eRA System

electronic
Research
Administration

University of Cape Town • iYunivesithi yaseKapa • Universiteit van Kaapstad

SPES BONA

eRA CHED Ethics

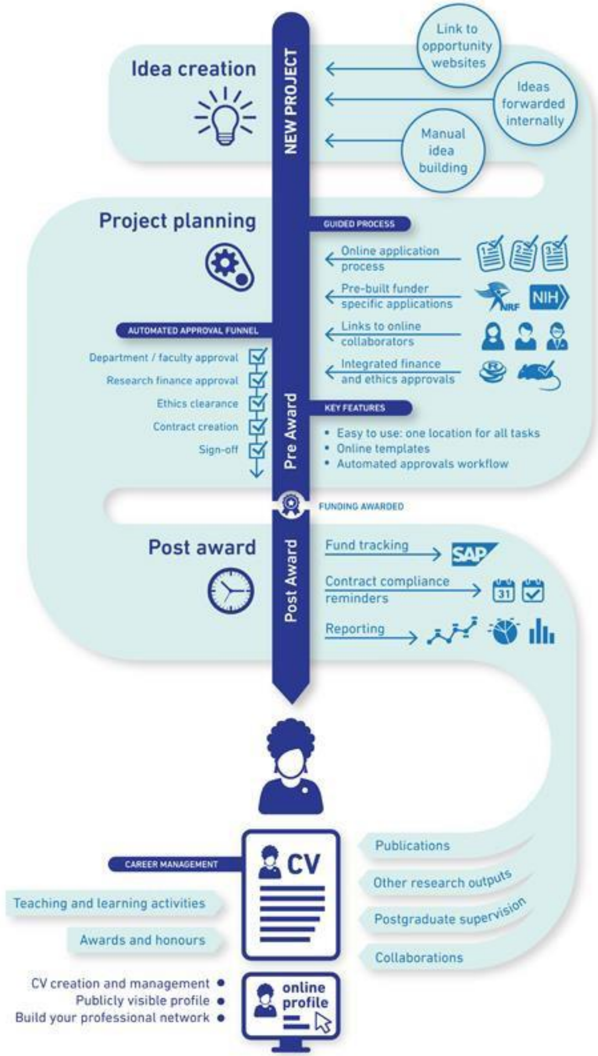
Process Manual

Table of Contents

About eRA

Research at UCT continues to grow year-on-year: every year, more research contracts are signed, and the number of postgraduates and postdoctoral fellows continues to grow. UCT continues to increase our publication count and attract more donations and funding. At the same time, the business of research management is rapidly changing with the exponential growth of big data, open access and international collaboration. Furthermore, universities face additional challenges as governments restrict research funding and donors demand more from research groups. It is clear that supporting the research enterprise of a university is becoming an increasingly complex task. In order to remain on top of our game and continue to make our mark both locally and internationally, UCT is implementing an electronic research administration (eRA) system, to provide technological solutions to the problems we have identified. The cornerstone of the system is Converis, supplied by Clarivate Analytics.

The research project lifecycle was a cumbersome administrative process, made all the more difficult by minimal online systems, duplicate data entry, a lack of templates and many manual steps involving internal mail or hand delivery. The implementation of eRA is changing that, lifting the administrative burden through automation, and streamlining the process at every step of the research project lifecycle.



As the diagram to the left shows, eRA will provide s the diagram to the left shows, eRA will provide researchers with:

a ‘one-stop shop’ to manage and track the administrative workflow within a project lifecycle and beyond

user-friendly software that guides them from the point where an idea is born and a funding opportunity identified, through to post- publication with automatic CV updates

streamlined and automated workflows, where all parties involved – including ethics, finance, and research contracts – are automatically notified of a project application coming their way

the opportunity to track their applications and approvals through the automated process, reducing the risk of an application lying unseen in an inbox

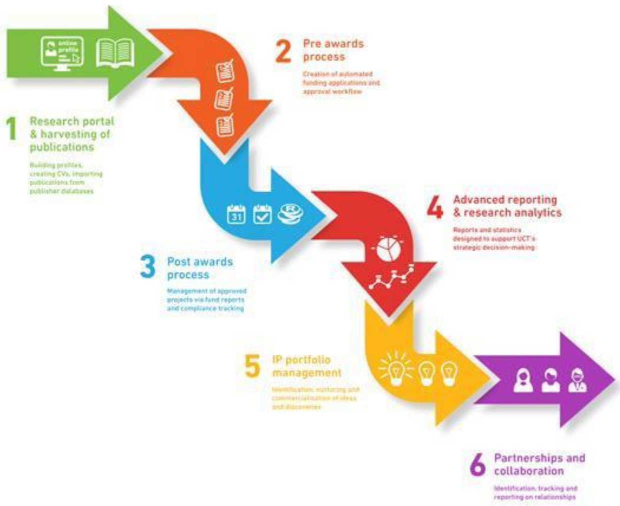
enable researchers to keep on top of their contract compliance requirements and integrate with SAP to track project funds. Through its online portal, researchers can create and manage their CV which they can draw on to apply for grants and funding and use to create a publicly visible profile.

What eRA means for the university

The implementation of eRA is freeing up resources so that UCT can offer more comprehensive research support and more efficient administration. eRA will allow for:

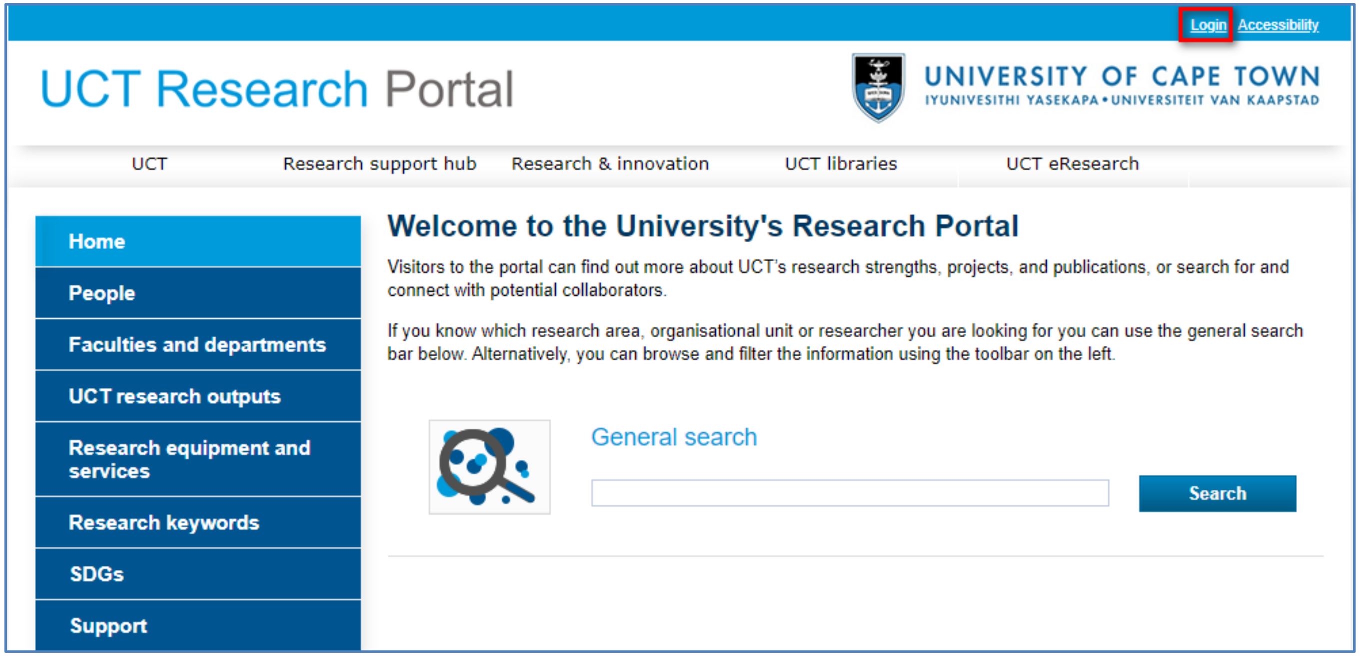
- improved strategic understanding of all research
- improved ability to track research impact and collaborations
- reduced financial risk through improved financial controls
- improved support for researchers, including proposal development, and
- better management of data, analytics and reporting to support strategic decision-making and control.

The implementation of eRA is being overseen by a team of specialists who are working on developing the systems according to UCT's needs, rollout of live modules, training of relevant staff and ongoing help-desk support.



Module 1: Logging on to the eRA system

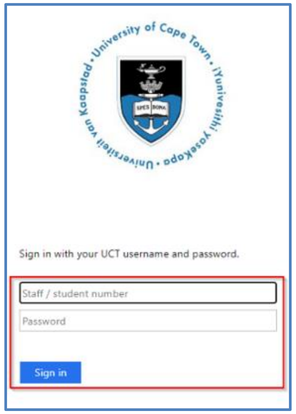
- **Lesson Objectives:**
- Learn how to log in to the eRA system

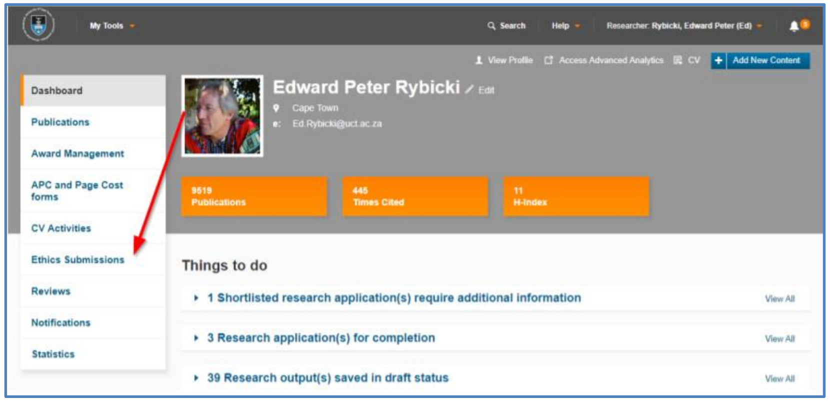


Access the eRA system by using this link: https://eraonline.uct.ac.za/converis/portal/overview?lang=en_GB

Click on **Login** at the top right-hand corner.

