ADEP user guide

*Single study submission **without** a student*

ADEP = Agile digitisation of ethics processes

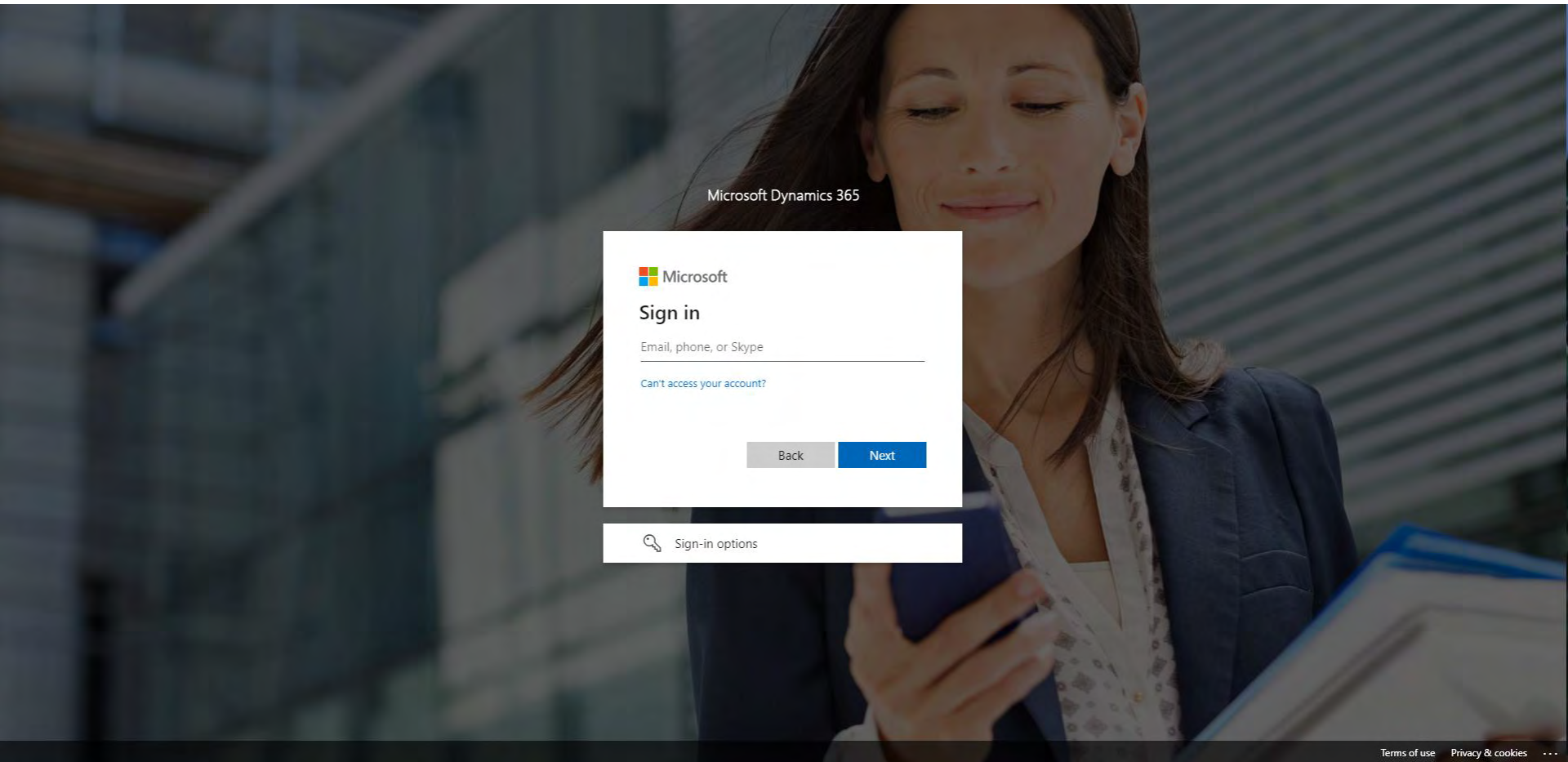# Webpage link

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

https://adep.crm14.dynamics.com

If possible, please use Google Chrome.

