

ADEP user guide

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

ADEP = Agile digitisation of ethics processes

Webpage link

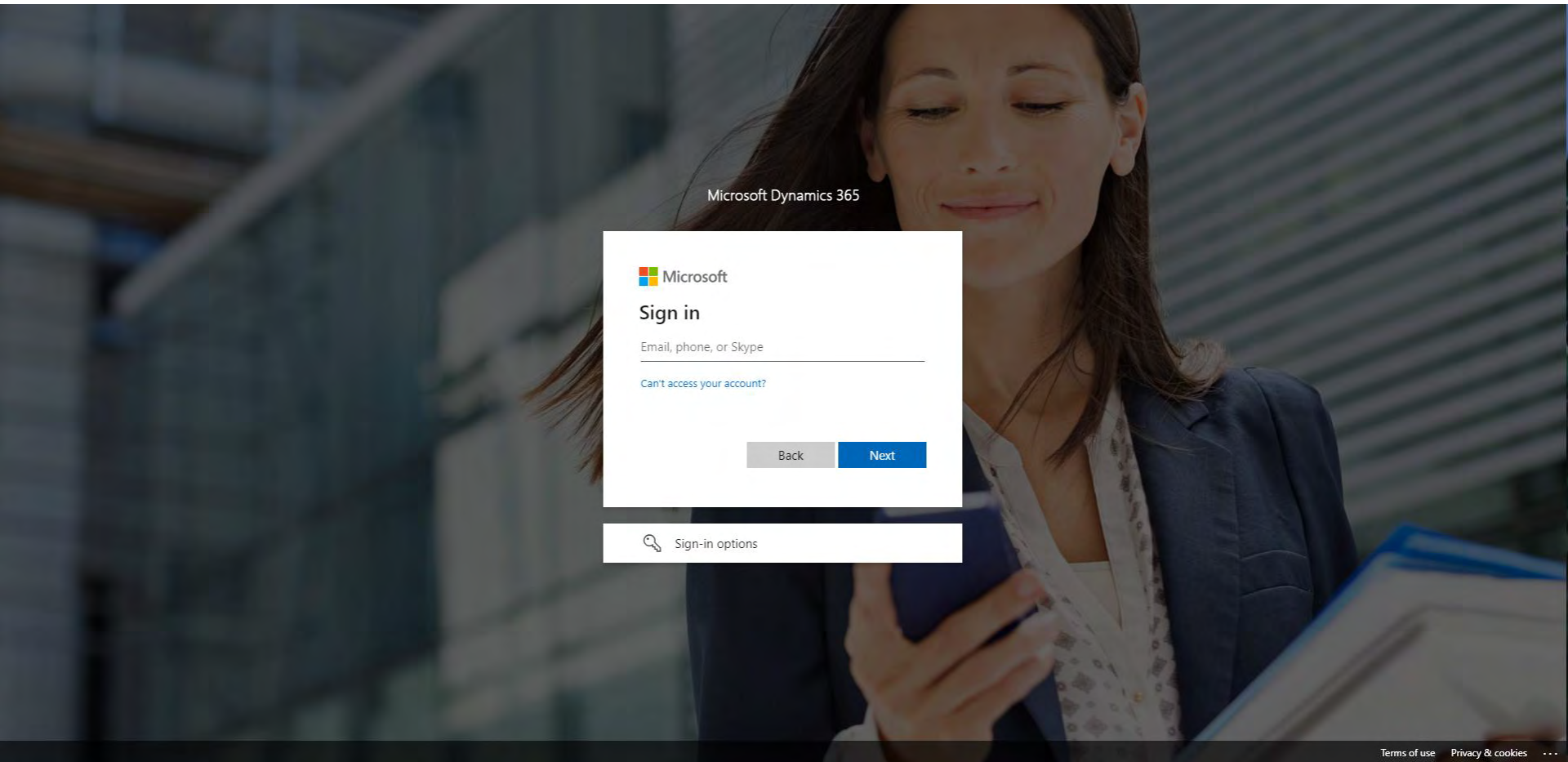
Please click on the following link to go to the ADEP system page:

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

If possible, please use Google Chrome.