If you are not already logged in to another UCT platform, you will be prompted to enter your UCT credentials to login.


University of Cape Town · iYunivesithi yaseKapa · Universiteit van Kaapstad
Sign in with your UCT username and password.
Staff / student number
Password
Sign in

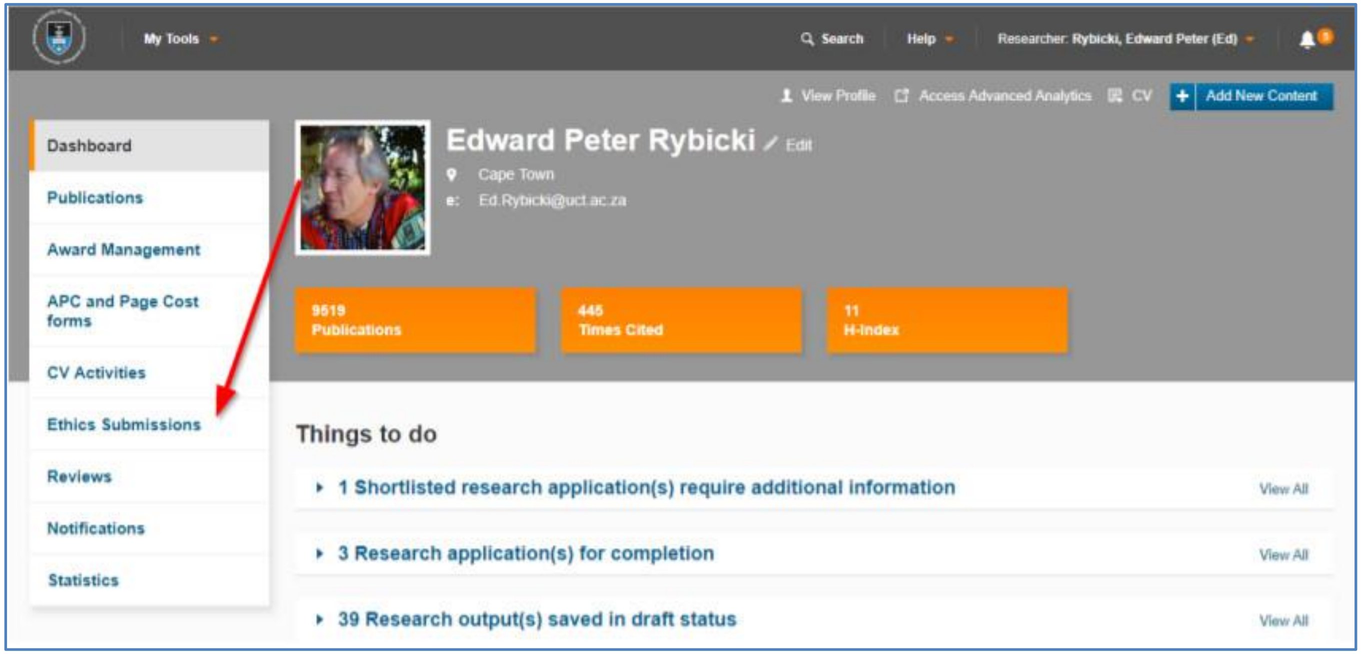

My Tools
Search
Help
Researcher: Rybicki, Edward Peter (Ed)
View Profile
Access Advanced Analytics
CV
Add New Content
Dashboard
Publications
Award Management
APC and Page Cost forms
CV Activities
Ethics Submissions
Reviews
Notifications
Statistics
Edward Peter Rybicki
Edit
Cape Town
Ed.Rybicki@uct.ac.za
Publications
Times Cited
H-Index
Things to do
1 Shortlisted research application(s) require additional information
View All
3 Research application(s) for completion
View All
39 Research output(s) saved in draft status
View All

Module 2: Differentiation of roles

Lesson Objectives:

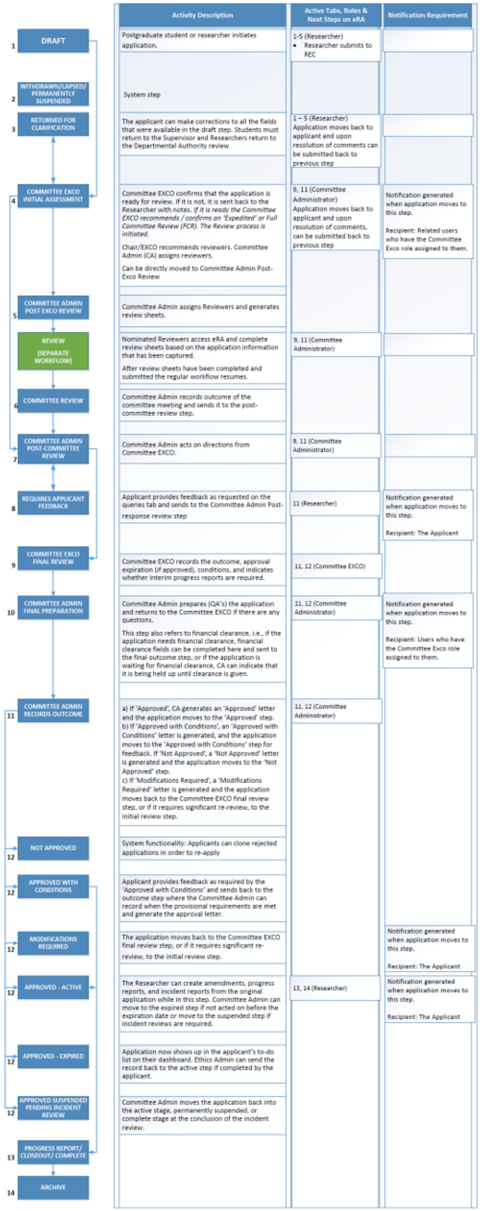
- Learn to distinguish between the different roles associated with the Ethics module
- Learn more about the workflow process for the Ethics Module
- A definition of each role that will interact with the Ethics Administrator module

Dashboards



The dashboard has the **Ethics Submissions** tab on the left-hand side which will lead you to all Ethics applications that have been submitted. This is a dashboard that the researcher will see. There are other roles that have access to the Ethics functionality.