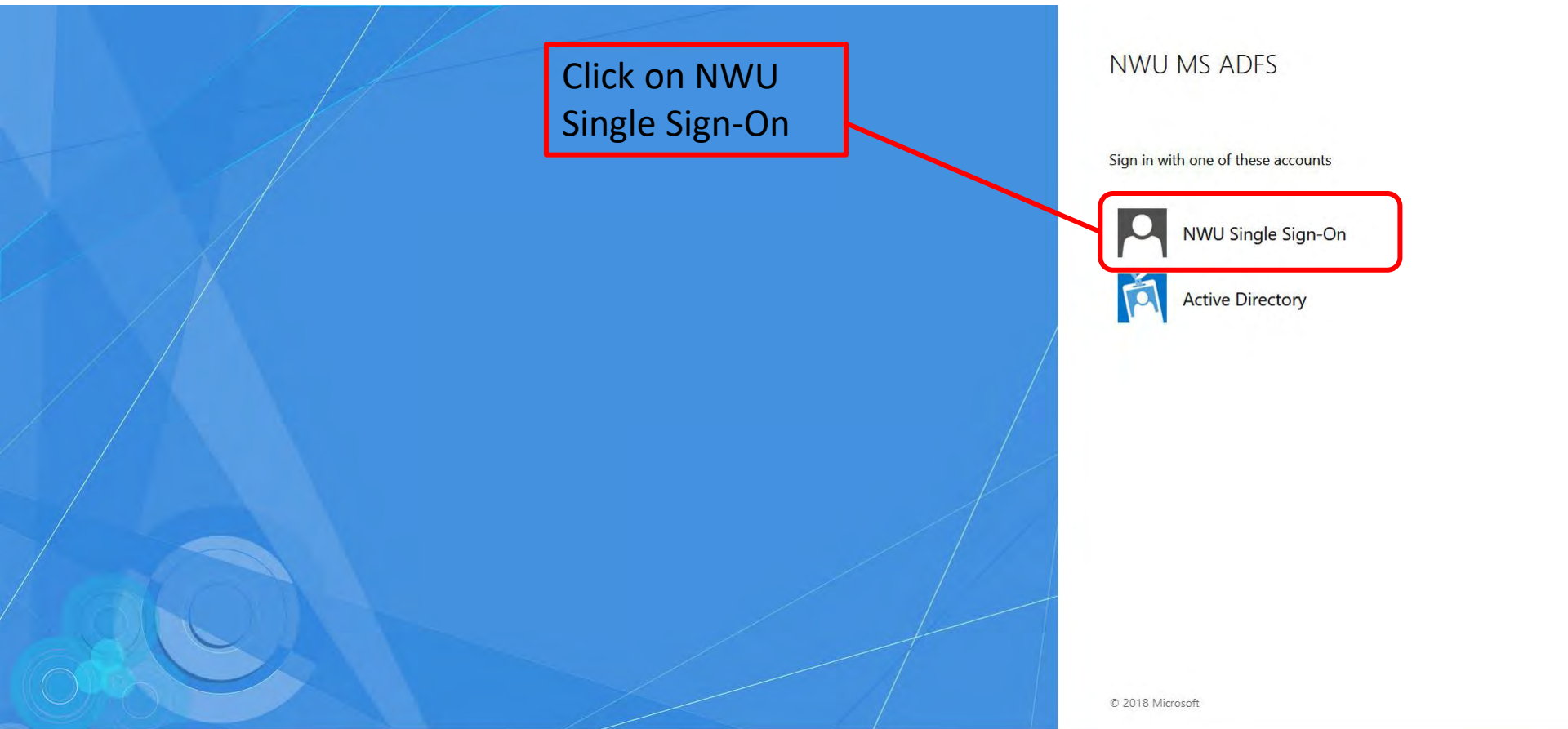# Sign in

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

Sign in

Please sign in using your NWU credentials.

Sign in

Please sign in using your NWU credentials.

Create a new application

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

To create a new application, click on "New".

Create a new application

Fill in the details of the application.

Create a new application

Fill in the details of the application.

Create a new application

Move to next stage.

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

Create a new application

Move to next stage.

1. Select: Yes

2. Click: Next Stage

Complete an application

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

Complete the form under each tab.

Complete an application

Upload files.

Select an option to upload the applicable file.

Complete an application

Upload files.

Select a file to upload.

Complete an application

Upload files.

Complete an application
Upload files.

Submit an application

To submit an application, click: "Complete Ethics Application".

Submit an application

The next step is to ask for PI approval.

Submit an application

The next step is to ask for PI approval.

Click:
Run flow

Approve an application

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

Click: To go to the application

Click: To Approve

Approve an application

The PI should click confirm to approve the application.

Approve an application

On the submission system click "Approval by PI".

Click: Run flow

Approve an application

Approve an application

Click: Next stage

Approve an application

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