

How to submit Response to Modifications/Deferral/Stipulations (New Application)

Do NOT submit your response to modifications/stipulations by completing a HREC Documentation Form

Login and click on your project list.

- Locate your specific project and click on the project title
- Upload the letter of response and amended documents to your existing **HREC New Application Form**
- If any changes have been requested to the e-application form, please make these changes in the relevant sections in the e-form and indicate in the Response to Modifications/Stipulations cover letter where the changes have been made.
- Under the HREC New Application Form, click on the Additional Documents tab, scroll to the last upload button “Other Documents” to upload your revised documents.

The screenshot shows the 'HREC New Application Form' interface. On the left is a 'Section' filter menu with categories like 'General Project Decisions', 'Contacts', 'Related Stellenbosch Ethics Applications', 'Human Subjects Research Protection', 'Recruitment and Informed consent', 'Type of Study', 'Data Collection', 'Data security and storage', 'Data sharing and preservation for future use', 'Responsible party for data management and consent', 'Research with Children', 'Additional Documents', 'Disclosures', and 'Declarations/Signatures'. The main area is titled 'Questions' and contains a grid of buttons for various sections. A blue callout bubble points to the 'Filter Questions' button with the text: 'Click on the questions and respond to the modifications/stipulations as requested in the'. Another blue callout bubble points to the 'Additional Documents' button with the text: 'Click on Additional Documents tab'. A checkbox for 'Show Inactive Sections' is visible in the top right corner.

Documents to upload:

- Cover letter indicating the changes
- Protocol and ICF should be in tracked changes (if applicable)
- Additional documents as requested in your HREC letter
- Label your response to modifications clearly as Response to Modifications or Response to Stipulations or [Guideline to submit Response to Modifications](#), Response to Stipulations and Response to Deferral – e.g. , Response to Mods_Protocol

PS: Remember to sign as the applicant and request your supervisor's signature (applicable to students only).