(	eRA System Administration Ethics Man	agement – Completing a review sheet in the Reviewer role
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	arrow to switch from the default Researcher role to Reviewer role.	Researcher: Abrahams, Melissa   View Profile   Switch Role   Switch Role   Research Portal   My Settings   X Logout     Research Portal     Wew All     Reviewer: Abrahams, Melissa
3	On your dashboard, under <i>Things to</i> <i>do</i> , view your applications to review under the heading <i>Review sheet(s)</i> <i>to be completed</i> . For a list view, click on <i>View All</i> .	Things to do  I Review sheet(s) to be completed  View All
4	Find the application you would like to review from the list. To open the application, click <i>Edit/Open</i> .	Select / Deselect all       Updated on descending       Image: 1 to 1 t
5	1. Before completing the review sheet, click on the <b>pencil icon</b> next to the associated ethics application, to	Ethics Application Committee Administrator to link associated ethics application. Taneherhrhwaea
	<ol> <li>Navigate through the respective tabs to review the information that has been captured by the applicant.</li> </ol>	1.Key Information *       2. Project Details *       3. Research Methodology       More         1.Key Information *       2. Project Details *       3. Research Methodology       More         4. Attachments       5. Declaration and Faculty Review       5. Declaration and Faculty Review       6. REC Review
	3. Click <b>Back</b> on the main form to be returned to the review sheet.	Student or Researcher application *       7. Outcome         Please indicate if your application is in your capacity as a student or as a researcher/post application.       8. Amendments         your application.       9. Renewals/Reporting Closeout         Researcher       3         Back       3
6	Once returned to the review sheet, click on the second tab at the top called <b>Reviewer Assessment</b> . Proceed to complete the required information on this tab.	1. Key Information *       2. Reviewer Assessment       3. Feedback         Reviewer Comments         Synopsia         •       Is this application complete? Has the applicant submitted: a cover letter summarising the application; a copy of the research proposal; flepropriate, the questionnaire to be used in the research; if appropriate, an informed consent of this application?         •       Indicate if the documents submitted and responses to the form are adequate to make an assessment of this application?         •       Comment on whether the applicant has explained the ethical issues that arise from the proposed research:         •       Adequately         •       Explained, but vague and unclear         •       Inadequately, ethical issues have been ignored or not explained.         ✓       Underset         •       Madequately.         •       Explained, but vague and unclear         •       Inadequately, ethical issues have been ignored or not explained.         ✓       Explained         ✓       Explained         Øuries       Øuries         After having reviewed the application, are there any queries you have for the applicant? Please indicate if additional information is required.
7	Then, click <i>Save &amp; close</i> .	Cancel Save Save & close
8	A popup box will appear.	Save Save & Close
	The following options are available to you: You can decline to review the application by selecting the <b>Review declined</b> step. You can leave the application on the <b>Reviewer to complete review sheet</b> stage if you would like to return to the form later. If you have captured the information related to the review in the respective field and are ready to send the form on to the next applicable stage, select <b>Review</b> <b>complete by Reviewer</b> . Then, click <b>Done</b> .	Select next step     Please select the next step below   and add an optional comment.     Review declined   Reviewer to complete review sheet   Review complete by Reviewer     Cancel     Done

Instructions on the Pre-Awards Internal Approvals Process can also be seen in <u>this video</u>. More information on eRA is available via the <u>Research Support Hub</u>. For other system modules see our <u>How to guides</u>, <u>one pagers and videos</u>. If you require assistance or additional support, please log a call via <u>ServiceNow</u>.

