption of Artificial Intelligence within the recruitment and selection processes of South African Universities ,) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)

Not internally visible For review by the Faculty Research Committee (FRC) Admin Info

1. Key Information * 2. Project Details * 3. Research Participants * 11. Reviewer's Sheet

Reviewer's Sheet(s)

+



Click Section 9 "Departmental and Faculty Review".

Click Section 11 "Reviewer's Sheet".



Click +

STEP 9 Add reviewer(s)

👉 Add application reviewers.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Help Faculty Research Committee: Central Univer...

Dashboard > Ethics Reviews > Edit HSSREC Application (The adoption of ... > Add new Reviewer's Sheet)

Dashboard

Invitation sent to Reviewer

key Information *

Type of review

HSSREC Ethics applic

Reviewer *

Review Deadline *

STEP 10 Add reviewer(s)

👉 Add application reviewers.

Dashboard

Invitation sent to Reviewer

key Information *

Type of review

HSSREC Ethics applic

Reviewer *

marup

Search results for marup

- MARUPING, GAOLESE WINNIE, 209054522@mycut.ac.za - CIVIL ENGINEERING & GEOMATICS [ENGINEERING & BUILT ENVIRON, [CAPE PENINSULA UNIVERSITY OF TECHNOLOGY [SATN]]] (Active)
- Marupen, Samantha-Leigh, smarupen@cut.ac.za - Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]] (Active)
- Marupen, Samantha-Leigh, smarupen@cut.ac.za - Health Care & Psych. Services [Registrar [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]] (Active)
- Maruping, Thabang Ernest, 213042460@stud.cut.ac.za - Business Support Studies [Management Sciences [Teaching/Learning [Principal/Vice Chancellor [Central University Of Technology]]]] (Active)

Review Deadline *



STEP 11 Add reviewer(s)

👉 Select reviewer type.

Dashboard

Invitation sent to Reviewer

key Information *

Type of review

HSSREC Ethics applici

Reviewer *

Name	Reviewer Type	Organisation	
Samantha-Leigh, Marupen	Select type	Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]]	✉️ 🗑️

Search results for m

Modisenyane, Lesego Ruth, Imodisenyane@cut.ac.za - Communication/Marketing [Resources/Operations [Principal/Vice Chancellor (Central University Of Technology))] (Active)

STEP 12 Add reviewer(s)

👉 Select reviewer type

Dashboard

Invitation sent to Reviewer

key Information *

Type of review

HSSREC Ethics applici

Reviewer *

Name	Reviewer Type	Organisation	
Samantha-Leigh, Marupen	Select type	Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]]	✉️ 🗑️

Search results for m

Modisenyane, Lesego Ruth, Imodisenyane@cut.ac.za - Communication/Marketing [Resources/Operations [Principal/Vice Chancellor (Central University Of Technology))] (Active)



Click "Select type"



Click "Primary", if the reviewer is the main reviewer.

Click "Secondary", if the reviewer is the co-reviewer.

STEP 13 Add reviewer(s)

👉 Add review deadline.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Help Faculty Research Committee: Central Univer... 3

Dashboard > Ethics Reviews > Edit HSSREC Application (The adoption of ... > Add new Reviewer's Sheet

Dashboard

Award Management & Ethics Reviews

Ethics Reviews

Reviewer's Sheet

Notifications

Statistics

Invitation sent to Reviewer

key Information *

Type of review

HSSREC Ethics applici

Reviewer *

Name	Reviewer Type	Organisation	
Samantha-Leigh, Marupen	Primary	Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]]	✉ 🗑

Review Deadline *

STEP 14 Add reviewer(s)

👉 Pick review deadline date.

Award Management & Ethics Reviews

Ethics Reviews

Reviewer's Sheet

Notifications

Statistics

key Information *

Type of review

HSSREC Ethics applici

Reviewer *

Name	Reviewer Type	Organisation	
Samantha-Leigh, Marupen	Primary	Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]]	✉ 🗑

Review Deadline *

June 2023

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	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	30	1	2

Today Done



Click review deadline date picker.



Pick a date.

Click "Done".

STEP 15 Add reviewer(s)

👉 Finalize adding a reviewer.

