

ADEP user guide

Larger study submission

ADEP = Agile digitisation of ethics processes

Webpage link

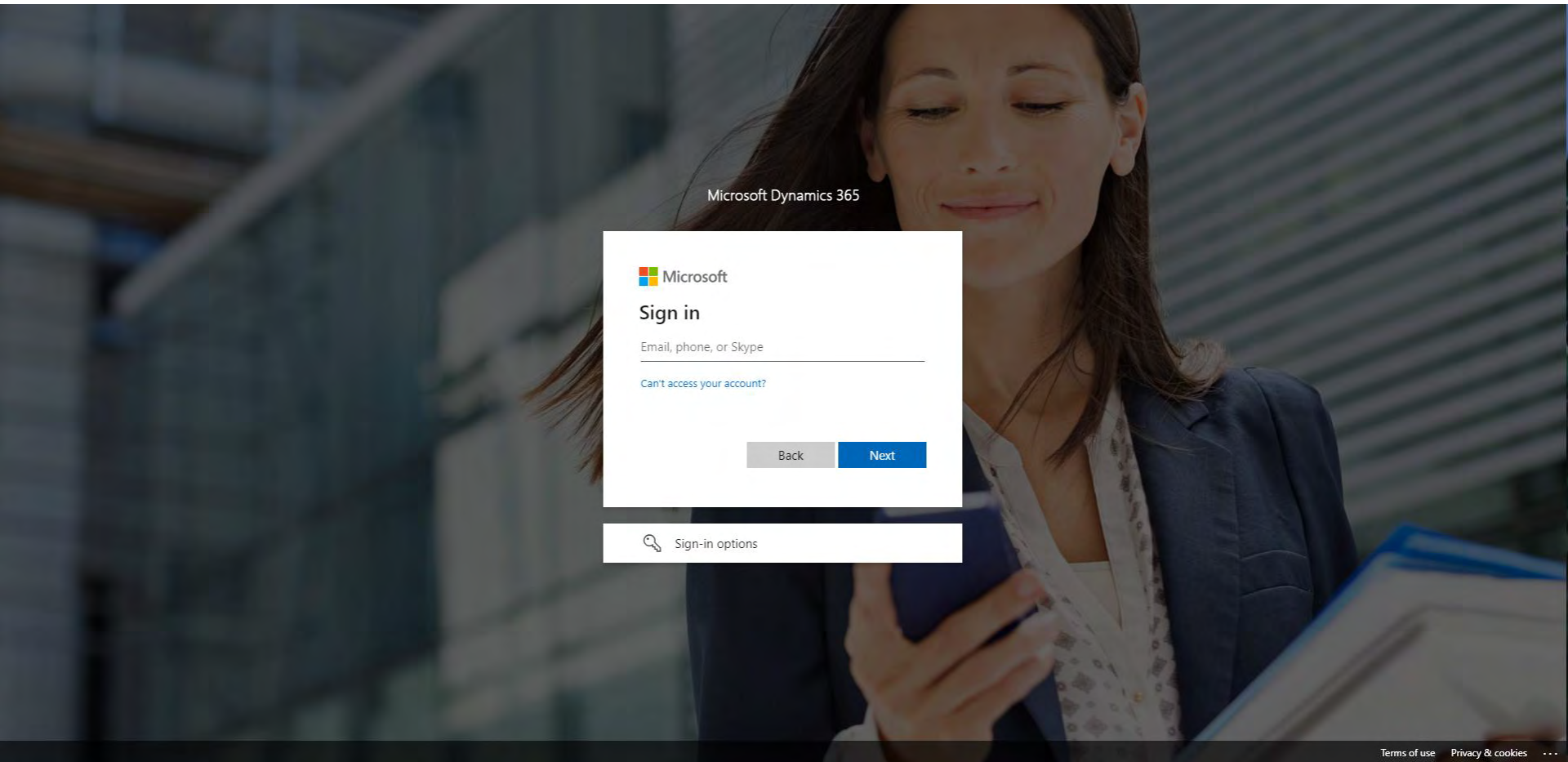
Please click on the following link to go to the ADEP system page:

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

If possible, please use Google Chrome.

