## How to complete a Pre-Screening Questionnaire for Ethics

(Supervisor review)

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System



<ol> <li>Log in to eRA with your UCT credentials using the following link: <u>http://eraonline.uct.ac.za</u> Click Login which can be found at the top right of the screen.</li> <li>After logging in ensure you switch the default role from Researcher to Supervisor and check the list below of Things to do for the application sent by the student</li> </ol>	<image/>
<b>3</b> The Supervisor adds the Departmental Authority, by clicking on the blue plus sign, then inserting the name of the designated <b>Departmental Authority</b> , who will review the application after.	Departmental Authority *         Test         Search results for Test         Image: Test, Primo (Primo) - Visiting Academic - University Libraries (Ended)
4 The Supervisor will review the form and the relevance of the respective fields. Once the form is reviewed, the Supervisor will navigate to the Declarations tab, and complete the relevant Declaration check box.	1.Key Information *         Declaration by Applicant *         I declare that all the information provided is correct and that I have consulted adequately prior to completing this form. *         I acknowledge that by submitting this form I take full responsibility for its contents.*         I ackcowledge that by submitting this form I take full responsibility for its contents.*         I ackcowledge that by submitting this form I take full responsibility for its contents.*         I accept that if I conclude my research project without obtaining REC approval and it is determined that research ethics approval by a REC was required for my research project, I will be held accountable.*         Declaration by Supervisor         I declare that all the information provided is correct and that I have reviewed the applicant's research project and have concluded that ethics approval by a REC is not required for this project.
<ul> <li>5 Once complete, the Supervisor will click Save &amp; close. A popup box will appear. From this, the Supervisor can return the form to the applicant if clarity is required, by selecting the workflow step, <b>Returned for clarification</b>. Should the Supervisor wish to return to the form at another stage, the form can remain on the workflow step <b>Supervisor Review (all student applications)</b>. If satisfied, the Supervisor can select the workflow step, <b>Departmental Authority review</b>.</li> <li>Then, click <b>Done</b>.</li> </ul>	Set status         Please change the status below first to enable the comment field.         Supervisor review (all student applications only Your supervisor mets to review your othics application) before it can proceed to sublequent stape.         Defect this status of valid student applications only Your supervisor mets to review your othics application) before it can proceed to sublequent stape.         Defect this status of valid student applications only Your supervisor mets the reviewed and approved a sublequent stape.         Detect this status of Your are a supervisor who has reviewed and approved a student application in a strift respected in the supervisor met the review the application and provide an outcome to the applicant.         Cancel       Done

More information on eRA is available via the Research SupportHub. If you require assistance or additional support, please log a call viaServiceNow.