The Workflow: Breakdown

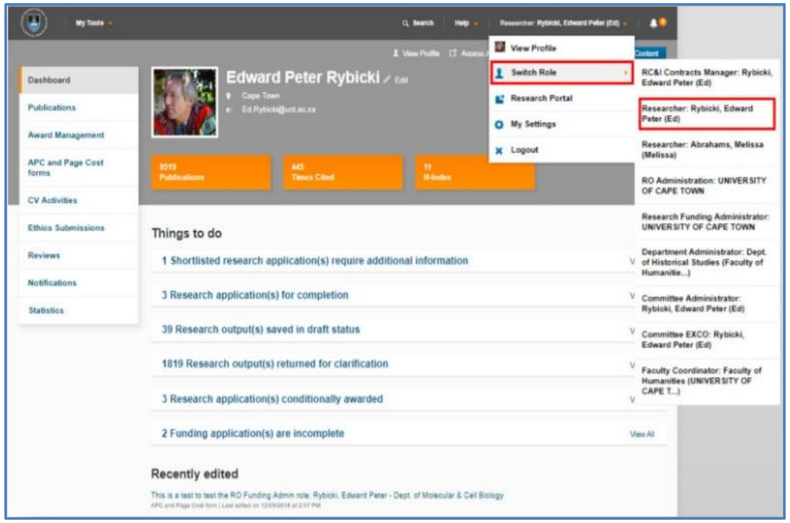


#	Step	Activity Description	Active Tabs, Roles & Next Steps on eRA	Notification Requirement
1	DRAFT	Postgraduate student or researcher initiates application.	1-5 (Researcher) • Researcher submits to REC	
2	WITHDRAWN/LAPSED/ PERMANENTLY SUSPENDED	System step		
3	RETURNED FOR CLARIFICATION	The applicant can make corrections to all the fields that were available in the draft step. Students must return to the Supervisor and Researchers return to the Departmental Authority review	1 – 5 (Researcher) Application moves back to applicant and upon resolution of comments can be submitted back to previous step	
4	COMMITTEE EXCO INITIAL ASSESSMENT	Committee EXCO confirms that the application is ready for review. If it is not, it is sent back to the Researcher with notes. *If it is ready the Committee EXCO recommends / confirms on 'Expedited' or Full Committee Review (FCR). The Review process is initiated.* Chair/EXCO recommends reviewers. Committee Admin (CA) assigns reviewers. Can be directly moved to Committee Admin Post-Exco Review	9, 11 (Committee Administrator) Application moves back to applicant and upon resolution of comments, can be submitted back to previous step	Notification generated when application moves to this step. Recipient: Related users who have the Committee Exco role assigned to them.
5	COMMITTEE ADMIN POST EXCO REVIEW	Committee Admin assigns Reviewers and generates review sheets.		
	REVIEW (SEPARATE WORKFLOW)	Nominated Reviewers access eRA and complete review sheets based on the application information that has been captured. After review sheets have been completed and submitted the regular workflow resumes.	9, 11 (Committee Administrator)	
6	COMMITTEE REVIEW	Committee Admin records outcome of the committee meeting and sends it to the post-committee review step.		
7	COMMITTEE ADMIN POST-COMMITTEE REVIEW	Committee Admin acts on directions from Committee EXCO.	9, 11 (Committee Administrator)	
8	REQUIRES APPLICANT FEEDBACK	Applicant provides feedback as requested on the queries tab and sends to the Committee Admin Post-response review step	11 (Researcher)	Notification generated when application moves to this step. Recipient: The Applicant
9	COMMITTEE EXCO FINAL REVIEW	Committee EXCO records the outcome, approval expiration (if approved), conditions, and indicates whether interim progress reports are required.	11, 12 (Committee EXCO)	
10	COMMITTEE ADMIN FINAL PREPARATION	Committee Admin prepares (QA's) the application and returns to the Committee EXCO if there are any questions. This step also refers to financial clearance, i.e., if the application needs financial clearance, financial clearance fields can be completed here and sent to the final outcome step, or if the application is waiting for financial clearance, CA can indicate that it is being held up until clearance is given.	11, 12 (Committee Administrator)	Notification generated when application moves to this step. Recipient: Users who have the Committee Exco role assigned to them.
11	COMMITTEE ADMIN RECORDS OUTCOME	a) If 'Approved', CA generates an 'Approved' letter and the application moves to the 'Approved' step. b) If 'Approved with Conditions', an 'Approved with Conditions' letter is generated, and the application moves to the 'Approved with Conditions' step for feedback. If 'Not Approved', a 'Not Approved' letter is generated and the application moves to the 'Not Approved' step. c) If 'Modifications Required', a 'Modifications Required' letter is generated and the application moves back to the Committee EXCO final review step, or if it requires significant re-review, to the initial review step.	11, 12 (Committee Administrator)	
12	NOT APPROVED	System functionality: Applicants can clone rejected applications in order to re-apply		
12	APPROVED WITH CONDITIONS	Applicant provides feedback as required by the 'Approved with Conditions' and sends back to the outcome step where the Committee Admin can record when the provisional requirements are met and generate the approval letter.		
12	MODIFICATIONS REQUIRED	The application moves back to the Committee EXCO final review step, or if it requires significant re-review, to the initial review step.		Notification generated when application moves to this step. Recipient: The Applicant
12	APPROVED - ACTIVE	The Researcher can create amendments, progress reports, and incident reports from the original application while in this step. Committee Admin can move to the expired step if not acted on before the expiration date or move to the suspended step if incident reviews are required.	13, 14 (Researcher)	Notification generated when application moves to this step. Recipient: The Applicant
12	APPROVED - EXPIRED	Application now shows up in the applicant's to-do list on their dashboard. Ethics Admin can send the record back to the active step if completed by the applicant.		
12	APPROVED SUSPENDED PENDING INCIDENT REVIEW	Committee Admin moves the application back into the active stage, permanently suspended, or complete stage at the conclusion of the incident review.		
13	PROGRESS REPORT/ CLOSEOUT/ COMPLETE			
14	ARCHIVE			

Switching Roles

You can switch to different roles by using the orange down arrow on the top right as shown in the steps below:

1. The Researcher Role

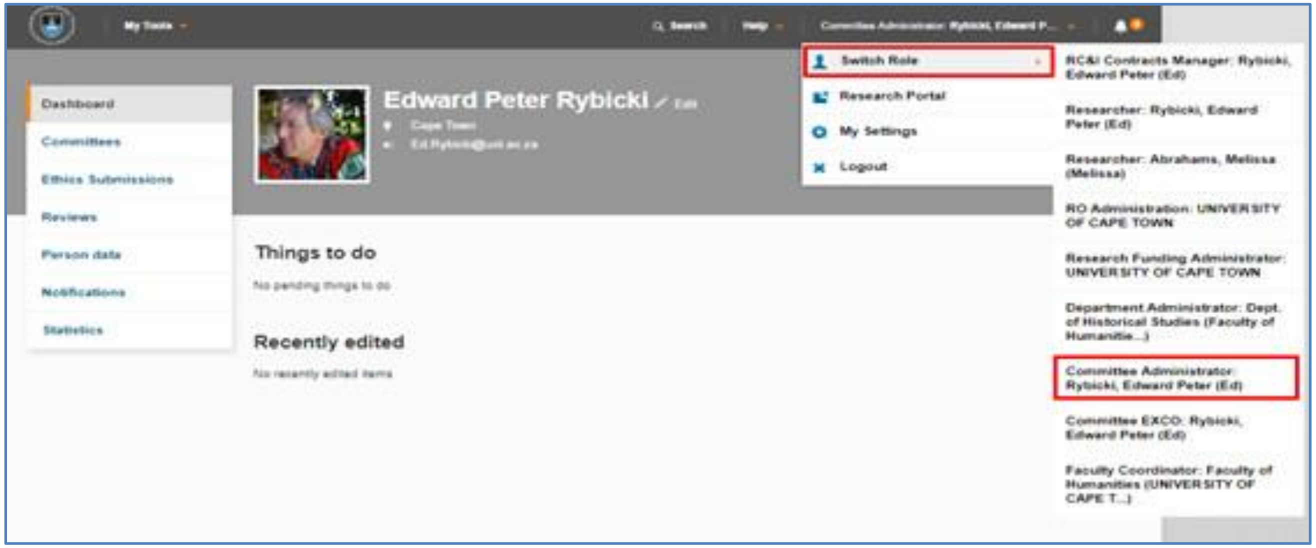


The Ethics process has 3 roles that interact with the application namely:

- **Researcher** (based on the relation to the application form, the Researcher can access the form either as the Ethics applicant, the named HoD to complete the Declaration section of the form, or as a named reviewer)
- **Committee Administrator**
- **Committee EXCO**
- **Reviewer**

The first time that anyone signs onto the eRA system, they are given the Researcher role by default.

2. **Committee Administrator**



In order for the system to work correctly, any user who is assigned the **Committee Administrator** role needs to be listed in the Administrator Staff on the related Committee Form.

3. **Committee EXCO**

Committee EXCO: Assess the outcome of the ethics review process or confirm the outcome of the ethics review process for a particular submission.

A description of each role is listed in the table below:

Role Name	*Description*	*Entry Point*
Researcher	Anyone can create an Ethics Application form by virtue of being a Researcher on the eRA system. Once an initial Ethics Application form has moved beyond the *Draft* step, and for all subsequent submissions for the same study, only those users who are named on the Application Form as members of study staff will have access to make changes to a submission form. There are two other instances in which the Researcher role is required: • Online Ethics Application forms require certain declarations to be acknowledged. The person who captures an Ethics Application form needs to select the name of such declarer/s. The existence of the Declarer's name on the online Ethics Application form will give the Declarer the necessary rights to acknowledge the related declaration. • Similarly, Committee Administrators capture online Ethics Review Sheets on which they select the name of the Reviewer. The existence of the Reviewer's name on the online Ethics Review Sheet will give such Reviewer the necessary rights to complete a review on the online form.	*Person*
Committee Administrator	The Committee Administrator role is the role required by the Administrators who work in the Research Ethics Committee (REC) office associated with a particular set of Ethics Application forms, e.g., the Administrators who work in the office of the HREC. This role is required in order to orchestrate the progression of an online Ethics Submission through the review process, i.e.: • check whether a submitted form has been completed correctly; • submit the form to EXCO in order for EXCO to assess whether the submission can be expedited, or whether it must be subjected to a Full Committee Review; • create Ethics Review Sheets for a particular submission if required, and manage the response to such individual submission reviews;	*Person*

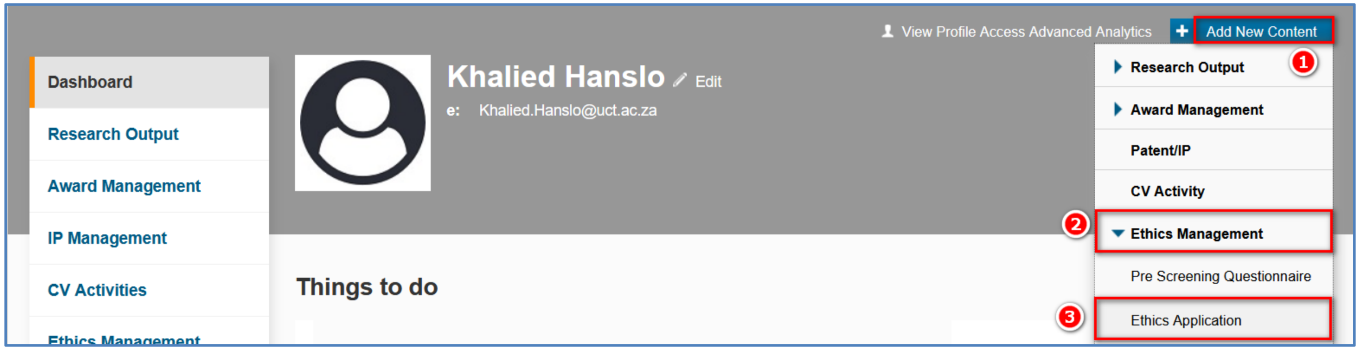
Role Name	*Description*	*Entry Point*
Committee Administrator (cont.)	• depending on whether the review track for the submission is expedited or full committee review, manage the workflow through the appropriate steps to arrive at the overall outcome of the ethics review process; • create a review response letter to the PI or Applicant providing the overall outcome of the review of the submission (this is done off the system); and finally • to attach the review response letter to the submission and save it in the required workflow status that will pass it back to the PI of the study concerned. The Committee Administrator role is also required to maintain the list of EXCO members, and the list of Administrator staff on the related online Committee Form. (**NOTE**: In order for the system to work correctly, any user who is assigned the Committee Administrator role needs to be listed in the Administrator Staff on the related Committee Form.)	*Person*
Committee EXCO	The Committee EXCO role, is the role required by the EXCO members of the REC office associated with a particular set of Ethics Application forms, e.g., the EXCO members of the HREC. This role is required in order to perform the following tasks on the system: • Assign the review track appropriate to an online ethics submission, i.e. the expedited process (no committee review required - usually assigned in the case of low risk research only), or a full committee review (the more commonly assigned track); • If deemed a requirement, provide Reviewer/s names for which someone with the Committee Administrator role must create online Ethics Review Sheets; • Assess the outcome of the ethics review process (in the case of an expedited review), or confirm the outcome of the ethics review process (in the case of a full committee review) for a particular submission. (**NOTE**: In order for the system to work correctly, any user who is assigned the Committee EXCO role needs to be listed in the list of EXCO members on the related Committee Form. EXCO members will need to have both the Committee	*Person*

