

## Ethics Management – Creating review sheets on an Amendment form as the Committee Administrator

1 Ethics application(s) require post-EXCO review

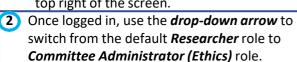
Close

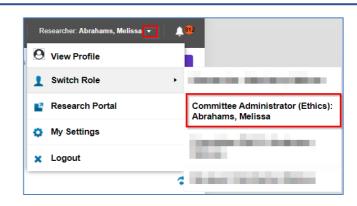


View All

Log in to eRA with your UCT credentials using the following link: <a href="http://eraonline.uct.ac.za">http://eraonline.uct.ac.za</a>
Click Login which can be found at the top right of the screen.







On your dashboard, under *Things to do*, view the applications to review under the heading *Ethics application(s) require post-EXCO review*.

For a list view, click on *View All*.

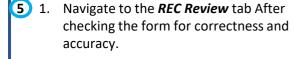
Click *View All* for a list view of all applications under this heading. *Please note*: This may include all initial full applications as well.

Alternatively, to specifically filter for amendment applications, from the left navigation, click *Ethics Management*, then *Ethics Applications* to display a list view of all ethics applications.

Using the filter function, create a query where the type of ethics application is an Amendment. Then click *Apply*.

where the type of ethics application is an Amendment. Then click *Apply*.

4 Find the application you would like to review from the list and click *Edit/Open* to open the



application.

- Under the Review Sheets section, click the blue plus icon then the white plus icon to add/create a new review sheet.
- 6 Complete the required fields on the *Key Information* tab of the Review sheet. In the *Reviewer* section, click the *blue plus icon*, then type and search for the name of the identified reviewer.

Then click **Done**.

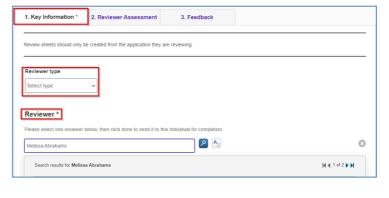
When the popup box appears, select **Reviewer to complete review sheet**, then click **Done** again.

This is a test document for incidents/ Amendments
Primary Investigator: Abrahams, Melssa
Type of ethics application: Amendment
Created by: 01436166
Created on: 23/12/2024
Last updated on: 23/12/2024
Edit/Open

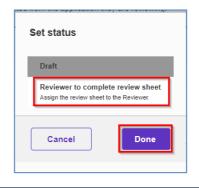
1. Key Information
2. Attachments
3. Declaration
More
4. Departmental Review
5. REC Review
6. Queries
Please indicate if your application is in your capacity as a Student, Clinical Research Coodoctoral fellow. All student applications need to be approved by their supervisor(s). If you

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 the white + button which appears. A Supervisor should not be added as a Reviewer.



Back Done



You'll be returned to the amendment project form.

Click **Save & close** at the bottom of the form.

Cancel

8 A popup box will appear.

The following options are available to you:

You can leave the application on the **Committee Admin post EXCO review** step if you would like to return to the form later.

Send the form to the *Committee Review* step to make the review sheets accessible to the Reviewer.

Then, click **Done**.