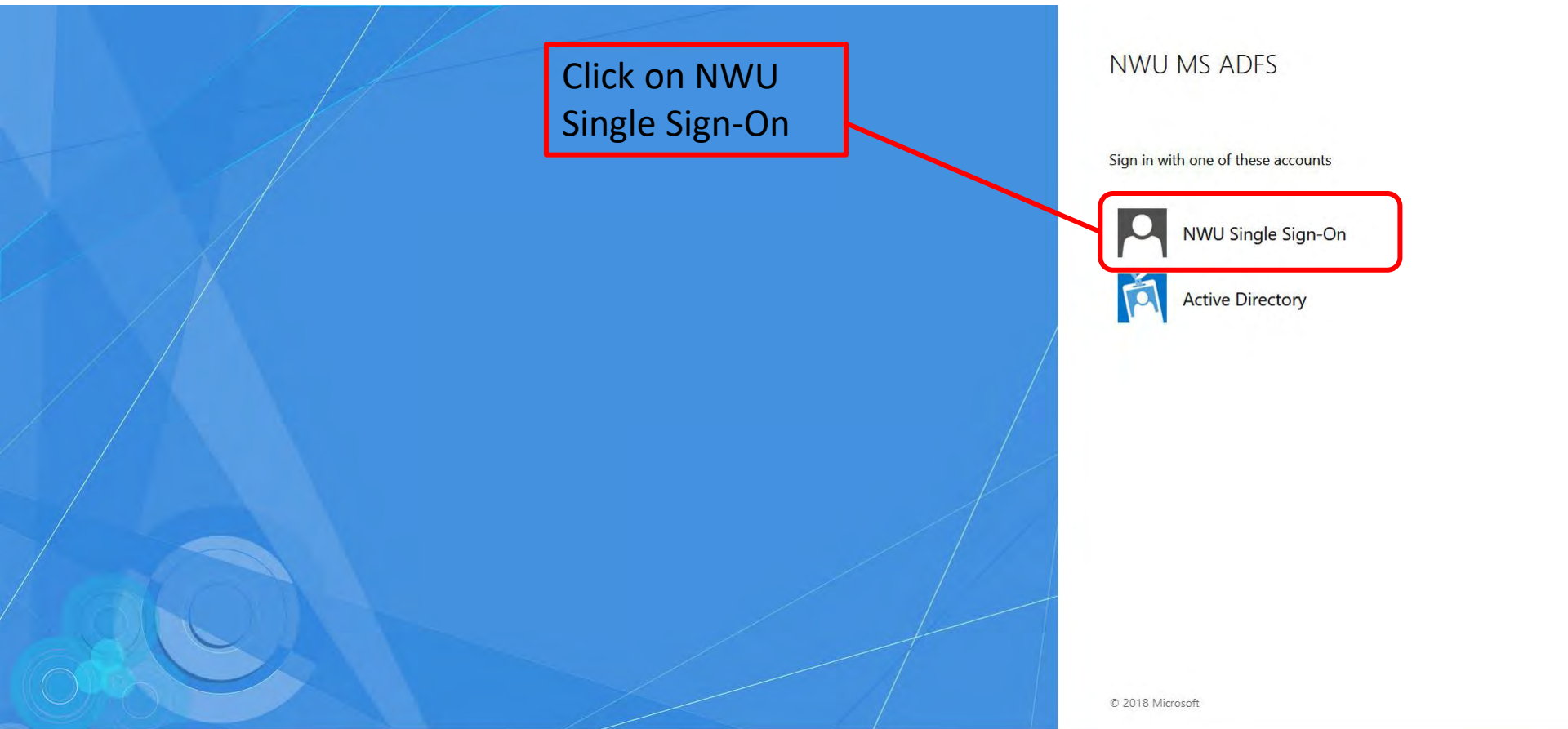
Sign in

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



Sign in

Please sign in using your NWU credentials.



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 several utility icons. Below the navigation bar, there is a toolbar with options like '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 arrow points from it to a text box that reads: 'To create a new application, click on "New".'

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 with three stages: 'Application process' (Active for less than one mi...), 'Fill In Application (< 1 Min)', and 'Approval By PI'. The 'General' tab is selected. The form fields are as follows:

- Name:** Research ethics committee (Research ethics committee) * NWU - HREC
- Type of application:** (Dropdown menu, highlighted with a red box and callout: 'Select: Single study')
- Ethics Application:** (Dropdown menu)
- PI User:** (Dropdown menu, highlighted with a red box and callout: 'Start typing the PI's name and select.')
- Student user:** (Dropdown menu, highlighted with a red box and callout: 'Leave this option blank.')
- Owner:** GK # Germari Kruger

The left sidebar contains navigation options: 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.

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 the NWU logo and the text 'NWU ADEP'. The main content area is titled 'New Application - Unsaved' and features a progress bar with three stages: 'Application process' (Active for less than one minute), 'Fill In Application (< 1 Min)', and 'Complete Ethics Application'. Below the progress bar, the 'General' section of the application form is visible, containing the following details:

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

The 'Progress' section is currently empty. A red box highlights the 'Save' button in the top toolbar, and a red arrow points from it to a box with the text 'Click: Save'.

Create a new application

Move to next stage.