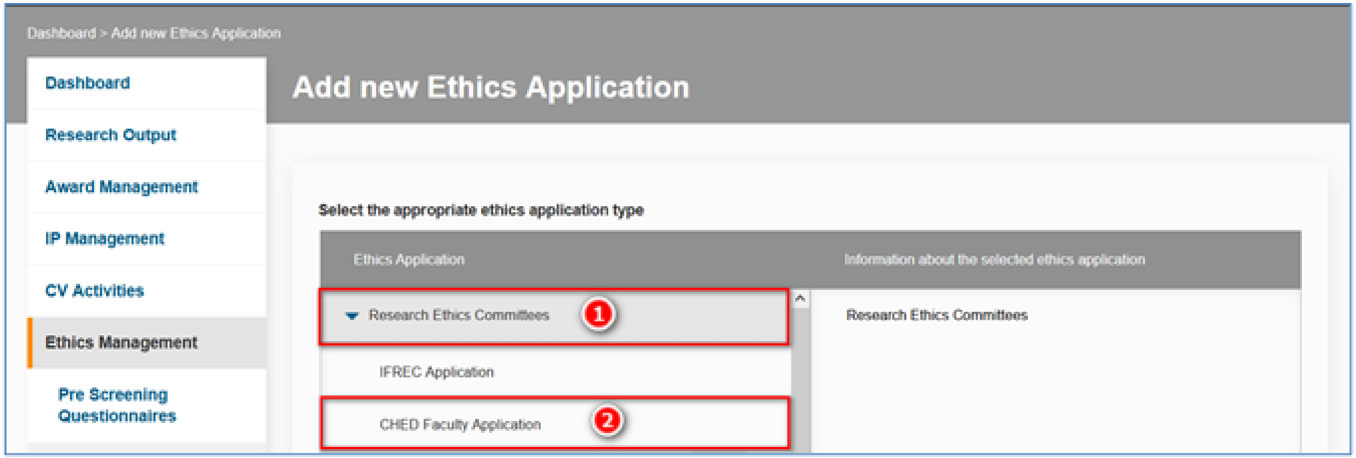
Role Name	Description	Entry Point
	EXCO role and a Researcher role. The Researcher role is required when they are names as the Reviewer on an Ethics Review Sheet.)	
Reviewer	The Reviewer is recommended by the Committee Exco role as an independent external adjudicator in the review of the researcher's application. The Committee Administrator appoint the Reviewer once the Exco member has made their recommendations for who should be added to the system as a Reviewer. The Reviewer will receive the respective review sheets once appointed and vet the research ethics application. The reviewer will then complete the review with their suggestions determining whether the application may go forward with being approved or declined.	

Module 3: Selecting an Ethics application form

Lesson Objectives:

- Learn about the sections of the form which are completed by the Researcher or a person who is associated with the Research study
- Learn about the completion of an Ethics application form and at what point the Committee Administrator interacts with the form.





Roles: Researcher

Click on the **Add New Content** button.

From the dropdown, click on the **Ethics Management** tab, then select **Ethics Application**.

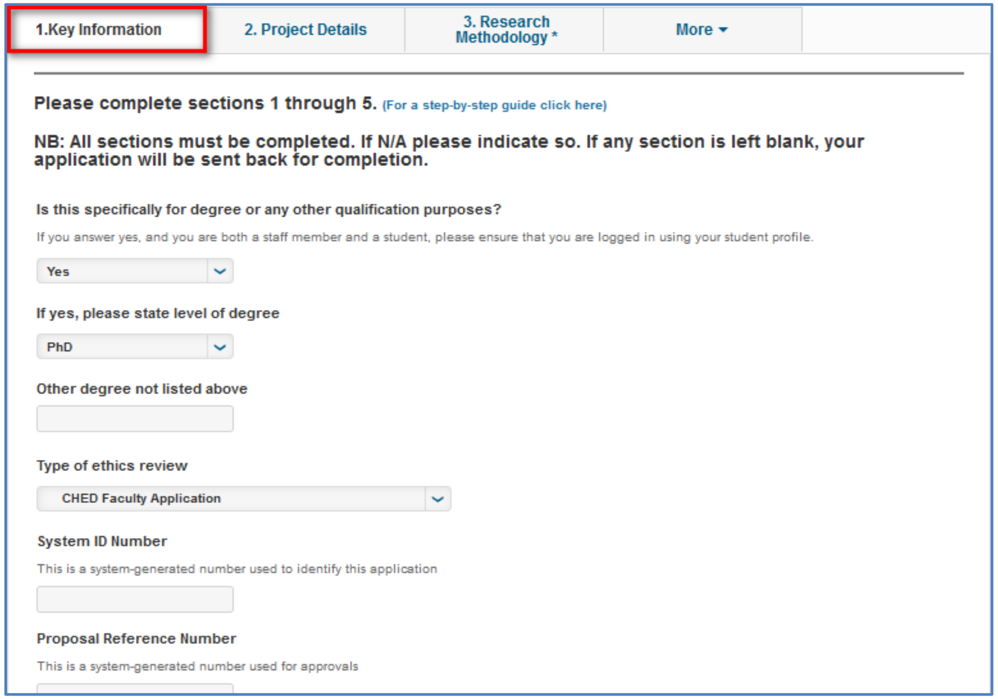
A list of all the Ethics application form types will be displayed before you. From the list, click on **Research Ethics committees**, then select the **CHED faculty Application** form type.

Module 4: Completing an Ethics application

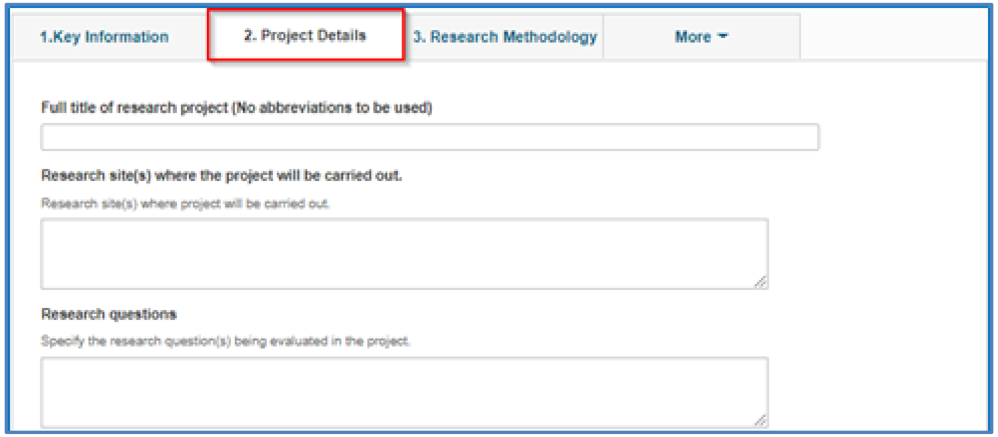
Once the relevant form type has been selected, you may go ahead and complete the respective tabs as required. This can be done in the role as a researcher.

The first tab to be completed is the **Key Information** tab. Please read carefully through the requirements of each field and pay special attention to the areas where hint text is provided as a guide to completing the form.

Once you have completed all the information on the first field, please click **Save**. This will allow for the system to generate and assign an ID number for this application.

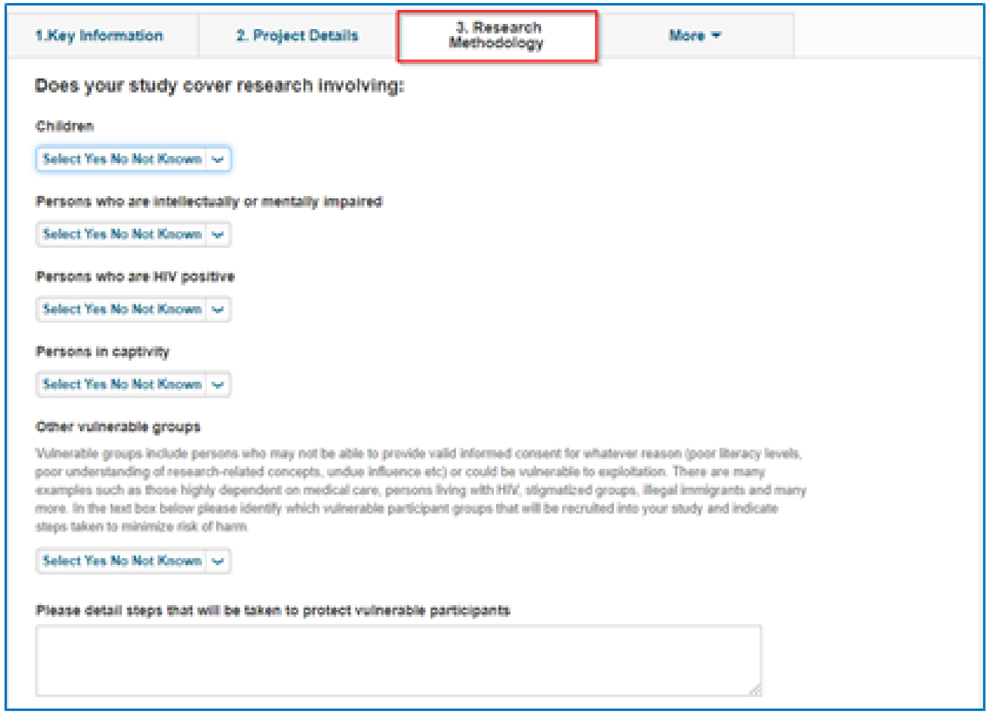


Since you have completed the first tab, you may now click on the **Project Details** tab.



