

Submitting a BREC application on the RIG System

STEP 1:

Log in: <https://rig.ukzn.ac.za/converis/secure/client/login>

STEP 2:

On the dashboard page, on top right, click “Add New Content” and choose **Ethics Applications**. Select appropriate ethics application type by clicking **BREC application** under “Biomedical Research Ethics Committee”

STEP 3:

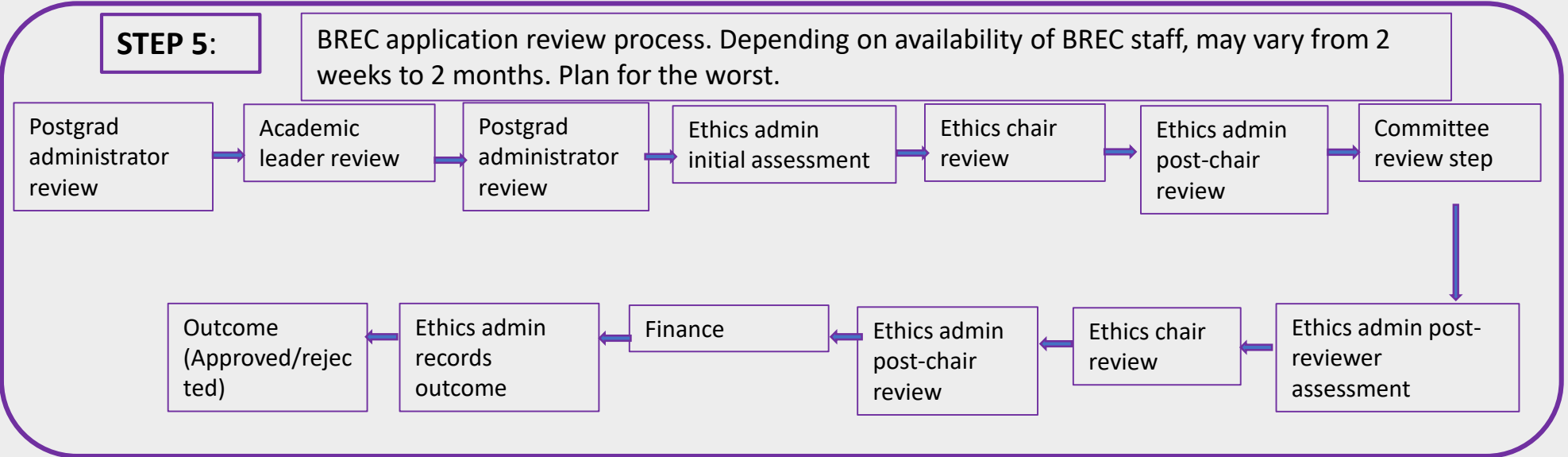
Complete TABS 1 – 8. Click “More” to reveal other tabs. Where applicable, complete relevant form and attach as pdf. All instructions are clear on each TAB.

NOTE: TAB 7 (Attachments) – ensure your documents are pdf, and are combined as one file (e.g. PI and co-investigator CVs combined as one file). The budget can be attached as an excel sheet, but preferably pdf.

STEP 4:

STUDENTS
On first tab, complete degree associated with application and do not forget to complete “Supervisor” details, as application goes through Supervisor first. Supervisor to submit group applications for all students in his/her project.

RESEARCHERS
On TAB 1, complete information and add co-investigators (if applicable). Complete all that is applicable, click “Save and close” to save as “Draft” if not done, or to submit your application for review.



NOTE: Contact details below are based on interaction from 1 application on RIG. Some contacts may change depending on who reviewers are

Description	Contact
For general queries about the system	RIGEthicsHelp@ukzn.ac.za
To register an external applicant (co-investigator) to be added to the system. Get them to complete the form (cc Anusha when registering someone)	RIGRegistration@ukzn.ac.za
BREC queries (cc her when querying with RIG or BREC)	Anusha Marimuthu: Marimuthu@ukzn.ac.za
Postgrad Admin Reviewer (Engineering) *NOTE: once you submit your application for postgrad review, email Nombuso to let her know.	Ntombenhle Nombuso Dlamini: DlamniniN7@ukzn.ac.za x2070
Academic Leader Reviewer (Engineering)	Akshay Kumar: Saha: Saha@ukzn.ac.za
<u>Ethics Admin Reviewer</u>	Precious Mofokeng OR Pravini Pillay
These are two of the people that have been dealt with – they work together	MofokengP@ukzn.ac.za PillayP20@ukzn.ac.za x1074 x8323
<u>ICS and RIG</u>	Riaz Essay OR Tanya Pillay
Riaz seems to be someone that can do things behind the scenes since he is ICS. Tanya works with him I think	ESSAYM@ukzn.ac.za PillayT6@ukzn.ac.za x1522 x2145