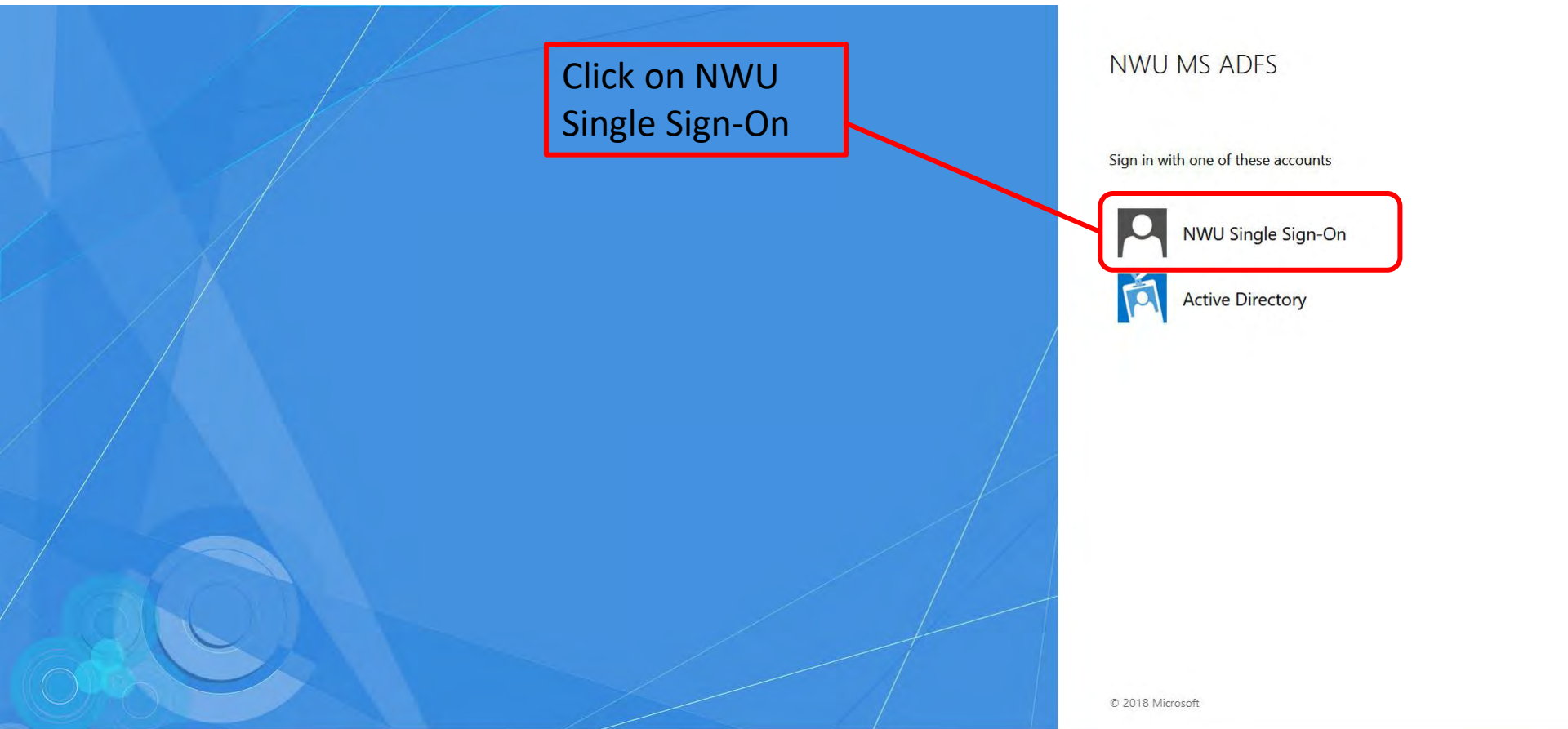
Sign in

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. The left sidebar contains a menu with categories: Home, Recent, Pinned, Applications, Ethics applications, Student Invite, Tasks, Committee meetings, Reminders, Monitoring, Review, and My Dashboards. The main content area is titled 'Active Applications' and features a table with columns: Name, PI User, Type of application, Active stage of ap..., and Created On. A red box highlights the '+ New' button in the top 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 min...), 'Fill In Application (< 1 Min)', and 'Complete Ethics Application'. The 'Fill In Application' stage is currently active. The form is divided into sections: 'General', 'Monitoring', and 'Review'. The 'General' section contains the following fields:

- Name: ---
- Research ethics committee: * NWU - HREC
- Type of application: **Larger Study** (highlighted with a red box)
- Ethics Application: ---
- PI User: **Germari Kruger (Offline)** (highlighted with a red box)
- Owner: * **Germari Kruger**

Two red callout boxes are present:

- The first callout box, containing the text 'Select: Larger study', points to the 'Type of application' field.
- The second callout box, containing the text 'Start typing the PI's name and select.', points to the 'PI User' field.

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 'Save' button (highlighted with a red box), 'Save & Close', '+ New', and 'Flow' options. The central area shows 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'. Below the progress bar, the 'General' section contains the following details:

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.