Complete the fields as required. Once you have completed all the relevant fields, click **Save** at the bottom of the screen to save the captured information. You should be able to successfully capture information on the template selected.

Capturing Information (**Research Methodology** tab)


1.Key Information | 2. Project Details | 3. Research Methodology | More

Does your study cover research involving:

Children

Select Yes No Not Known

Persons who are intellectually or mentally impaired

Select Yes No Not Known

Persons who are HIV positive

Select Yes No Not Known

Persons in captivity

Select Yes No Not Known

Other vulnerable groups

Vulnerable groups include persons who may not be able to provide valid informed consent for whatever reason (poor literacy levels, poor understanding of research-related concepts, undue influence etc) or could be vulnerable to exploitation. There are many examples such as those highly dependent on medical care, persons living with HIV, stigmatized groups, illegal immigrants and many more. In the text box below please identify which vulnerable participant groups that will be recruited into your study and indicate steps taken to minimize risk of harm.

Select Yes No Not Known

Please detail steps that will be taken to protect vulnerable participants

Will data collection involve any of the following:

Access to confidential information without prior consent of participants

Select yes or no

Participants being required to commit an act which might diminish self-respect or cause them to experience shame, embarrassment, or regret

Select yes or no

Participants being exposed to questions which may be experienced as stressful or upsetting, or to procedures which may have unpleasant or harmful side effects

Select yes or no

The use of stimuli, tasks or procedures which may be experienced as stressful, noxious, or unpleasant

Select yes or no

Any form of deception

Select yes or no

Describe in detail your data collection process for both quantitative and qualitative approaches used. Please include details on:

1. Choice of case studies (if applicable)
2. Target population(s) / Description of participants
3. Sampling procedure/framework (if sampling is required) / Selection of participants
4. Sample size / Number(s) of participants
5. Recruitment of participants (actual fieldwork)
6. Inclusion and exclusion selection criteria.

NB. Omitting any of the above could result in your application being sent back to you.

Will data collection involve any of the following:

Questionnaire

Select yes or no

Survey schedule

Select yes or no

Interview schedule

(eg. Focus group discussion, key informant interview etc)

Select yes or no

Observation schedule

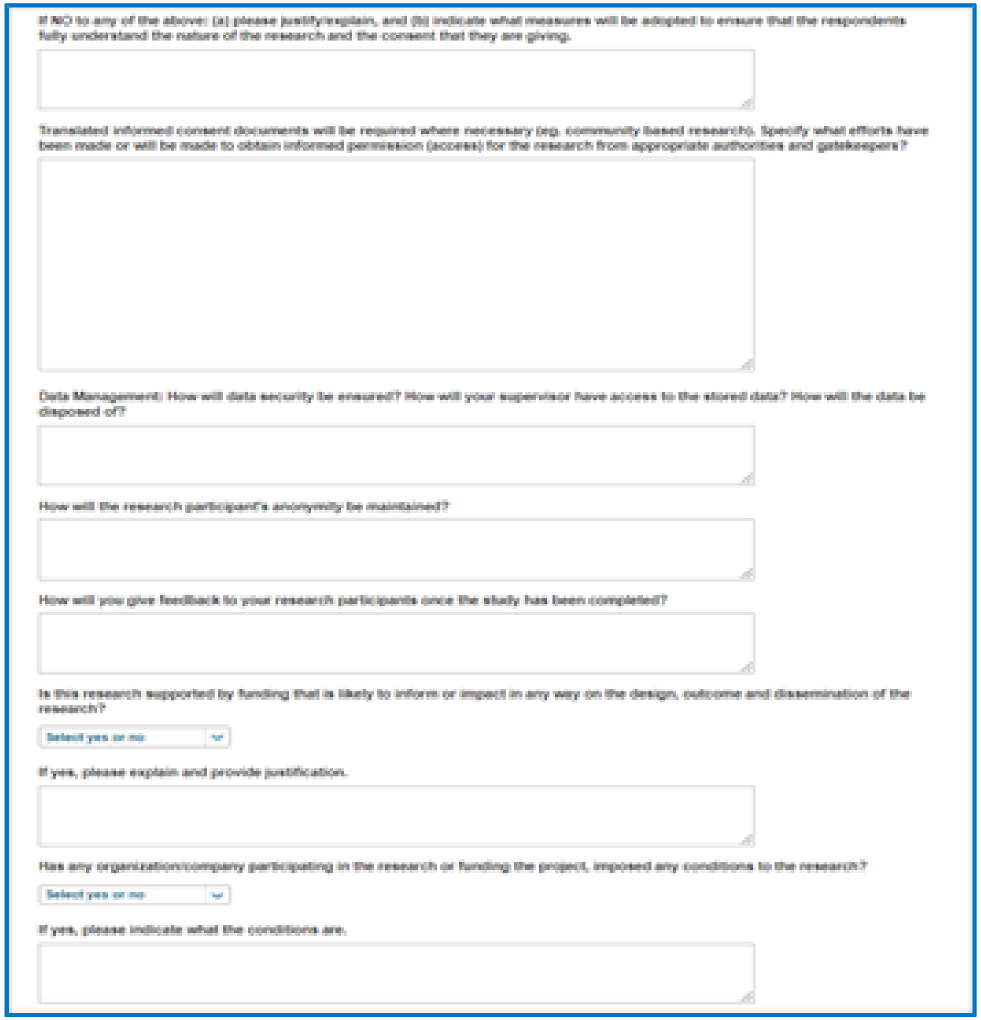
Select yes or no

Psychometric test

Select yes or no

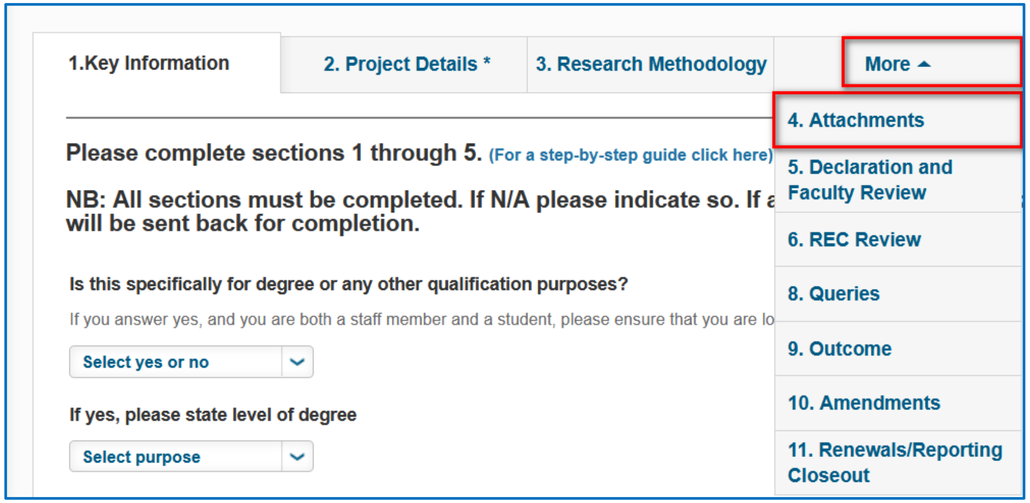
Other/ equivalent assessment instrument

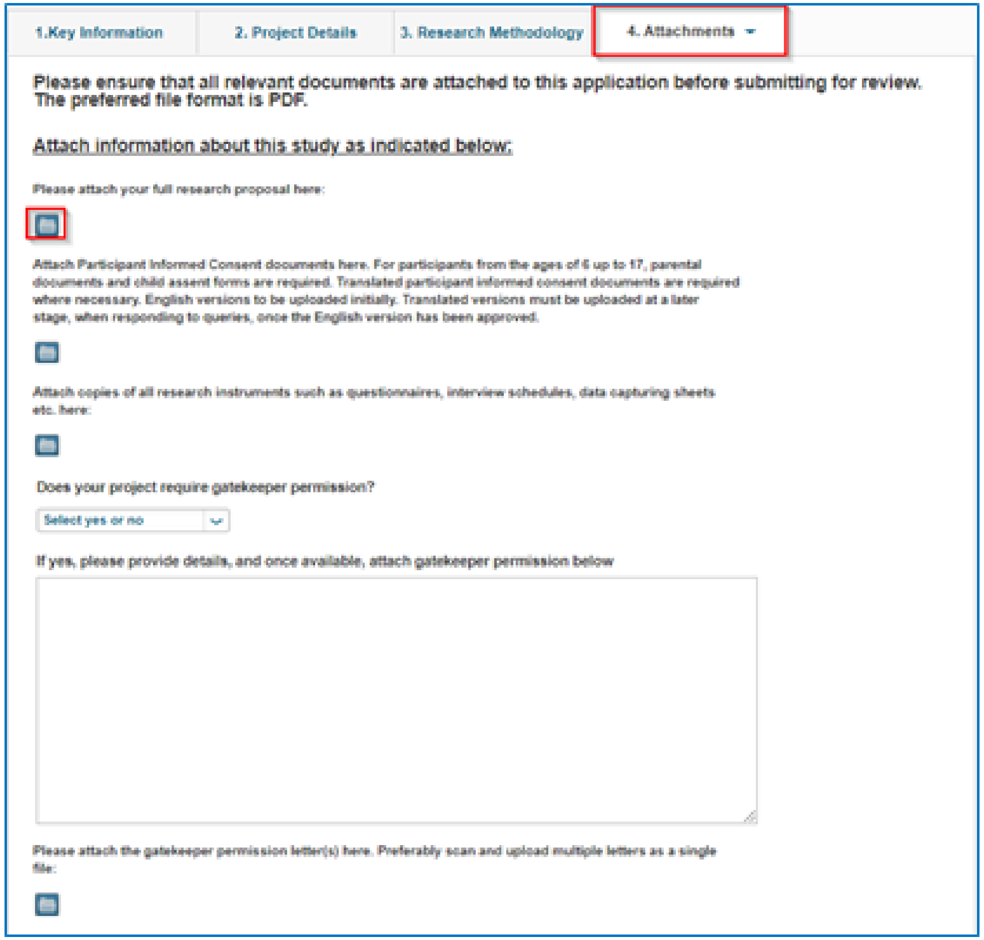
Select yes or no



Navigate to the **Research Methodology** tab.

