Health Research Ethics Committee (HREC)

SUB-FORM APPLICATION: Documentation
Guidance and instructions for researchers

The Health Research Ethics Committee (HREC) uses an electronic ethics review management system, *Infonetica©*, to manage the application and review process.

⇒ To access the electronic submission platform for your HREC e-form application, please click to our HREC website: **Electronic Application Process**

⇒ **To login**, type in your SU username followed by @sun.ac.za

⇒ Should log in be unsuccessful please verify your Sun ID account with your home department and try again at a later stage.

⇒ **Locate your specific project**

⇒ **NB! Before creating the sub-form, please check the top of your screen for any updates. if you see a note on the top of the screen indicating "There is a newer version of the project. Update" click on update to get the latest version of your project. If there is no note please proceed to create the required sub-form. Please <u>do not</u> create a REC Documentation form.**

⇒ **Click on the Create Sub-form tile**

⇒ **Select the appropriate Sub-form to be uploaded, and once selected click on create**
  - *HREC Documentation Form*
  - HREC Protocol Amendment Form
  - HREC Annual Progress /Final Report for Clinical Trial/Health/Student Research
  - HREC Serious Adverse Events(SAE)

⇒ Under the HREC Documentation Form, close to Section 1, select page 1 and enter information as required

⇒ Once completed successfully click on submit.

What needs to be submitted for an acknowledgement letter?

Clinical trials:		Health and student research:
Cover letter		Cover letter
Documents related to submission		Documents related to submission