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.
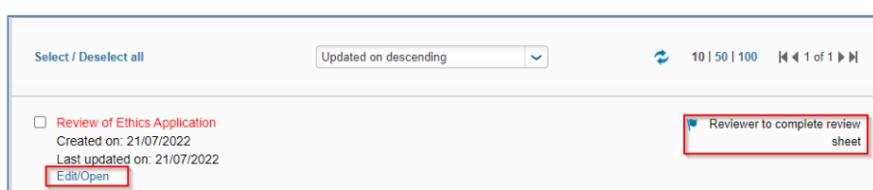
2 Once logged in, use the **orange drop down arrow** to switch from the default **Researcher** role to **Reviewer** role.
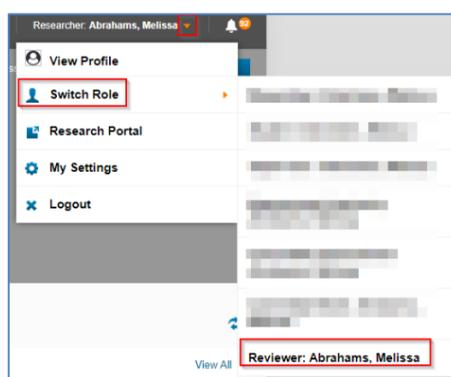
3 On your dashboard, under **Things to do,** view your applications to review under the heading **Review sheet(s) to be completed**. For a list view, click on **View All**.
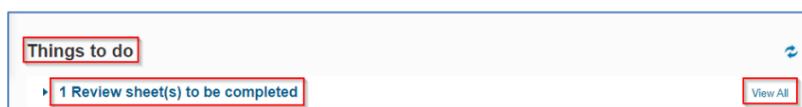
4 Find the application you would like to review from the list. To open the application, click **Edit/Open**.
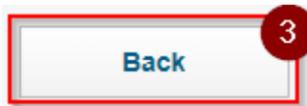
5
1. Before completing the review sheet, click on the **pencil icon** next to the associated ethics application, to review the ethics application completed by the applicant.
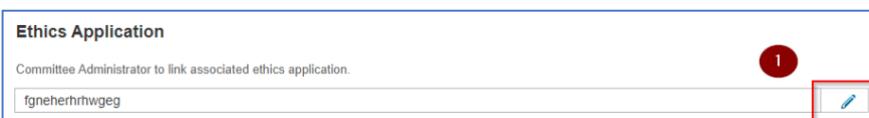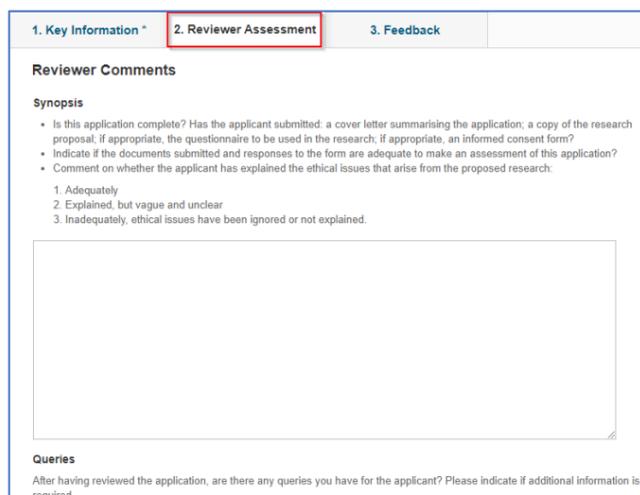
2. Navigate through the respective tabs to review the information that has been captured by the applicant.
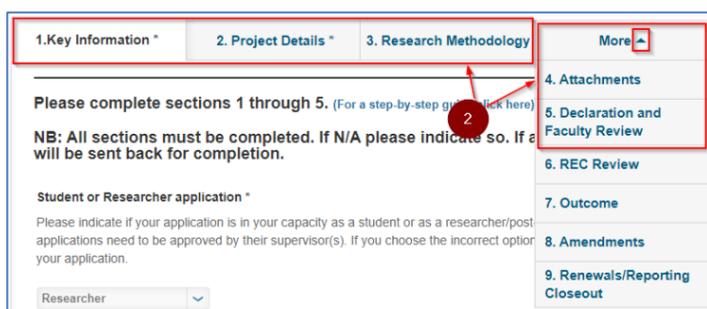
3. Click **Back** on the main form to be returned to the review sheet.

6 Once returned to the review sheet, click on the second tab at the top called **Reviewer Assessment**. Proceed to complete the required information on this tab.

7 Then, click **Save & close**.

8 A popup box will appear.

The following options are available to you:

You can decline to review the application by selecting the **Review declined** step.

You can leave the application on the **Reviewer to complete review sheet** 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 **Review complete by Reviewer**.

Then, click **Done**.