

ADEP user guide

Single study with student submission

ADEP = Agile digitisation of ethics processes

Webpage link

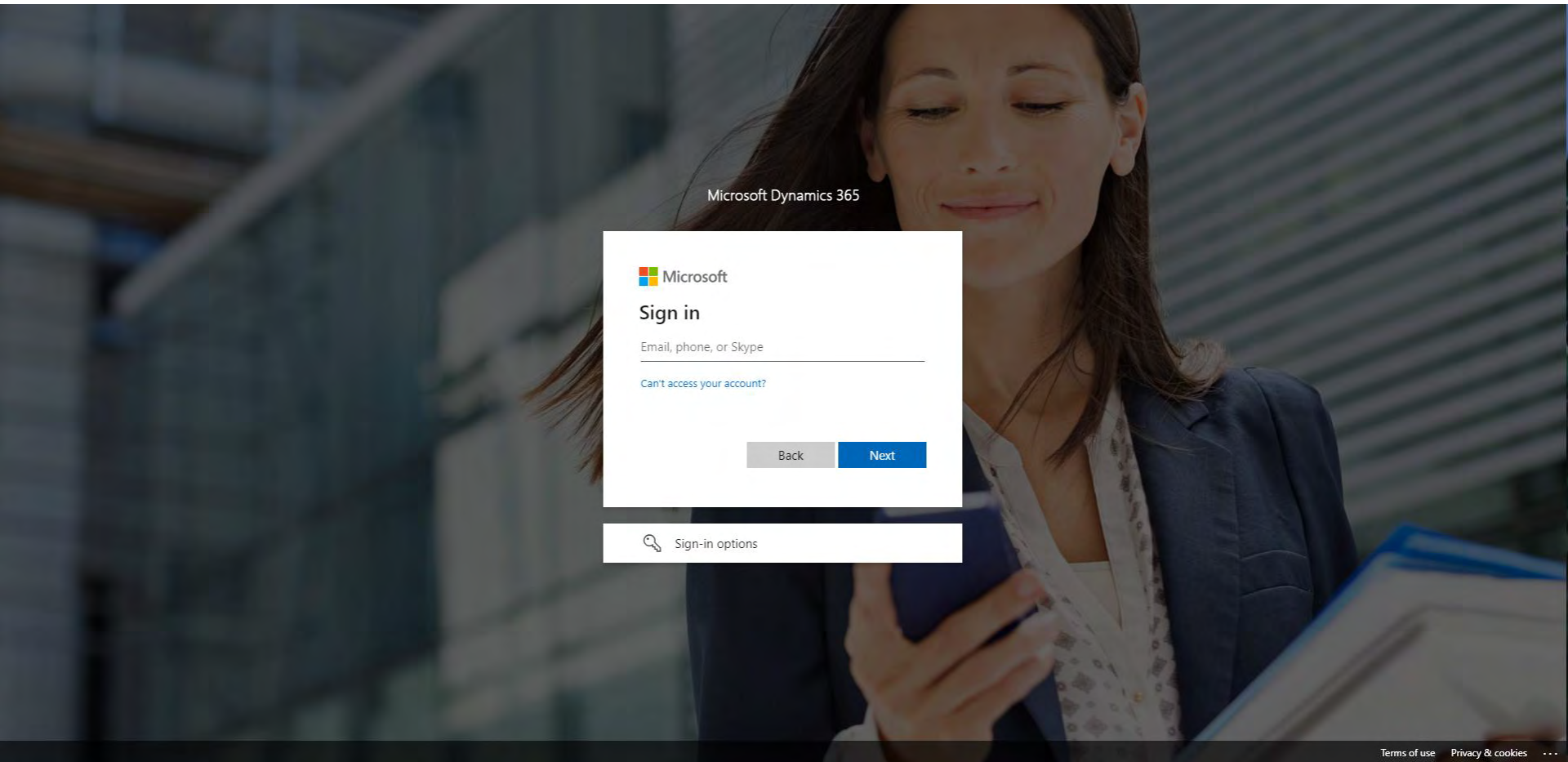
Please click on the following link to go to the ADEP system page:

<https://adep.crm14.dynamics.com>

If possible, please use Google Chrome.

