Ethics Management – Reviewing an Incident form as the **Committee Administrator**



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Log in to eRA with your UCT credentials using the following link:	
http://eraonline.uct.ac.za Click <i>Login</i> which can be found at the top right of the screen	
 Once logged in, use the <i>drop-down arrow</i> to switch from the default <i>Researcher</i> role to <i>Committee Administrator</i> role. 	Researcher: Abrahams, Melissa 🔹 🜲
	Switch Role Research Portal My Settings
	Committee Administrator (Ethics): X Logout
3 On your dashboard, under <i>Things to</i> <i>do</i> , incidents to review can be found under the heading <i>Ethics Incident(s)</i>	2 Ethics Incident(s) require an Initial Review
<i>require an Initial Review</i> . Click <i>View All</i> for a list view of all applications under this heading.	Dashboard Ethics Management
Alternatively, you can open up a list view of incident forms from the left navigation. Click <i>Ethics Management</i> , then <i>Incidents</i> to display a list view of all incident forms.	Pre Screening Questionnaires Ethics Applications Incidents
4) Find the application you would like to review from the list and click <i>Edit/Open</i> to open the application.	Incidents (2) Filter Image: Complete test Select / Deselect all Updated on Incident capturer: Abrahams, Melissa Incident number: Faculty REC: Interfaculty Created by: 01436166 Created on: 09/01/2025 Last updated on: 09/01/2025
 5 The Committee Administrator will check that all the required details have been captured on the form before a review is conducted by the entire committee. If there are any details to be added before the sub-committee meeting, click <i>More</i> to navigate to the <i>REC Review</i> tab and add what is appropriate. 6 Click Sava & class at the bottom of the form 	I. Key Information 2. Details of Incident 3. Declaration More ~ Applicant submission date 4. Departmental Review 09/01/2025 5. REC Review
	1. Key Information 2. Details of Incident 3. Declaration 5. REC Review ▼ Ethics Admin Initial Review Review by sub-committee B I x ₂ x ² :=
	Is this report ready for review by the Ethics Chair?
Click <i>Save & close</i> at the bottom of the form.	

Click **Save & close** at the bottom of the form. Cancel Save & close Set status The following options are available to you: The form can be returned to the incident Enter a comment about the status change reporter by selecting Returned for editing. (optional). The form can remain on the Committee 0/1024 Admin Initial Review stage should they wish Returned for editing Committe Admin Initial Review (keep in current status) Move the form to the Incident Sub-Committee Review if the sub-committee is Incident Sub-Committee Review ready to assemble and discuss the incident. Cancel Done

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

7 A popup box will appear.

to add details at a later stage.

Then, click *Done*.