The screenshot displays the NWU ADEP (Application Development and Evaluation Platform) interface. The main window shows an application titled 'ADEP-000942 - Saved' with a progress bar indicating the current stage is 'Complete Ethics Application'. A modal dialog box titled 'Fill in Application (5 Min)' is open, prompting the user to 'Submit' or 'No'. The dialog also shows the application type as 'Single Study' and a 'Next Stage >' button. A red box highlights the dialog title, and a red arrow points to it from a larger red box containing the text: 'Click "Fill in Application" to move to the next step.' The background interface includes a sidebar with navigation options like 'Home', 'Recent', 'Pinned', 'Applications', 'Monitoring', 'Review', and 'My Dashboards'. The top navigation bar contains various actions like 'Save', 'New', 'Deactivate', 'Refresh', 'Check Access', 'Process', 'Assign', and 'Flow'.

Create a new application

Move to next stage.

The screenshot displays the NWU ADEP application interface. The main window shows the application details for ADEP-000942, including the name, research ethics committee (NWU - HREC), type of application (Single Study), ethics application ID (TEMP-NWU-01417-23-S1), PI user (GK # Germari Kruger), student user, and owner (GK # Germari Kruger). The application is currently in the 'Fill In Application (5 Min)' stage, which is active for 4 minutes. A dialog box is open over the 'Next Stage' button, with a dropdown menu showing 'Yes' selected. Two red boxes with arrows point to the 'Yes' option and the 'Next Stage' button, with labels '1. Select: Yes' and '2. Click: Next Stage' respectively. The interface also includes a sidebar with navigation options like Home, Recent, Pinned, Applications, Ethics applications, Student Invite, Tasks, Committee meetings, Reminders, Monitoring, Review, and My Dashboards. The top bar contains various utility icons and a search bar.

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 file management and process navigation. 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 and a red line. Below the flow, there is a section titled 'Documents for Application' with an 'Add document' button. A dropdown menu is open, showing a list of document types: 'Cover letter for application.', 'Research study proposal (as approved) or study guide for training', and 'Approval letter from the Scientific Committee.'. A red box highlights this list, and a red arrow points to a text box on the right that says 'Select an option to upload the applicable file.' Below the list, there is a 'There is nothing attached.' section with an 'Attach file' button. At the bottom of the 'Documents for Application' section, there are 'Submit' and 'Cancel' buttons.

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

Add document

Add a new document/s

- + Document type for Application
 - Cover letter for application.
 - Research study proposal (as approved) or study guide for training
 - Approval letter from the Scientific Committee

There is nothing attached.

Attach file

Submit Cancel

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, currently showing 'NWU-00019-23-51')
- Attachments** (text input field)
- Attach file** (button, highlighted with a red box)
- Submit** (button)
- Cancel** (button)

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

Complete an application

Upload files.

The screenshot displays the NWU ADEP (Academic Development and Ethics Process) interface. At the top, a navigation bar includes the NWU logo, the text 'NWU ADEP', and various utility icons. Below this, a progress bar shows the current stage: 'Complete Ethics Application (45 Min)', which is highlighted with a red circle and a checkmark. The progress bar also shows other stages: 'Fill In Application', 'Approval By PI', 'Approval By Secretariat', 'Assign Reviewers', 'Committee Decision', and 'Start Rebuttal Process'. The user's name, '# Germari Kruger', and their role, 'Owner', are visible in the top right corner.

The main content area is titled 'Documents for Application'. It features a list of documents, with the first one, 'Cover letter for application', highlighted in purple. A red box around this document is connected by a line to a text box that says 'Successful upload.'. To the right of the document list, there are two buttons: 'Add document' and 'Edit document'. A red box around the 'Add document' button is connected by a line to another text box that says 'Add the next document.'. Below the document list, there is a 'Remove Selected Document' button.

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

1.11 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 'Yes' option in the dialog 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 with a table of records.

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

Application process Active for 1 hour

Complete Ethics Application (55 Min)

Submit Ethics Application

Next Stage

1. Select: Yes

2. Click: Next stage

Name	Approval Status	Approval date	Approval number	Contact number of the research ...	E-mail address of the research ...
No data available					

Submit an application

The next step is to ask for PI approval.