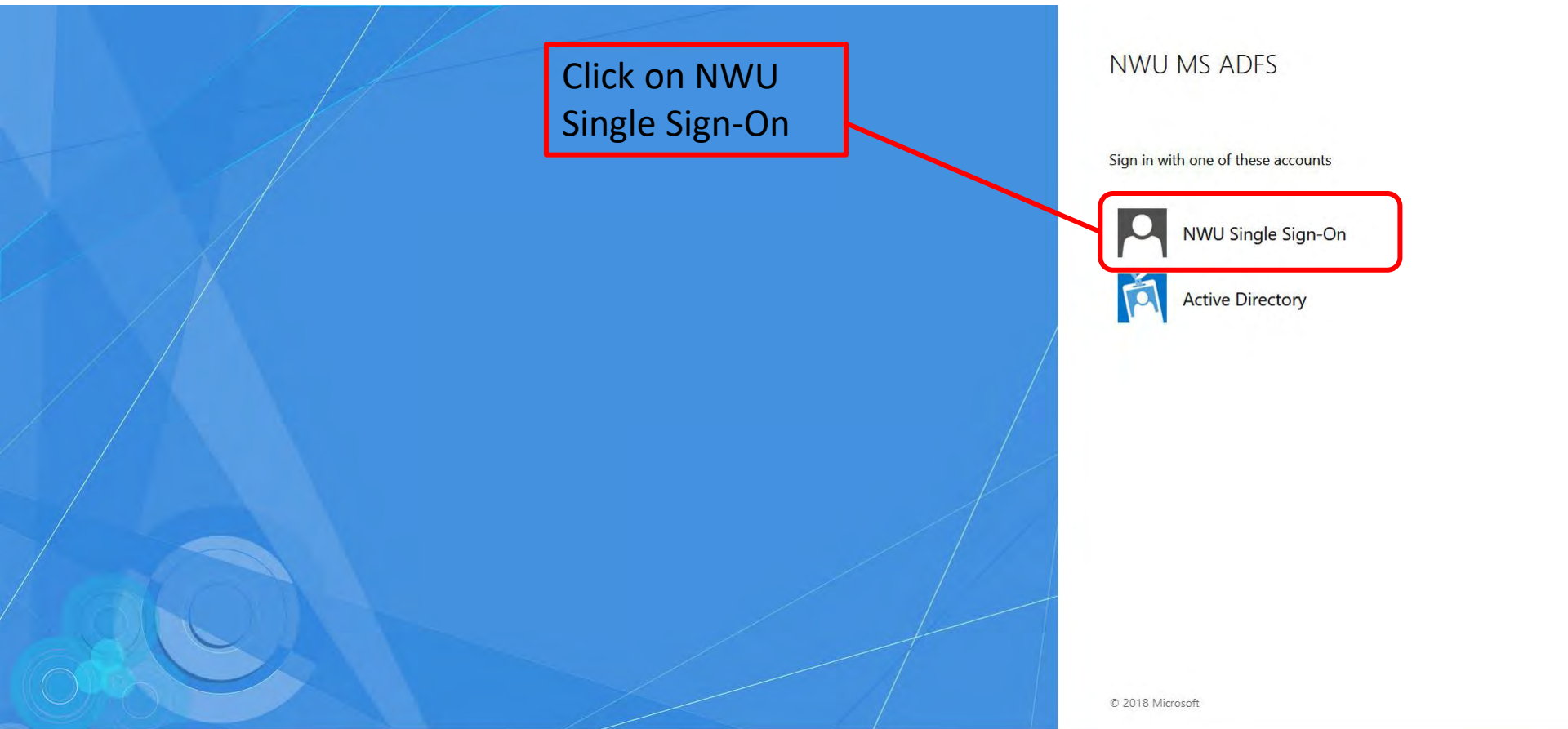
Sign in

Please sign in using your NWU email: e.g. 12345678@nwu.ac.za



Sign in

Please sign in using your NWU credentials.



Click on NWU
Single Sign-On

NWU MS ADFS

Sign in with one of these accounts



NWU Single Sign-On



Active Directory

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Sign in

Please sign in using your NWU credentials.



Central Authentication Service

Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

Vir sekuriteitsredes, teken asseblief uit en maak die webblaaier toe wanneer u klaar van al die dienste gebruik gemaak het.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

U is besig om op die NWU privaat netwerk aan te teken.

U verklaar dat u uself vergewis het van die NWU beleid, reëls en riglyne soos gepubliseer by onderstaande skakels, en u onderneem om dit na te kom.

