eRA System	agement – Initiating a Renewal form as an applicant
 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. 	UNIVERSITY OF CAPE TOWN VUNIVESITHI VASEKAPA-UNIVERSITEIT VAN KAAPSTAD
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>Switc</i> role function by clicking the drop-down arrow at the top-right of the screen to select the Researcher role.	d Researcher: Abrahams, Melissa 🔽 🌲 🚥 h View Profile
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 renewal application.	☐ 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: 09/01/2025 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. Declaration and Departmental Review * NB: All Researcher sections (Tabs 1-5) must be completed. If N/A please indicate so. If any section 6. REC Review * 6. REC Review * Type of applicant * 7. Queries 9. Amendments, Renewals, Incidents and Reporting
To submit a renewal form, click the blue plus icon, followed by the white plus icon to initiate the renewal form type. <u>Please note:</u> For continuity and ease of reference, the renewal should be initiated from the Amendments, Incidents and Reporting tab of the main ethics application.	If required, create all project renewals here
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 renewal form.	

Complete as much information as possible on tabs 1-3.	1. Key Information 2. Details 3. Attachments
	IFREC Renewal Application
5 Once all the necessary information has been completed, click <i>Done</i> at the bottom of the screen.	Back Done
A popup will appear.	
You will have the following options available to you:	Set status
 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 renewal 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</i> <i>Initial Assessment</i> stage for an initial review of the renewal application. 	(optional). Draft Choose this status if you wish to continue working on this received at a later stage. Supervisor review Select this status for all student applications only. Your supervisor needs to review your ethics application before it can prove the supervisor tages. Committee Admin initial assessment Send fully approved and complete application to Research Ethics Office for review.
6 You will be returned to the main application form, and your renewal will be listed in a table.	If required, create all project renewals here Title Status Proposal Reference Number (protocol) This is an example of a renewal form Committee Admin initial assessment Image: Committee Admin initial assessment
To exit the main application form, click Save & 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>.