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, the application title is 'TEMP-NWU-01417-23-S1 - Saved Ethics Application'. The user is identified as '# Germari Kruger' with the role of 'Owner'. The application process is shown as a horizontal timeline with several steps: 'Application process' (Active for 1 hour), 'Fill In Application', 'Complete Ethics Application', 'Approval By PI (< 1 Min)', 'Approval By Secretariat', 'Assign Reviewers', 'Committee Decision', and 'Start Rebuttal Process'. The 'Approval By PI' step is currently active and highlighted with a red circle. A red arrow points to a 'Run Flow' button in a modal window that appears over the '6.1 Sec 6a: Evaluation by other Research Ethics Committees' section. The modal window contains the text 'Approved by PI?' with a dropdown menu set to 'No', and a 'Run Flow' button. A red box highlights the 'Run Flow' button, and a text box next to it says 'Click: Run flow'. The main content area shows the '6.1 Sec 6a: Evaluation by other Research Ethics Committees' section with a sub-section 'Please complete this section if this study has been or will be evaluated by any other research ethics approval of this study.' Below this, there is a table with columns for 'Name' and 'Approval Status', and a 'Next Stage' button. The bottom of the screenshot shows the '6.2 Sec 6b: Risk Insurance' section with a sub-section '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 displays the NWU ADEP (Application Development and Evaluation Process) interface. The main window shows the 'TEMP-NWU-01417-23-S1 - Saved' application process, which is an 'Ethics Application'. The process is currently in the 'Application process' stage, which is active for 1 hour. The process steps are: 1. Project description, 2. Research team, and 3. Evaluation by other Research Ethics Committees. The current step is '6.1 Sec 6a: Evaluation by other Research Ethics Committees', which includes a task to 'Please complete this section if this study has been or will be evaluated by other research ethics committees. Provide information about all research ethics committees involved in the review and approval of this study.' A 'Run flow' dialog box is open in the foreground, titled 'Login to flow'. The dialog box contains the following text: 'Run flow', 'Approval by PI - Normal process', 'Owner: Kobus Viljoen', and 'This flow uses Microsoft Database, Approvals, and Office 365 Outlook. [Review connections and actions](#)'. There are two buttons: 'Run flow' and 'Cancel'. A red box highlights the 'Run flow' button, and a red arrow points from a larger red box containing the text 'Click: Run flow' to the button.

Approve an application

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

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

Approve > 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](#)

Privacy Statement
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

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 a table of pending requests. A yellow banner at the top reads: 'Don't see your approvals? It's because you're in guest mode. [Go to your org's default environment](#)'. The table has columns for Request, Received, Details, and Requested by. One request is visible: 'Approval of ethics application - TEMP-NWU-01417-23-' received on 'Jun 28, 04:02 PM (16 h ago)' by 'DocuSign Test'. On the right, a 'Respond: Approve' dialog is open, 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 'Confirm' button, with a red line pointing to the text 'Click: Confirm'.

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 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)

Click: Confirm

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 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 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 window is open over this step, titled 'Approved by PI?'. It contains a 'Yes' radio button, a 'Run Flow' button (highlighted with a red box), and a 'Next Stage' button. A red arrow points from the 'Run Flow' button to a text box that says 'Click: Run flow'. The modal also shows 'Ask for approval from PI' and 'Type of study: Single Study'. The background shows details for the application, including the PI/Researcher/Study Supervisor 'Germari Kruger' and a list of fields like Title, First names, Last name, NWU staff/student nr, Email, and Mobile phone.

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', 'Ethics applications', 'Student invite', 'Tasks', 'Committee meetings', 'Reminders', 'Monitoring', 'Monitoring reports', 'Monitoring review pr...', and 'Monitoring review re...'. The main content area shows the application details, including the title 'Ethics Application Form: Health and Health related research invo...', the research ethics number 'TEMP-NWU-01417-23-S1', the university 'NWU-HREC North-West University Health Research Ethics Commit...', the discipline '---', the type of study 'Single Study', and the PI/Researcher/Study Supervisor 'Germari Kruger'. A 'Run flow' dialog box is overlaid on the application details, with a red box highlighting the 'Run flow' button and another red box highlighting the text 'Click: Run flow'. The dialog box contains the following text: 'Login to flow', 'Run flow', 'Approval by PI - Normal process', 'Owner: Kobus Viljoen', and 'This flow uses Microsoft Dataverse, Approvals, and Office 365 Outlook. [Review connections and actions](#)'. The dialog box also has 'Run flow' and 'Cancel' buttons.

Approve an application

The screenshot displays the NWU ADEP (Academic Development and Evaluation Process) interface. The main header shows the application ID 'TEMP-NWU-01417-23-S1' and the title 'Ethics Application'. The user is identified as '# Germari Kruger'. The workflow progress bar indicates the current stage is 'Approval By PI', with previous stages 'Fill In Application' and 'Complete Ethics Application' marked as completed. A modal window titled 'Approval By PI' is open, showing a confirmation dialog: 'Approved by PI?' with a 'Yes' response, and 'Ask for approval from PI' with 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 background shows a form for the ethics application with fields for 'Research Ethics Number', 'University', 'Discipline(s)', 'Type of study', and 'PI/ Researcher / Study Supervisor - User'.

Click: Next stage

Approve an application

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