You are about to log into the NWU private network.

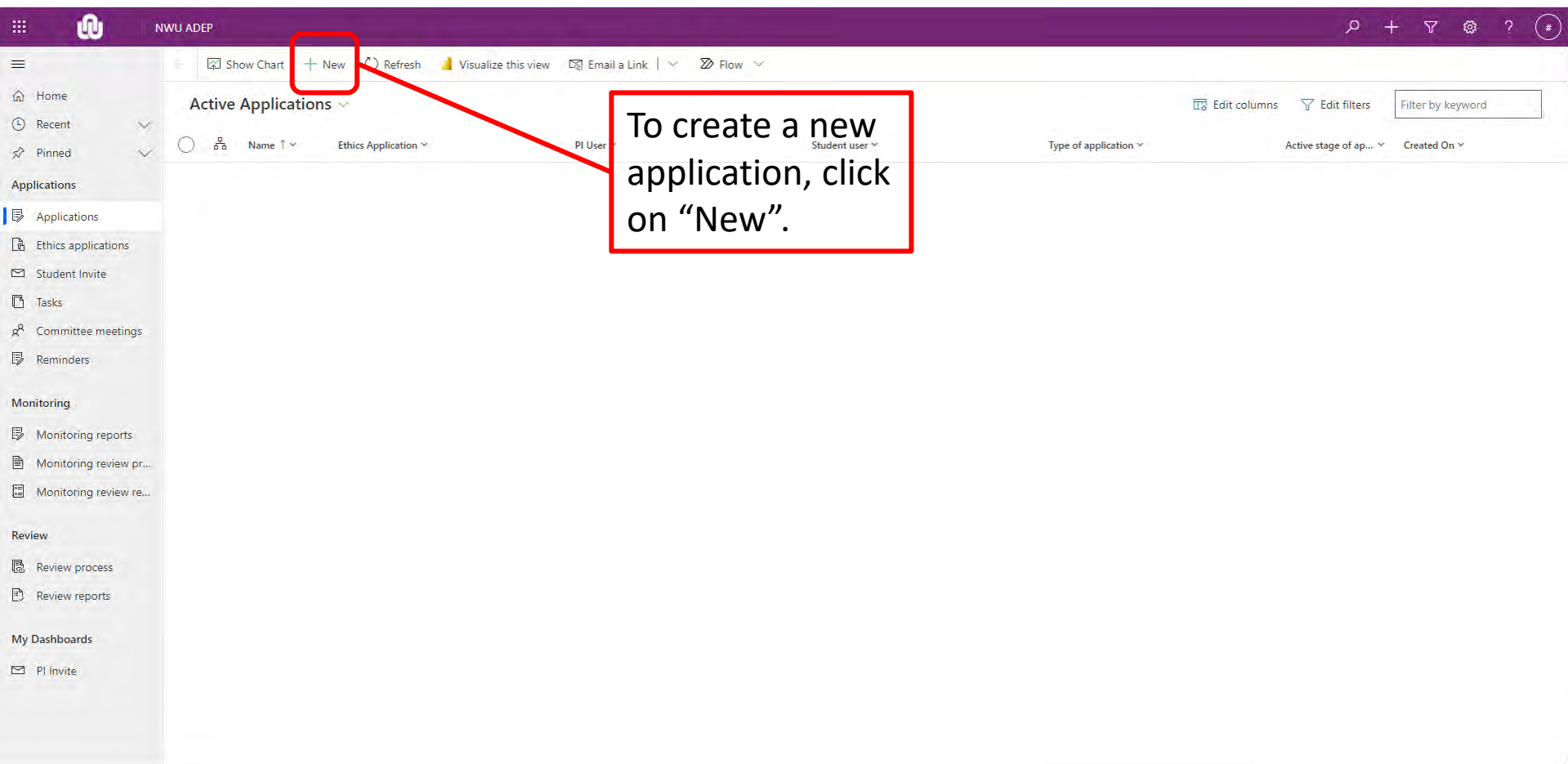
You confirm that you have read and that you understand the NWU policy, rules and regulations as published on the links below and that you agree to subject yourself thereto.

[GOVERNANCE AND MANAGEMENT, Policies & Rules](#)

[Policy, Rules and Guidelines for the responsible use of IT @ NWU](#)

Create a new application

This is your home page where all your applications will be visible.



