Ethics Management – Capturing Sub-committee feedback on the Incident form as the Committee Administrator

System 1 Log in to eRA with your UCT credentials using the following link: UNIVERSITY OF CAPE TOWN E **UCT Research Portal** http://eraonline.uct.ac.za Click Login which can be found at the top right of the screen. 2) Once logged in, use the *drop-down arrow* to switch from the default Researcher role to Researcher: Abrahams, Melissa 🔻 Committee Administrator (Ethics) role. O View Profile Switch Role Research Portal Committee Administrator (Ethics): Abrahams, Melissa My Settings 🗙 Logout 2 On your dashboard, under Things to 3 View All do, incidents to review can be found > 1 Ethics Incident(s) require Sub-Committee Review under the heading *Ethics Incident(s)* require Sub-Committee Review. Dashboard Click View All for a list view of all forms Ethics Management under this heading. Pre Screening Questionnaire Alternatively, open the list view of incident forms from the left navigation Ethics Applications by clicking *Ethics Management*, then Incidents Incidents. 4 Find the form you would like to review from Incidents (2) the list and click Edit/Open to open the Ł Export application. Select / Deselect all Updated on ~ 4 2 10 | 50 | 100 Incident capturer: Abrahams, Melissa Incident number: Faculty REC: Interfacu Created by: 01436166 ed on: 09/01/2025 updated on: 09/01/2025 Last updat 5 If you are ready to capture feedback from the sub-committee meeting, click Save & close at Cancel Save Save & close the bottom of the screen. Set status From the popup that appears, select the Committee Admin review step, then click Enter a comment about the status change Done. Please note: The Incident Sub- Committee Incident Sub-Committee Review (keep in Review stage is only a placeholder for meetings or activities that are taking place offline between the respective parties as the Cancel Done incident is being reviewed. 6 Retaining the Committee Administrator role, follow steps 3 & 4 to update the appropriate 0 2. Details of Incident 1. Key Information 3. Declaration More 🕶 record with feedback from the sub-4. Departmental Review committee meeting. PLEASE NOTE: If you wish to remain anonymous, please contact the Whistle-blowing hotline 5. REC Review 2 at 0800 650 000 Navigate to the REC Review tab by clicking on More. 3. Declaration 5. REC Review -1. Key Information 2. Details of Incident Update the appropriate fields on the REC **Ethics Admin Initial Review**

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Review tab, acting on instruction as provided

by the sub-committee.	$\begin{bmatrix} \mathbf{B} & I & \mathbf{x}_{a} & \mathbf{x}^{a} & \vdots \equiv \vdots \equiv \\ \text{ethjirthetrt} \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\$
	Comments
Once you are happy with the level of detail provided, click Save & close	Cancel Save Save & close
8 A popup box will appear.	
The following options are available to your	Set status
You can return the form to the incident reporter for further correction by select Returned for editing.	Enter a comment about the status change (optional).
You can leave the form on the Committee	0/1024
<i>Admin Review</i> step if you would like to return to the form later.	Returned for editing Committee Admin Review (keep in current status)
If feedback is required by the researcher, you can select the Researcher Feedback step.	Researcher Feedback Committee Admin Final Review
Send the form to the <i>Committee Admin Final</i>	
Review step to reflect the outcome of the	
incident investigation.	Cancel Done
Then, click Done .	

Instructions on the Pre-Awards Internal Approvals Process can also be seen in <u>this video</u>. More information on eRA is available via the <u>Research Support Hub</u>. For other system modules see our <u>How to guides</u>, <u>one pagers and videos</u>. If you require assistance or additional support, please log a call via <u>ServiceNow</u>.