Complete all the fields provisioned on this tab. Once you have captured all the required information, click **Save** at the bottom of the screen to save the captured information.


1.Key Information
2. Project Details *
3. Research Methodology
More
4. Attachments
5. Declaration and Faculty Review
6. REC Review
8. Queries
9. Outcome
10. Amendments
11. Renewals/Reporting Closeout
Please complete sections 1 through 5. (For a step-by-step guide click here)
NB: All sections must be completed. If N/A please indicate so. If a
will be sent back for completion.
Is this specifically for degree or any other qualification purposes?
If you answer yes, and you are both a staff member and a student, please ensure that you are lo
Select yes or no
If yes, please state level of degree
Select purpose



1.Key Information | 2. Project Details | 3. Research Methodology | 4. Attachments

Please ensure that all relevant documents are attached to this application before submitting for review. The preferred file format is PDF.

Attach information about this study as indicated below:

Please attach your full research proposal here:

Attach Participant Informed Consent documents here. For participants from the ages of 6 up to 17, parental documents and child assent forms are required. Translated participant informed consent documents are required where necessary. English versions to be uploaded initially. Translated versions must be uploaded at a later stage, when responding to queries, once the English version has been approved.

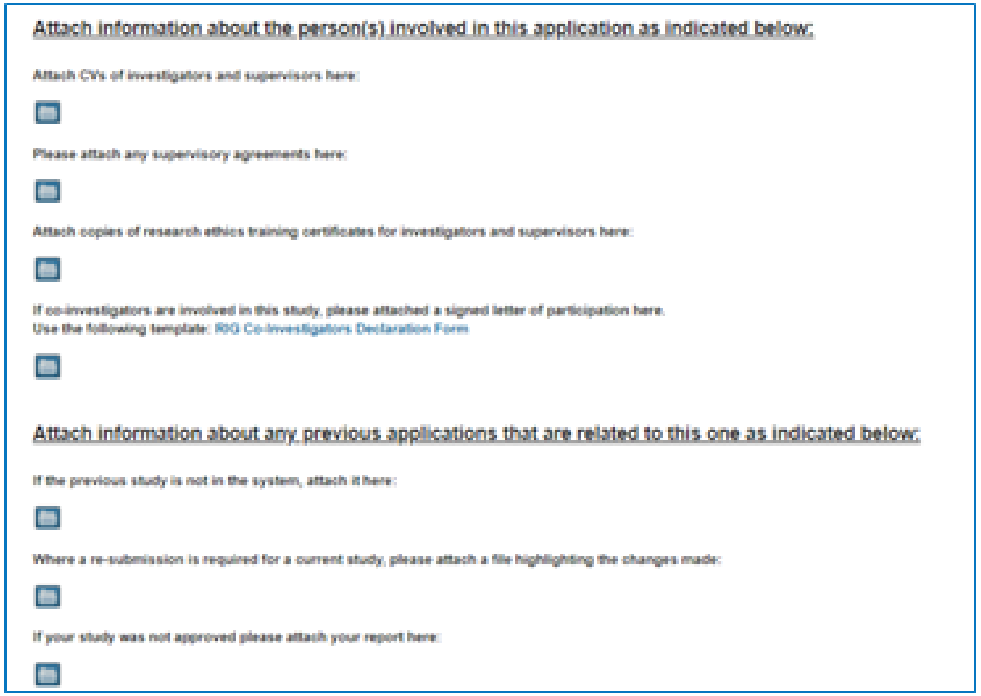
Attach copies of all research instruments such as questionnaires, interview schedules, data capturing sheets etc. here:

Does your project require gatekeeper permission?

Select yes or no

If yes, please provide details, and once available, attach gatekeeper permission below

Please attach the gatekeeper permission letter(s) here. Preferably scan and upload multiple letters as a single file:



Attach information about the person(s) involved in this application as indicated below:

Attach CVs of investigators and supervisors here:

Please attach any supervisory agreements here:

Attach copies of research ethics training certificates for investigators and supervisors here:

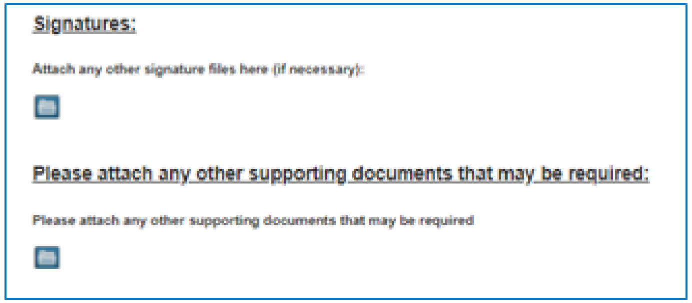
If co-investigators are involved in this study, please attached a signed letter of participation here.
Use the following template: RIG Co-Investigators Declaration Form

Attach information about any previous applications that are related to this one as indicated below:

If the previous study is not in the system, attach it here:

Where a re-submission is required for a current study, please attach a file highlighting the changes made:

If your study was not approved please attach your report here:



Signatures:

Attach any other signature files here (if necessary):

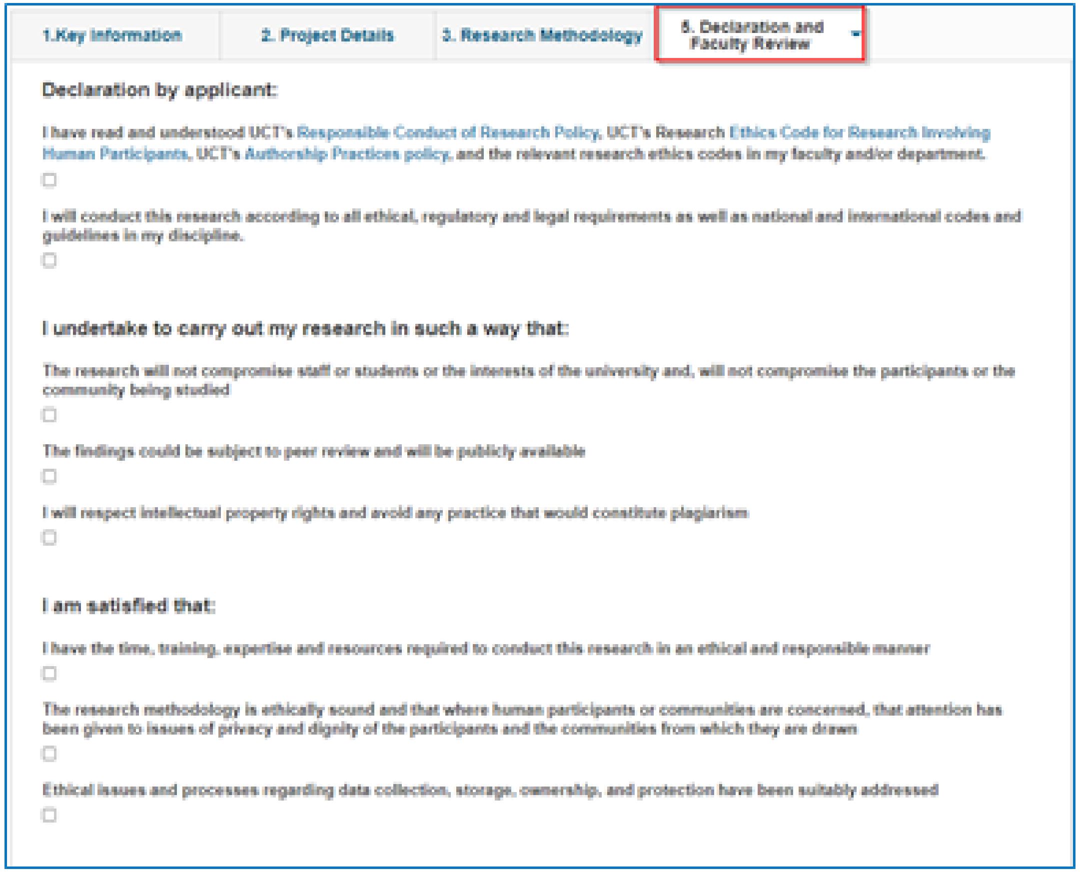
Please attach any other supervisory documents that may be required:

Please attach any other supporting documents that may be required

Navigate to the next tab by clicking on the word **More** (or guided by the blue drop down arrow), then select the tab called **Attachments**.

Complete the form as required, attaching the required documentations in the prescribed file format. You will do this by clicking on the **File** icon under the specified heading and searching for the file that you would like to upload.

Once you have uploaded all the required attachments and completed the form to the best of your ability, click **Save**.



1.Key Information | 2. Project Details | 3. Research Methodology | 5. Declaration and Faculty Review

Declaration by applicant:

I have read and understood UCT's Responsible Conduct of Research Policy, UCT's Research Ethics Code for Research Involving Human Participants, UCT's Authorship Practices policy, and the relevant research ethics codes in my faculty and/or department.

☐

I will conduct this research according to all ethical, regulatory and legal requirements as well as national and international codes and guidelines in my discipline.