The screenshot displays the NWU ADEP dashboard. The top navigation bar includes the NWU logo, the text 'NWU ADEP', and various utility icons. Below the navigation bar, there is a toolbar with buttons for 'Show Chart', '+ New', 'Refresh', 'Visualize this view', 'Email a Link', and 'Flow'. The main content area is titled 'Active Applications' and features a table with columns for 'Name', 'PI User', 'Type of application', 'Active stage of ap...', and 'Created On'. A red box highlights the '+ New' button in the toolbar, and a red callout box with a white background and black text points to it, containing the instruction: 'To create a new application, click on "New".' The left sidebar contains a list of navigation options including Home, Recent, Pinned, Applications, Ethics applications, Student Invite, Tasks, Committee meetings, Reminders, Monitoring reports, Monitoring review pr..., Monitoring review re..., Review process, Review reports, and My Dashboards.

Create a new application

Fill in the details of the application.

The screenshot shows the 'New Application' form in the NWU ADEP system. The form is titled 'New Application - Unsaved' and has a progress bar at the top indicating 'Fill In Application (< 1 Min)' and 'Approval By PI'. The 'General' tab is selected, and the form contains several fields:

- Name:** A dropdown menu with a search icon.
- Research ethics committee:** A dropdown menu with 'NWU - HREC' selected.
- Type of application:** A dropdown menu with a search icon, highlighted by a red box and a callout box that says 'Select: Single study'.
- Ethics Application:** A dropdown menu with a search icon.
- PI User:** A dropdown menu with a search icon, highlighted by a red box and a callout box that says 'Start typing the PI's name and select.'
- Student user:** A dropdown menu with a search icon, highlighted by a red box and a callout box that says 'Start typing the student's name and select.'
- Owner:** A dropdown menu with a search icon, showing '# Germari Kruger'.

The left sidebar contains navigation options: Home, Recent, Pinned, Applications, Monitoring, Review, and My Dashboards. The top navigation bar includes icons for search, home, and help.

Create a new application

Fill in the details of the application.

The screenshot displays the NWU ADEP (Academic Development and Ethics Process) interface. The top navigation bar includes a search icon, a plus sign, a funnel icon, a settings gear, a question mark, and a user profile icon. The main toolbar contains a back arrow, a 'Save' button (highlighted with a red box), a 'Save & Close' button, a '+ New' button, and a 'Flow' dropdown menu. The page title is 'New Application - Unsaved'. Below the title is a progress bar with three stages: 'Application process' (Active for less than one minute), 'Fill In Application (< 1 Min)' (highlighted with a red circle), 'Complete Ethics Application', and 'Approval By PI'. The 'General' section of the form includes the following fields:

Field	Value
Name	---
Research ethics committee	NWU - HREC
Type of application	Single Study
Ethics Application	---
PI User	GK # Germari Kruger
Student user	GK # Germari Kruger
Owner	GK # Germari Kruger

The 'Progress' section is currently empty. A red arrow points from the 'Save' button in the toolbar to a red box containing the text 'Click: Save'.

Create a new application

Move to next stage.

The screenshot displays the NWU ADEP application interface. At the top, a purple header bar contains the NWU logo and the text 'NWU ADEP'. Below the header, a navigation menu on the left lists various sections: Home, Recent, Pinned, Applications, Ethics applications, Student Invite, Tasks, Committee meetings, Reminders, Monitoring, Monitoring reports, Monitoring review pr..., Monitoring review re..., Review, Review process, Review reports, My Dashboards, and PI Invite. The main content area shows an application titled 'ADEP-000942 - Saved Application'. A progress bar at the top of the main content area indicates the current stage: 'Complete Ethics Application' (locked) and 'Approval By PI' (unlocked). A modal dialog box titled 'Fill in Application (5 Min)' is open, showing a 'Submit' button and a 'No' button. The dialog also displays 'Type of application * Single Study' and a 'Next Stage >' button. A red box highlights the 'Fill in Application (5 Min)' dialog title, and a red arrow points from this box to a larger red box containing the text 'Click "Fill in Application" to move to the next step.' Below the progress bar, there is a 'Progress' section with a table for logging progress. The table has columns for 'Log date' and 'Log message'. The table is currently empty, with the text 'No data available' at the bottom. The table headers are: Log date ↑, Log message ↓.

