

Ethics Management – Creating review sheets on a renewal application as the Committee Administrator

1	Log in to eRA with your UCT	
	credentials using the following link:	Login Accessbility
	http://eraonline.uct.ac.za	UCT Research Portal
	top right of the screen.	
2	Once logged in, use the <i>drop-down arrow</i> to	
Ĺ	switch from the default Researcher role to	Researcher: Abrahams, Melissa 🔽 🌲 812
	committee Administrator (Ethics) fole.	O View Profile
		Switch Role >
		Research Portal Committee Administrator (Ethics): Abrahams, Melissa
		My Settings
		× Logout
		2
3	On your dashboard, under <i>Things to</i>	
	under the heading <i>Ethics application(s)</i>	
	require post-EXCO review.	1 Ethics application(s) require post-EXCO review
	For a list view, click on <i>View All</i> . Click <i>View All</i> for a list view of all	
	applications under this heading.	
	<u>Please note</u> : This may include all initial	
	run applications as wen.	Filter Export Report Dedupicate
	Alternatively, to specifically filter for	
	renewal applications, from the left	Switch to query mode 2 3
	then Ethics Applications to display a list	Ethics Application
	view of all ethics applications.	Close Reset Save filter Apply
	where the type of ethics application is	
	Renewals for (faculty name). Then click	
	Apply. Find the application you would like to review	
	from the list and click <i>Edit/Open</i> to open the	This is an example of a renewal form Primary Investigator: Abrahams, Melissa review
	application.	Type of efficies application: Knewvalls for IFFREC. Created pr: 01436166 Created pr: 09012025 Last under doi: 10012025
		Edwopen
	1 Novigoto to the DEC Doview tob After	
P	checking the form for completeness.	1. Key Information 2. Details 3. Attachments More + 4. Declaration and 4. Declaration and 4. Declaration and 4. Declaration and
		IFREC Renewal Application Faculty Review Type of applicant 5. REC Review
		Please indicate if your application is in your capacity as a Student, Clinical Research Coo doctoral fellow. All student applications need to be approved by their supervisor(s). If you will deal the purcession of your applications
		Select type of applicant
	2 Under the Review Sheets section click	a. Outcome
	the <i>blue plus icon</i> then the <i>white plus</i>	Review Sheets The Research Ethics Committee Administrator must create Review Sheet(s) for Reviewer(s) by clicking on the blue + button below and after that
	<i>icon</i> to add/create a new review sheet.	the white + button which appears. A Supervisor should not be added as a Reviewer.
6	Complete the required fields on the Key	1. Key Information * 2. Reviewer Assessment 3. Feedback
	Reviewer section, click the blue plus icon ,	Review sheets should only be created from the application they are reviewing.
	then type and search for the name of the	Reviewer type
		Select type
		Reviewer *
		Please select one reviewer below, then click done to send it to this individual for completion. Melissa Abrahams <u>2</u> <u>2</u>
		Search results for Melissa Abrahams (4 4 1 of 2)
	Then click Done	
		Back
	When the popup box appears, select	
	<i>Reviewer to complete review sheet,</i> then click <i>Done</i> again.	Set status
	5	Draft
		Reviewer to complete review sheet Assign the review sheet to the Reviewer.
		Cancel Done
7	You'll be returned to the renewal project	
	form.	Gancel Save Save & close
	Click Save & close at the bottom of the form.	
8	A popup box will appear.	
Γ	The following entire and even the last	Set status
	The following options are available to you:	
	Man and the state of the state of	Enter a comment about the status change (optional).
	rou can leave the application on the Committee Admin post EXCO review step if	0/1024
	you would like to return to the form later.	Committee Admin post EXCO review (keep in current status)
	Send the form to the Committee Bouise	Send reviewed application to Ethics Admin for processing.
	to make the review sheets accessible to the	Committee review Send application to Committee Reviewers for comments or feedback.
	Reviewer.	
	Then, click Done	Cancel

More information on eRA is available via the <u>Research Support Hub.</u> For other system modules see our <u>How to guides, one pagers and videos.</u> If you require assistance or additional support, please log a call via <u>ServiceNow</u>.

