	eRA System Administration Ethics Manage	ement – Initiating a Closeout report as an applicant
1	Log in to eRA with your UCT credentials using the following link: <u>http://eraonline.uct.ac.za</u> Click <i>Login</i> which can be found at the top right of the screen.	UCT Research Portal
2	Once logged in, ensure that you are signed on with your <i>Researcher</i> role. If you are assigned any other administrative roles, use the <i>Switch</i> <i>role</i> function by clicking the drop-down arrow at the top-right of the screen to select the <i>Researcher</i> role.	Researcher: Abrahams, Melissa Switch Role Switch Role Research Portal My Settings Logout
3	Using the left navigation, navigate to <i>Ethics Management</i> , then <i>Ethics Applications</i> .	Ethics Management Pre Screening Questionnaires Ethics Applications
	From the list view, select the ethics application for which you would like to submit a Closeout report.	This is a test document for Incidents/ Amendments Primary Investigator: Abrahams, Melissa Type of ethics application: Inter-Faculty Human Research Ethics Application Created by: 01449113 Created on: 09/01/2024 Last updated on: 09/01/2025 Edit/Open
	Then, navigate to the <i>Amendments,</i> <i>Incidents and Reporting</i> tab by clicking on <i>More</i> .	1.Key Information* 2. Project Details* 3. Research Methodology More * 1 Please note that you will not be able to proceed with a full ethics application while a pre-screenin 4. Attachments 5 NB: All Researcher sections (Tabs 1-5) must be completed. If N/A please indicate so. If any section completion. 5. Declaration and Departmental Review* 6. REC Review Type of applicant* 7. Queries 9. Amendments, Renewals, Incidents and Reporting 9. Amendments, Renewals, Incidents and Reporting
	To submit a closeout report, click the blue plus icon, followed by the white plus icon to initiate the renewal form type.	If required, create all Project Close Out Reports here
	<u>Please note:</u> For continuity and ease of reference, the Closeout report should be initiated from the Amendments, Incidents and Reporting tab of the main ethics application.	
4	This symbol at the bottom of the screen indicates that you have navigated away from the main application form, and are now working on the Closeout report form.	
	Complete as much information as possible on tabs 1-3.	1. Key Information2. Details3. AttachmentsThis report should only be created from the original application.
5	Once all the necessary information has been completed, click Done at the bottom of the screen. A popup will appear.	Back Done
6	 You will have the following options available to you: The application can be left in <i>Draft</i> should you wish to return to it later. If the applicant is a student, please select the <i>Supervisor review</i> stage so that the closeout report can first be assessed by the supervisor. Both Researchers and Supervisors (after assessment of the application) should send the form to the <i>Committee Admin Initial Assessment</i> stage for an initial review of the closeout report application. 	Set status Enter a comment about the status change (optional). Orroze Draft Chose this status if you wish to continue working on this record at a later stage. Supervisor needs to releve your ehiors applications only. Your spervisor mestor breakey our ehiors applications before it can proceed to subsequent steps. Committee Admin initial assessment Research Ehics Office for review. Cancel
	form, and your renewal will be listed in a table.	If required, create all Project Close Out Reports here Title Status Proposal Reference Number (protocol) This is Closeout report submission Committee Admin Initial assessment
	close at the bottom of the screen.	Cancel Save Save & close

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>.