Fill in Application (5 Min)

Submit No

Type of application * Single Study

Next Stage >

Click "Fill in Application" to move to the next step.

Progress

Log date ↑	Log message ↓
------------	---------------

No data available

Create a new application

Move to next stage.

The screenshot displays the NWU ADEP application interface. A modal dialog box titled "Fill In Application (5 Min)" is open, showing a progress bar with three stages: "Application process" (Active for 4 minutes), "Fill In Application (5 Min)" (Active for 5 minutes), and "Complete Ethics Application". The dialog box contains the following fields:

- Submit: A dropdown menu with "Yes" selected.
- Type of application: A dropdown menu with "NO" selected.
- Next Stage: A blue button with a right-pointing arrow.

Two red boxes with arrows point to the "Submit" dropdown and the "Next Stage" button, with the following text:

1. Select: Yes
2. Click: Next Stage

The background interface shows the application details for "ADEP-000942 - Unsaved Application". The "General" tab is active, displaying the following information:

- Name: ADEP-000942
- Research ethics committee: NWU - HREC
- Type of application: Single Study
- Ethics Application: TEMP-NWU-01417-23-S1
- PI User: # Germari Kruger
- Student user: # Germari Kruger
- Owner: # Germari Kruger

The "Progress" section at the bottom shows a table with columns for "Log date" and "Log message", and a "No data available" message.

Complete an application

Fill in the application with applicable information of the study. Sections will be visible based on your selections.

TEMP-NWU-01417-23-S1 - Saved
Ethics Application

Application process
Active for 51 minutes

Fill In Application Complete Ethics Application (45 Min) Approval By PI Approval By Secretariat Assign Reviewers Committee Decision Start Rebuttal Process

Register project 1. Project description 2. Research team 3. Scientific committee 4. Research ethics 5. Additional aspects 6. Insurance and evaluations

NWU-HREC North-West University Health Research Ethics Committee (REC-130913-037)

Ethics Application Form: Health and Health related research involving humans (Single or larger studies)

Research Ethics Number: TEMP-NWU-01417-23-S1

University(ies): ---

Discipline(s): ---

Type of study: Single Study

PI/ Researcher / Study Supervisor - User: # Germari Kruger

Title: ---

First names: * #

Last name: * Germari Kruger

NWU staff/student nr: ---

Email: * Germari.Kruger@nwu.ac.za

Mobile phone: ---

Complete the form under each tab.

Complete an application

Upload files.

The screenshot displays the NWU ADEP application process interface. The top navigation bar includes the NWU logo and the text 'NWU ADEP'. Below the navigation bar, there is a toolbar with various icons for actions like Save, Deactivate, Refresh, Check Access, Process, Assign, and Flow. The main content area shows the application process flow, with the current step being 'Complete Ethics Application (45 Min)'. The flow includes steps: Register project, 1. Project description, 2. Research team, 3. Scientific committee, 4. Research ethics, 5. Additional aspects, and 6. Insurance and evaluations. The 'Complete Ethics Application' step is highlighted with a red circle. Below the flow, there is a section titled 'Documents for Application' with an 'Add document' button. A red box highlights the 'Add a new document/s' section, which contains a list of document types for application: 'Cover letter for application.', 'Research study proposal (as approved) or study guide for training', and 'Approval letter from the Scientific Committee.'. Below this list, there is a text area with the message 'There is nothing attached.' and an 'Attach file' button. At the bottom of the document section, there are 'Submit' and 'Cancel' buttons. A red callout box points to the document type list with the text: 'Select an option to upload the applicable file.'

Complete an application

Upload files.

The screenshot displays the NWU ADEP application process interface. The top navigation bar includes the NWU logo and the text 'NWU ADEP'. Below the navigation bar, a progress bar shows the current step: 'Complete Ethics Application (45 Min)'. The main content area is titled 'Documents for Application' and contains a form with the following fields:

- Add document** (button)
- Add a new document/s** (text)
- Document type for Application** (dropdown menu)
- Ethics Application** (dropdown menu with value 'NWU-00019-23-51')
- Attachments** (text input field)
- Attach file** (button)
- Submit** (button)
- Cancel** (button)

A red box highlights the 'Attach file' button, and a red callout box points to it with the text 'Select a file to upload.'

Complete an application

Upload files.