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 "Fill in Application (5 Min)". A red box highlights this dialog box, which contains a "Next Stage" button. A red arrow points from the text "Click 'Fill in Application' to move to the next step." to the "Next Stage" button. The interface also shows a sidebar with navigation options like "Home", "Recent", "Pinned", "Applications", "Monitoring", "Review", and "My Dashboards".

Fill in Application (5 Min)
Active for 5 minutes

Submit No
✓ Type of application * Single Study

Next Stage >

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

Create a new application

Move to next stage.

The screenshot displays the NWU ADEP application interface. The main window shows an application titled "ADEP-000942 - Unsaved" with a progress bar indicating the current stage is "Fill In Application (5 Min)". A dialog box is open over the application, titled "Fill In Application (5 Min)", with a "Next Stage" button. Two red boxes highlight the "Yes" option in the "Submit" dropdown and the "Next Stage" button. Two callout boxes provide instructions: "1. Select: Yes" and "2. Click: 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.

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

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 options for 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 dropdown menu, and a red arrow points from it to a text box on the right that says 'Select an option to upload the applicable file.' Below the dropdown menu, 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 for adding a new document. The form includes a dropdown menu for 'Document type for Application', a dropdown menu for 'Ethics Application' (with the value 'NWU-00019-23-S1' selected), and a text input field for 'Attachments'. A red box highlights the 'Attach file' button in the attachments field. A red callout box with a white background and black text points to this button, containing the text 'Select a file to upload.' The interface also shows a sidebar with navigation options like 'Home', 'Recent', 'Pinned', 'Applications', 'Ethics applications', 'Student Invite', 'Tasks', 'Committee meetings', 'Reminders', 'Monitoring', 'Review', and 'My Dashboards'.

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 interface is divided into several sections:

- Documents for Application:** A purple header section containing a document titled 'Cover letter for application'. A red box highlights this document, with a callout box below it stating 'Successful upload.'
- Actions:** Two buttons, 'Add document' and 'Edit document', are highlighted with red boxes. A callout box to the right of these buttons states 'Add the next document.'
- Edit an existing document:** A section for editing documents, showing details for 'Cover letter for application' (Ethics Application, NWU-00019-23-S1) and a list of attachments including 'test.doc.docx'.
- Remove Selected Document:** A button located below the document list.

The interface also features a sidebar on the left with navigation options like 'Home', 'Recent', 'Pinned', 'Applications', 'Ethics applications', 'Student Invite', 'Tasks', 'Committee meetings', 'Reminders', 'Monitoring', 'Review', and 'My Dashboards'. The top right corner contains search, filter, and settings icons.

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						

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You will see here the outstanding files required before submission.

Submit an application

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

The screenshot displays the NWU ADEP (Research Ethics) application process. The main interface shows a progress bar with stages: 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)' stage is highlighted with a red box. A modal dialog box is open over this stage, 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 for recording evaluations from other committees.

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

0 - 0 of 0

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 displays the NWU ADEP application process 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 progress bar 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 in orange. Below the progress bar, a form titled '6.1 Sec 6a: Evaluation by other Research Ethics Committees' is visible. A modal window is open over this form, showing a 'Run Flow' button highlighted with a red box. A red arrow points from this button to a text box that says 'Click: Run flow'. The modal also displays 'Approved by PI?' with a dropdown set to 'No' and 'Type of study' set to 'Single Study'. The bottom of the interface shows a table with columns for 'Name' and 'Approval Status', and a 'Next Stage' button.

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'. A red box highlights the 'Run flow' button in the dialog box, with a red arrow pointing to a text box that says 'Click: Run flow'. The dialog box also shows the flow name 'Approval by PI - Normal process' and the owner 'Kobus Viljoen'. The background interface includes a navigation menu on the left, a top toolbar with options like 'Save', 'New', and 'Process', and a main content area with a progress bar and various action buttons.

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
Assigned to: [redacted]
[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](#)

[f](#) [t](#) [v](#) [i](#) [n](#)
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 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 '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
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

Click: Confirm

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, the text 'NWU ADEP', and various utility icons. The main content area shows a workflow for an 'Ethics Application' (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, titled 'Approved by PI?'. It contains a 'Yes' radio button, a 'Run Flow' button, and a 'Next Stage' button. A red box highlights the 'Run Flow' button, and a red arrow points from a text box labeled 'Click: Run flow' to this button. The background 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)'.

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 that says 'Click: Run flow' to the button. The background shows a process flow with steps: 'Assign Reviewers', 'Committee Decision', and 'Start Rebuttal Process'. The user 'Germari Kruger' is identified as the owner.

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, including 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.