☐

I undertake to carry out my research in such a way that:

The research will not compromise staff or students or the interests of the university and, will not compromise the participants or the community being studied

☐

The findings could be subject to peer review and will be publicly available

☐

I will respect intellectual property rights and avoid any practice that would constitute plagiarism

☐

I am satisfied that:

I have the time, training, expertise and resources required to conduct this research in an ethical and responsible manner

☐

The research methodology is ethically sound and that where human participants or communities are concerned, that attention has been given to issues of privacy and dignity of the participants and the communities from which they are drawn

☐

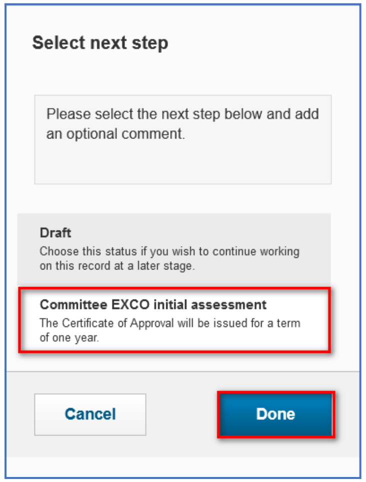
Ethical issues and processes regarding data collection, storage, ownership, and protection have been suitably addressed

☐

Navigate to the next tab by clicking on blue drop down arrow on the **Attachments** tab. Select the **Declaration and Faculty Review** tab.

Complete the **Declaration by Applicant** and all related sections up until the **Project completion date** on this tab.

Once you have completed these fields, click **Save & close** at the bottom of the screen. A popup box will appear.



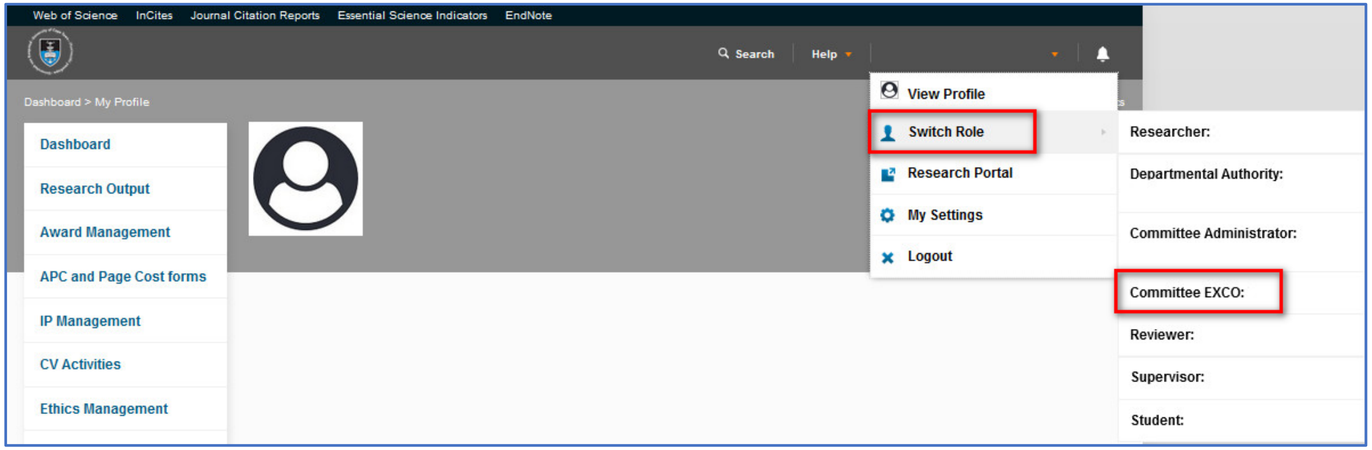
From the popup box, select the **Committee Exco Initial Assessment** stage.

Click **Done**. You will be returned to the Dashboard.

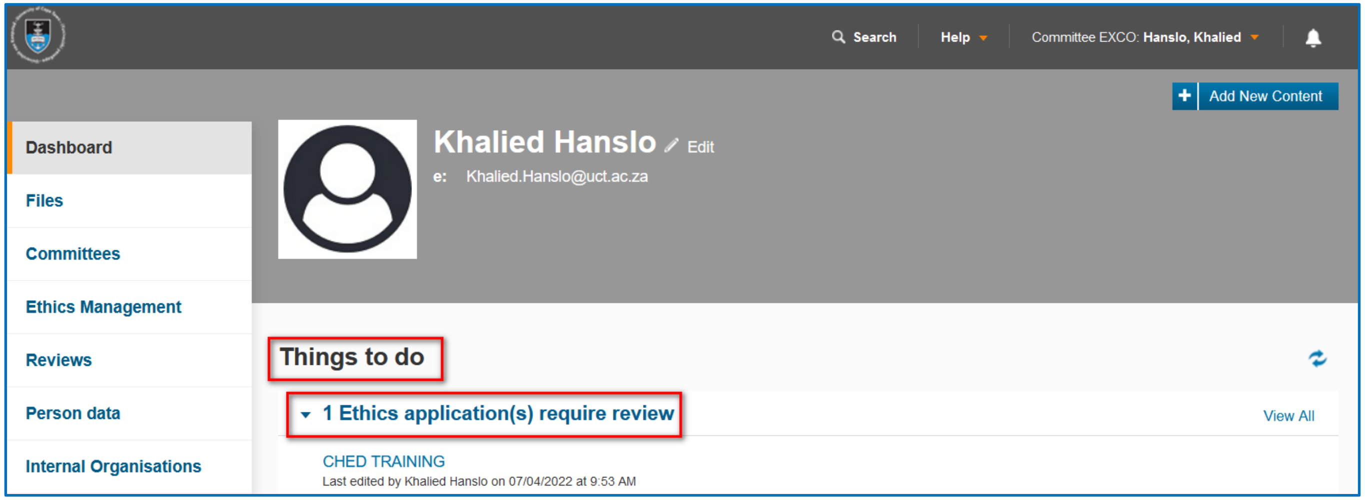
Module 5: Reviewing the Ethics Application as the Committee EXCO

Once the Researcher has completed the application it will be reviewed by a **Committee EXCO**.

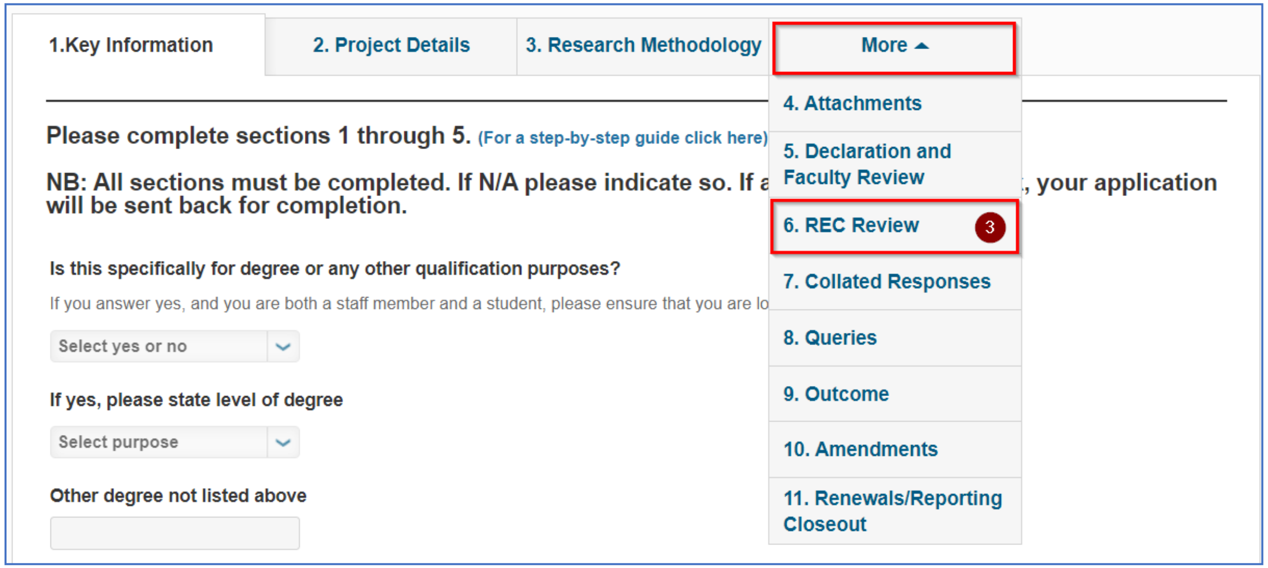
This will be reviewed by a **Committee EXCO** role.



Ensure that you are logged in as the **Committee EXCO**.

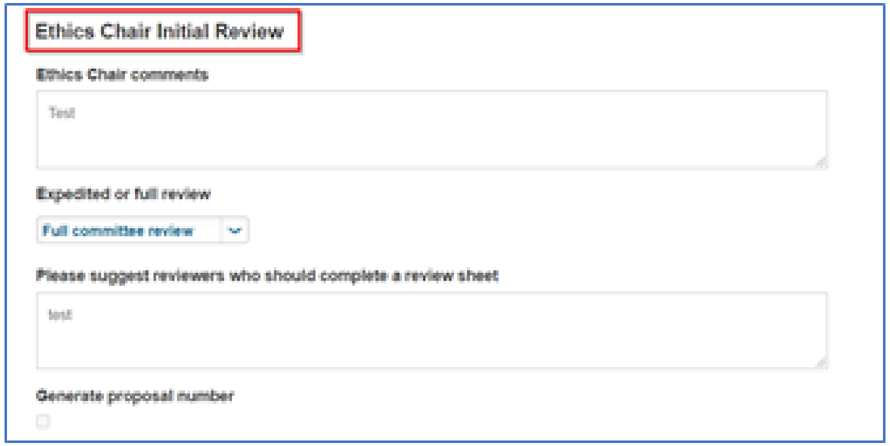


Find the application you would like to review under **Things to do** by clicking on the link below **Ethics application(s) require review.**



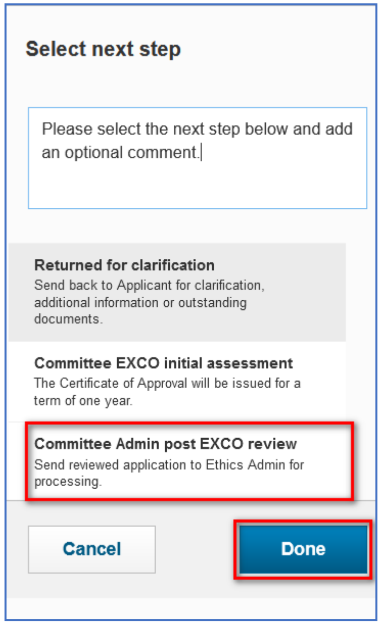
A list of all Ethics applications will be displayed. Select the form you would like to review in the list by clicking on **Edit/Open** to open the form.