The screenshot displays the NWU ADEP application process interface. At the top, a navigation bar includes the NWU logo and the text 'NWU ADEP'. Below this, a progress bar shows the current step: 'Complete Ethics Application (45 Min)'. The progress bar is divided into several stages: 'Fill In Application', 'Complete Ethics Application (45 Min)', 'Approval By PI', 'Approval By Secretariat', 'Assign Reviewers', 'Committee Decision', and 'Start Rebuttal Process'. The current step is highlighted with a red circle and a checkmark. Below the progress bar, a list of steps is shown: 'Register project', '1. Project description', '2. Research team', '3. Scientific committee', '4. Research ethics', '5. Additional aspects', '6. Insurance and evaluations', and 'Related'. The main content area is titled 'Documents for Application' and contains a list of documents. The first document is 'Cover letter for application', which is highlighted with a red box. To the right of this document are two buttons: 'Add document' and 'Edit document', both also highlighted with red boxes. A red arrow points from the 'Add document' button to a text box that says 'Add the next document.'. Below the 'Cover letter for application' document is a 'Remove Selected Document' button. The interface also shows a sidebar on the left with various navigation options like 'Home', 'Recent', 'Pinned', 'Applications', 'Ethics applications', 'Student Invite', 'Tasks', 'Committee meetings', 'Reminders', 'Monitoring', 'Review process', and 'My Dashboards'. At the bottom of the page, there is a footer with the NWU logo and the text 'NWU®'.

TEMP-NWU-01417-23-S1 - Saved
Ethics Application

Application process
Active for 51 minutes

Fill In Application Complete Ethics Application (45 Min) Approval By PI Approval By Secretariat Assign Reviewers Committee Decision Start Rebuttal Process

Register project 1. Project description 2. Research team 3. Scientific committee 4. Research ethics 5. Additional aspects 6. Insurance and evaluations Related

Documents for Application

Cover letter for application

Add document Edit document

Edit an existing document

Document type for Application
Cover letter for application
Ethics Application
NWU-00019-23-S1
Attachments
test doc.docx

Remove Selected Document

Successful upload.

Add the next document.

Complete an application

Upload files.

TEMP-NWU-01417-23-S1 - Saved
Ethics Application

Application process Active for 19 hours

Fill In Application Complete Ethics Application Approval By PI (18 Hrs) Approval By Secretariat Assign Reviewers

Register project 1. Project description 2. Research team 3. Scientific committee 4. Research ethics 5. Additional aspects 6. Insurance and evaluations Related

Other aspects descriptions

1.1 Checklist and attachments

Document requirements for this ethics application

File field name	Document type	Description	Documents req...	Documents upl...	All documen...	Created On
No data available						

0 - 0 of 0 Page 1

You will see here the outstanding files required before submission.

Submit an application

To submit an application, click: “Complete Ethics Application”.

The screenshot shows the NWU ADEP (Application Development and Evaluation Platform) interface. The main flowchart displays the following steps: Application process (Active for 1 hour), Fill In Application, Complete Ethics Application (55 Min), Approval By PI, Approval By Secretariat, Assign Reviewers, Committee Decision, and Start Rebuttal Process. The 'Complete Ethics Application (55 Min)' step is highlighted with a red box. A modal dialog box is open over this step, titled 'Submit Ethics Application', with a 'Next Stage' button highlighted by a red box. A red arrow points from the 'Next Stage' button to a text box that says '1. Select: Yes'. Another red arrow points from the 'Next Stage' button to a text box that says '2. Click: Next stage'. The background shows the '6.1 Sec 6a: Evaluation by other Research Ethics Committees' section, which includes a table with columns for Name, Approval Status, Approval date, Approval number, Contact number of the research, and E-mail address of the research. The table is currently empty, showing 'No data available'.

Submit an application

The next step is to ask for PI approval.

TEMP-NWU-01417-23-S1 - Saved
Ethics Application

Application process (Active for 1 hour) | Fill In Application | Complete Ethics Application | **Approval By PI (< 1 Min)** | Approval By Secretariat | Assign Reviewers | Committee Decision | Start Rebuttal Process

6.1 Sec 6a: Evaluation by other Research Ethics Committees

Please complete this section if this study has been or will be evaluated by any other research ethics committee for approval of this study.

Approved by PI? No

from PI

Run Flow

Type of study: Single Study

Next Stage

Click: Run flow

6.2 Sec 6b: Risk Insurance

The North-West University has insurance at its disposal to cover the risk of claims against the University in case of damage to participants due to professional negligence – the maximum cover is currently R100 million per annum (all studies included). However, this is only available if studies were approved by a research ethics committee and researchers have kept to the approved proposal by the research ethics committee.

