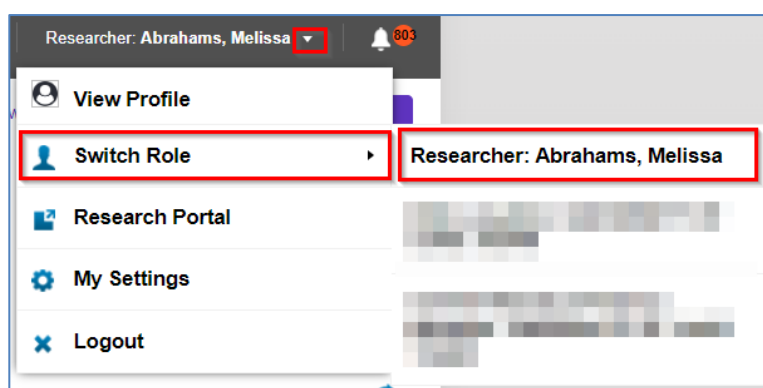


- 1 Log in to eRA with your UCT credentials using the following link:
<http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.

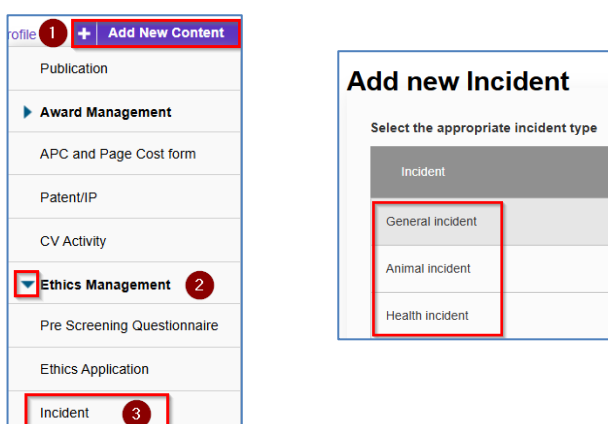


- 2 Once logged in, ensure that you are signed on with your **Researcher** role. If you are assigned any other administrative roles, use the **Switch role** function by clicking the drop-down arrow at the top-right of the screen to select the **Researcher** role.



- 3 **To access the Incident form:**
At the top right section of the screen, click **Add New Content**. This will give you the option to select **Ethics Management**, then **Incident form**

In the new window, select the appropriate incident form type.

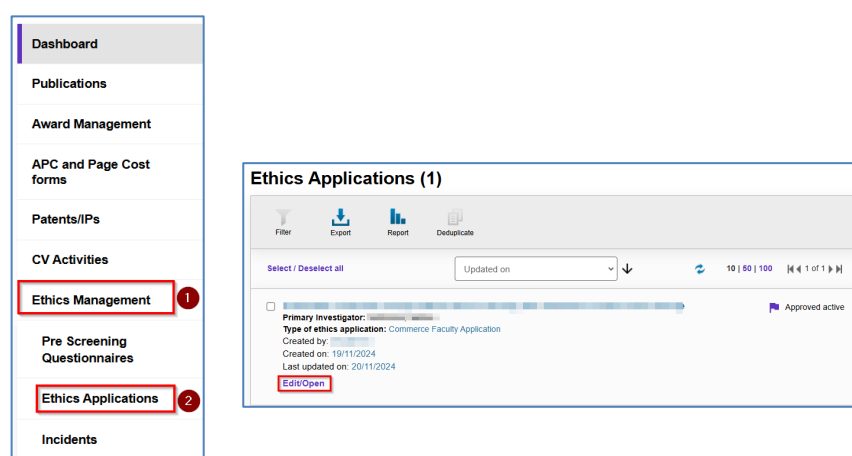


OR

To access the Amendment form:

Using the left navigation, navigate to **Ethics Management**, then **Ethics Applications**.

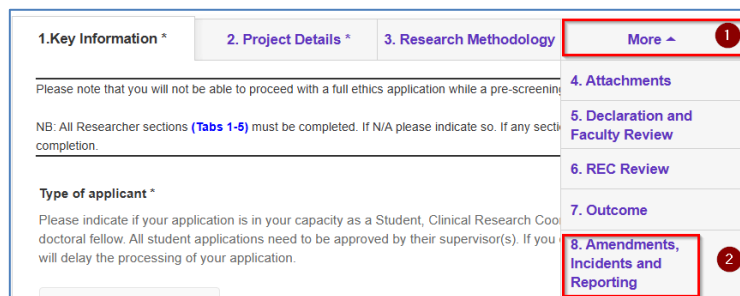
From the list view, select the ethics application from which you would like to initiate the amendment, and click **Edit/Open**.



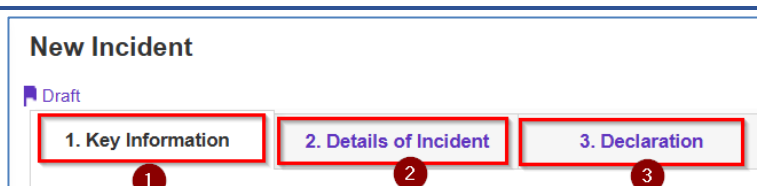
Then, navigate to the **Amendments, Incidents and Reporting** tab by clicking on **More**.

Please note:

For continuity and ease of reference, the amendment should be initiated from the **Amendments, Incidents and Reporting** tab of the main ethics application.

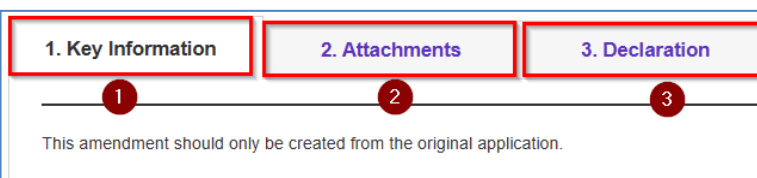


- 4 **For the Incident form:**
Complete as much information as possible on tabs 1-3.
You will be asked to link the *related ethics application* to the incident and to provide the name of the **Principal investigator**.

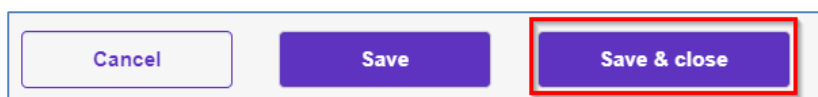


For the Amendment form:

Complete as much information as possible on tabs 1-3.



- 5 Once all the necessary information has been completed, click **Save & close** at the bottom of the screen.



- 6 A popup box will appear.
You can select one of the applicable options:

For the Incident form:

1. A student applicant should submit the form to the **Supervisor Review** stage.
2. The incident reporter should submit the form to the **Committee Admin Initial Review** stage.

For the Amendment form:

1. A student applicant should submit the form to the **Supervisor Review** stage.
2. Researchers should submit the form to the **Committee Admin Initial Assessment** stage.

Then, click **Done**.