Award Management & Ethics Reviews

- Ethics Reviews
- Reviewer's Sheet**
- Notifications
- Statistics

key Information *

Type of review
HSSREC Ethics applica

Reviewer *

Name	Reviewer Type	Organisation	
Samantha-Leigh, Marupen	Primary	Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]]	✉️ 🗑️

Review Deadline *
16/06/2023

Back Done

STEP 16 Add reviewer(s)

👉 Send invitation to reviewer.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis

Help Faculty Research Committee: Central Univer...

Dashboard > Ethics Reviews > Edit HSSREC Application (The adoption of ... > Add new Reviewer's Sheet

Award Management & Ethics Reviews

- Ethics Reviews
- Reviewer's Sheet**
- Notifications
- Statistics

key Information *

Type of review
HSSREC Ethics applica

Reviewer *

Name	Reviewer Type	Organisation	
Samantha-Leigh, Marupen		Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]]]	✉️ 🗑️

Review Deadline *
16/06/2023

Set status

Invitation sent to Reviewer

Cancel Done



Once the review deadline date has been picked, click "Done".



Click "Done".

STEP 17 Add reviewer(s)

👉 Add more reviewers.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Help Faculty Research Committee: Central Univer... 1

Dashboard > Ethics Reviews > Edit HSSREC Application (The adoption of ...)

Dashboard

Award Management & Ethics Reviews

Ethics Reviews

Reviewer's Sheet

Notifications

Statistics

HSSREC Application (The adoption of Artificial Intelligence within the recruitment and selection processes of South African Universities,) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)

Not internally visible For review by the Faculty Research Committee (FRC) Admin Info

1. Key Information * 2. Project Details * 3. Research Participants * 11. Reviewer's Sheet

Reviewer's Sheet(s)

Reviewer	Review Deadline	Comments to support recommendation and guide revision	Status	Created by	
Marupen, Samantha-Leigh, smarupen@cut.ac.za - Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]] (Active)	16/06/2023		Invitation sent to Reviewer		

+

STEP 18 Save and close the application

👉 Save and close the application.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis Help Faculty Research Committee: Central Univer... 1

Dashboard > Ethics Reviews > Edit HSSREC Application (The adoption of ...)

Dashboard

Award Management & Ethics Reviews

Ethics Reviews

Reviewer's Sheet

Notifications

Statistics

HSSREC Application (The adoption of Artificial Intelligence within the recruitment and selection processes of South African Universities,) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)

Not internally visible For review by the Faculty Research Committee (FRC) Admin Info

1. Key Information * 2. Project Details * 3. Research Participants * 11. Reviewer's Sheet

Reviewer's Sheet(s)

Reviewer	Review Deadline	Comments to support recommendation and guide revision	Status	Created by	
Marupen, Samantha-Leigh, smarupen@cut.ac.za - Research Development/Postgrad [Research/Innovation/Engag [Principal/Vice Chancellor [Central University Of Technology [South African Technology Netwo...]]] (Active)	16/06/2023		Invitation sent to Reviewer		

+

Cancel Save **Save & close**



To add more reviewers to the application.

Click **+** and follow the same procedure (step 8 -16).



Once all the reviewers have been added and invitations sent out.

Click "Save & close".

STEP 19 Save and close the application

👉 Save and close the application.

The screenshot shows the Converis application interface. The main content area displays the title "HSSREC Application (The adoption of Artificial Intelligence within the recruitment and selection processes of South African Universities ,) Lekgetho, Clementine Kgalalelo Molebogeng (CUT18173)". A "Set status" dialog box is open, showing several options: "Returned to applicant for revision", "For review by the Faculty Research Committee (FRC)", "For review by Faculty Committee for Research Ethics (FCRE)", and "For review by REC Committee Administrative Officer". The "Returned to applicant for revision" option is highlighted with a red box. Below the dialog box, the "Done" button is also highlighted with a red box. The background shows a sidebar with navigation options like "Award Management & Ethics Reviews", "Ethics Reviews", "Reviewer's Sheet", "Notifications", and "Statistics".



Click "Returned to applicant for revision", if you do not recommended the application.

Click "For review by the Faculty Research Committee (FRC)", if you recommended the application.

Finally, click "Done".

Section 4

How to review an ethics review application

(Instructions for Research Ethics Committee)