6.2.1 Briefly describe the potential risks to which the participants/researchers/assistants/ field workers or other individuals are going to be subject to in so far as complications may lead to summonses.

Submit an application

The next step is to ask for PI approval.

The screenshot shows the NWU ADEP application process interface. The main window displays the application process for 'TEMP-NWU-01417-23-S1 - Saved Ethics Application'. The process is active for 1 hour and is currently in the 'Fill In Application' step. The process steps are: Register project, 1. Project description, 2. Research team, 6.1 Sec 6a: Evaluation by other Research Ethics Committees, 6.2 Sec 6b: Risk Insurance, and 6.2.1 Briefly describe the potential risks to which the participants/researchers/assistants/ field workers or other individuals are going to be subject to in so far as complications may lead to summonses.

A dialog box titled 'Login to flow' is open, showing the 'Run flow' button highlighted in blue. The dialog box contains the following text:

Run flow
Approval by PI - Normal process
Owner: Kobus Viljoen

This flow uses Microsoft Dataservice, Approvals, and Office 365 Outlook.
[Review connections and actions](#)

Click: Run flow

Approve an application

The PI will now receive an email indicating that the student has submitted an application on the system.

The PI should now check if the information in the application is correct and then approve the application.

Approve an application

Approval of ethics application - TEMP-NWU-01417-23-S1

Microsoft Power Automate <flow-noreply@microsoft.com>
To

If there are problems with how this message is displayed, click here to view it in a web browser.

Microsoft Power Automate

Approval of ethics application - TEMP-NWU-01417-23-S1

Requested by DocuSign Test
[Click here to view ethics application](#)

Date Created: Wednesday, June 28, 2023 2:02 PM GMT

Click: To go to the application

Click: To Approve

Approve >

Reject >

Click: To Reject

View this Approval on the Power Automate Portal [here](#)

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#)

f t y in

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Reject an application

If the PI rejects the application, they can fill in what should be changed in the comment box.

The screenshot displays the Power Automate 'Approvals' section. A table lists an approval request: 'Approval of ethics application - TEMP-NWU-01417-23-'. The 'Respond: Reject' dialog box is open, showing the request details and a 'Choose your response' dropdown set to 'Reject'. A red box highlights the 'Add a comment' text area, which contains '(optional)'. Another red box highlights the 'Confirm' button. Callout boxes provide instructions: 'Type comments to the student. The student will receive this via email.' and 'Click: To Send'.

Request	Received	Details	Requested by
Approval of ethics application - TEMP-NWU-01417-23-	Jun 28, 04:02 PM (16 h ago)		DocuSign Test

Respond: Reject

Overview

Approval
Approval of ethics application - TEMP-NWU-01417-23-S1

Requester
DocuSign Test

Received
Jun 28, 04:02 PM (16 h ago)

Link
Click here to view ethics application

Choose your response *

Reject

Add a comment
(optional)

Confirm Cancel

Type comments to the student. The student will receive this via email.

Click:
To Send

Approve an application

The PI should click confirm to approve the application.

The screenshot displays the Power Automate interface. On the left is a navigation pane with options like Home, Approvals, My flows, Create, Templates, Connectors, Data, Monitor, AI Builder, Process advisor, Solutions, and Learn. The main area shows the 'Approvals' section with tabs for Received, Sent, and History. A table lists an approval request: 'Approval of ethics application - TEMP-NWU-01417-23-' received on 'Jun 28, 04:02 PM (16 h ago)' by 'DocuSign Test'. A 'Respond: Approve' dialog box is open on the right, showing an overview of the request and a 'Choose your response' dropdown menu set to 'Approve'. At the bottom right, a red box highlights the text 'Click: Confirm' with a red line pointing to a 'Confirm' button in the dialog box.

Request	Received	Details	Requested by
Approval of ethics application - TEMP-NWU-01417-23-	Jun 28, 04:02 PM (16 h ago)		DocuSign Test

Respond: Approve

Overview

Approval
Approval of ethics application - TEMP-NWU-01417-23-\$1

Requester
DocuSign Test

Received
Jun 28, 04:02 PM (16 h ago)

Link
Click here to view ethics application

Choose your response *

Approve

Add a comment (optional)

Confirm Cancel

Approve an application

On the submission system click “Approval by PI”.

The screenshot displays the NWU ADEP submission system interface. The top navigation bar includes the NWU logo and the text 'NWU ADEP'. Below this, a toolbar contains various action buttons such as 'Save', 'Save & Close', 'New', 'Deactivate', 'Refresh', 'Check Access', 'Process', 'Assign', and 'Flow'. The main content area shows a workflow for an 'Ethics Application' with the ID 'TEMP-NWU-01417-23-S1'. The workflow steps are: 'Application process' (Active for 21 hours), 'Fill In Application', 'Complete Ethics Application', 'Approval By PI (20 Hrs)', 'Approval By Secretariat', 'Assign Reviewers', 'Committee Decision', and 'Start Rebuttal Process'. The 'Approval By PI (20 Hrs)' step is currently active. A modal dialog box is open over this step, asking 'Approved by PI?' with a 'Yes' radio button selected. Below this question, there is a 'Run Flow' button highlighted with a red box. A red arrow points from this button to a text box on the right that says 'Click: Run flow'. The background of the modal shows details for the application, including the PI/Researcher/Study Supervisor 'Germari Kruger' and the application title 'Ethics Application Form: Health and Health related research involving humans (Single or larger study)'. The 'Type of study' is 'Single Study'. At the bottom of the modal, there is a 'Next Stage' button.

Approve an application

The screenshot shows the NWU ADEP (Application Development and Execution Platform) interface. The main window displays an 'Ethics Application' for 'TEMP-NWU-01417-23-S1'. The application process is active for 21 hours and is currently in the 'Fill In Application' stage. The interface includes a sidebar with navigation options like 'Home', 'Recent', 'Pinned', 'Applications', 'Monitoring', 'Review', and 'My Dashboards'. A 'Run flow' dialog box is overlaid on the main content, providing details about the flow: 'Run flow: Approval by PI - Normal process' with owner 'Kobus Viljoen'. The dialog also notes that it uses Microsoft Dataverse, Approvals, and Office 365 Outlook, and includes a link to 'Review connections and actions'. A red box highlights the 'Run flow' button, and a red arrow points from a text box to it. The text box contains the instruction 'Click: Run flow'.

TEMP-NWU-01417-23-S1 - Saved
Ethics Application

Application process
Active for 21 hours

Register project 1. Project description 2. Research team

NWU-HREC North-West University Health Research Ethics Committee

Ethics Application Form: Health and Health related research invol...

Research Ethics Number: TEMP-NWU-01417-23-S1

University(ies): ---

Discipline(s): ---

Type of study: Single Study

PI/ Researcher / Study Supervisor - User: # Germari Kruger

Title: ---

First names: #

Last name: # Germari Kruger

NWU staff/student nr: ---

Email: # Germari.Kruger@nwu.ac.za

Mobile phone: ---

Login to flow

Run flow
Approval by PI - Normal process
Owner: Kobus Viljoen

This flow uses Microsoft Dataverse, Approvals, and Office 365 Outlook.
[Review connections and actions](#)

Run flow Cancel

Click: Run flow

Approve an application

The screenshot displays the NWU ADEP (Application Development and Evaluation Process) interface. The main header shows the application ID 'TEMP-NWU-01417-23-S1' and its status as 'Ethics Application'. A progress bar at the top indicates the current stage is 'Approval By PI', with previous stages 'Fill In Application' and 'Complete Ethics Application' marked as completed. The workflow steps are: Register project, 1. Project description, 2. Research team, 3. Scientific committee, 4. Approval By PI, Approval By Secretariat (2 Min), Assign Reviewers, Committee Decision, and Start Rebuttal Process. A modal window titled 'Approval By PI' is open, showing a confirmation dialog: 'Approved by PI?' with a 'Yes' response, 'Ask for approval from PI', and a 'Run Flow' button. Below this, the 'Type of study' is set to 'Single Study', and a 'Next Stage' button is highlighted with a red box. A red callout box with the text 'Click: Next stage' points to this button. The main content area shows details for the application, including the research ethics committee (NWU-HREC), the PI's name (# Germari Kruger), and a list of personal details such as title, first and last names, email, and mobile phone.

Click: Next stage

Approve an application

You will receive confirmation from NWU-HREC regarding the submission of the application.