The **Committee EXCO** is required to navigate through all the respective tabs to check the information which has been captured by the previous role/s, noting the areas where comments can be left in text boxes provided as well as spaces where files can be uploaded (if applicable). Then, click on **More** (or guided by the blue drop down arrow) and navigate to the **REC Review** tab.



On this tab, the **Committee EXCO** will review the application and perform an initial review under the section for **Ethics Chair Initial Review** and completing all the relevant sections as required.

Then, click Save & close.



A popup box will appear. The **Committee EXCO** can move the form to the Returned for clarification stage for clarity if required. If the **Committee EXCO** is happy with what has been captured so far, the form can be sent to the **Committee Admin post EXCO review** stage.

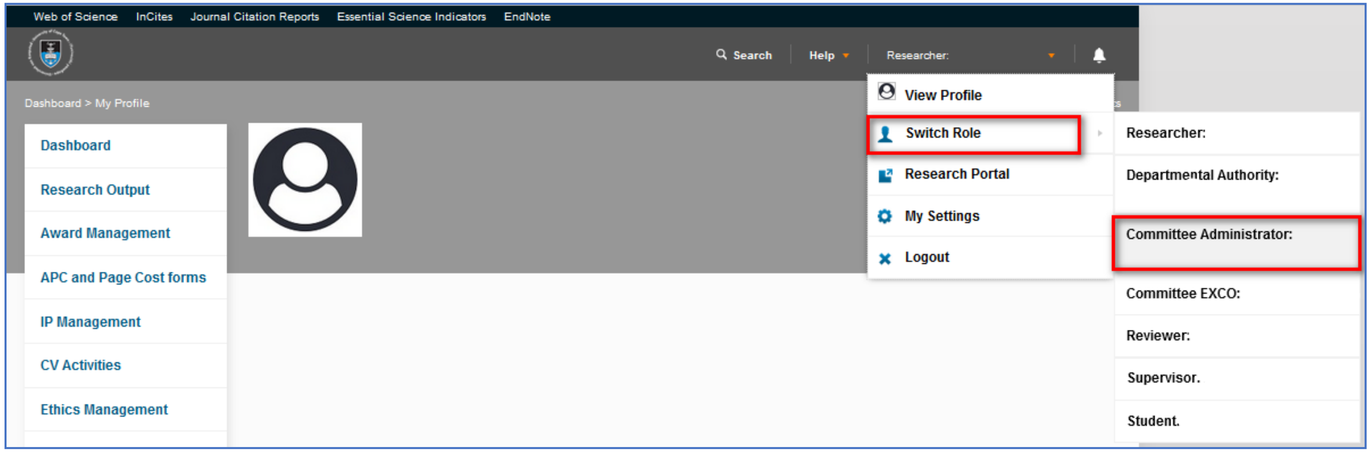
Then, click **Done**.

You will be returned to the **Dashboard.**

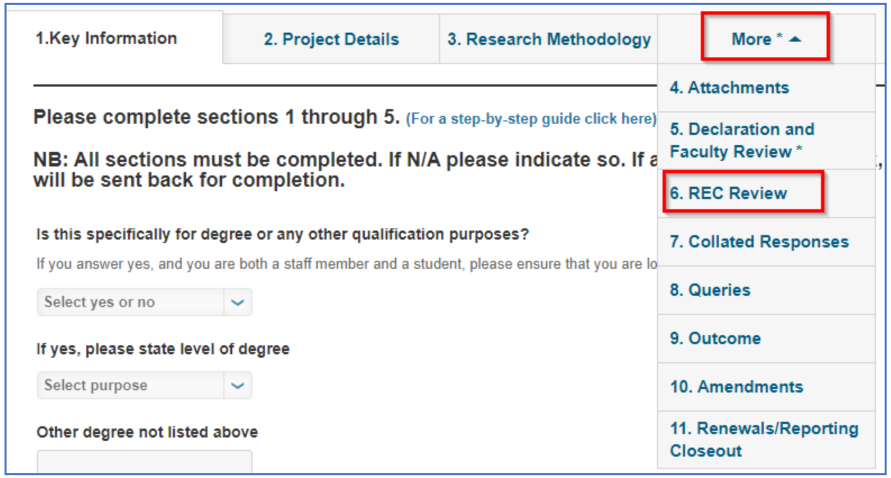
Module 6: Reviewing the Ethics Application as the Committee Administrator (Post-EXCO review)

Once the application has been reviewed by the **Committee EXCO** a Committee Administrator will review it

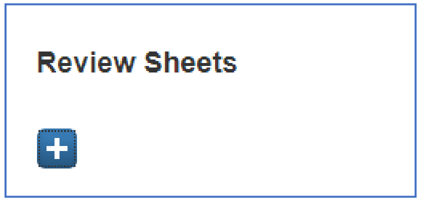
This will be reviewed by a **Committee Administrator** role.



Ensure that you are logged in as the to the **Committee Administrator** role. Find the application you would like to review by clicking on the **Ethics Management** tab and navigating to **Ethics Applications** on the left navigation bar. A list of all Ethics applications will be displayed. Select the form you would like to review in the list by clicking on Edit/Open to open the form.

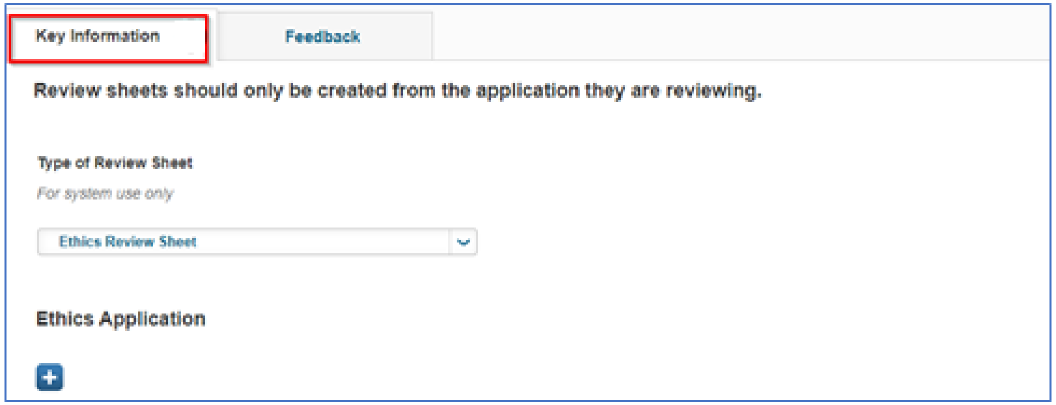


The **Committee Administrator** is required to navigate to the **REC Review** tab by clicking on **More** (or guided by the blue drop down arrow), to check the information which has been captured at the **EXCO initial assessment** stage, noting the areas where comments have been left to inform the next steps.

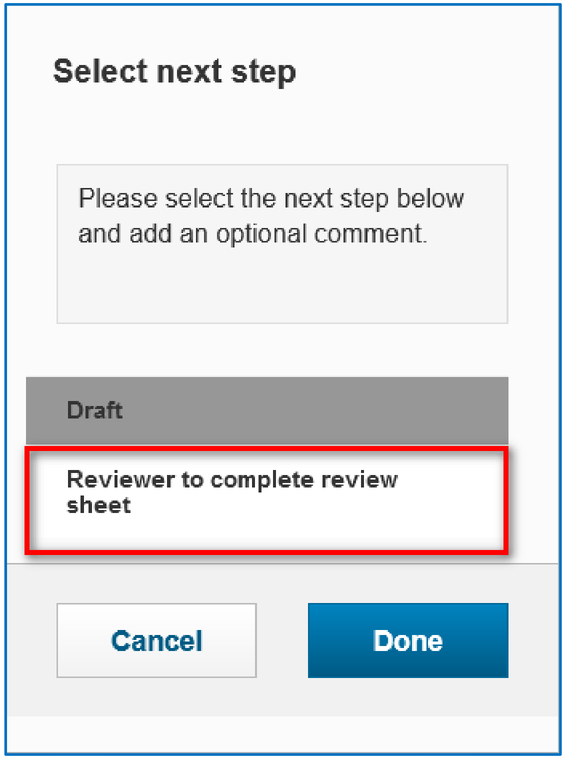


The **Committee Administrator** will be able to access the **Review Sheets** functionality in order to create review sheets for suggested reviews, in preparation for a **Committee review**.

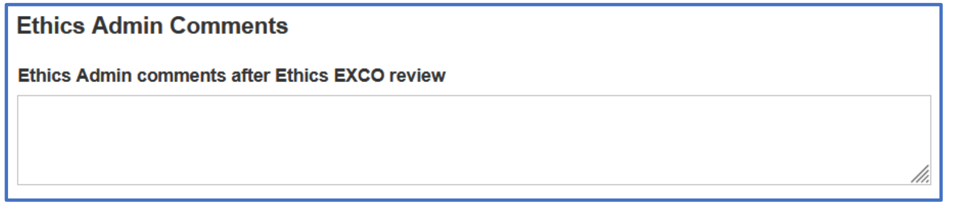
Click on the **plus** icon to add new review sheet(s).



Change the **Type of Review Sheet to an Ethics review sheet**. Complete all the relevant details which includes linking the associated Ethics application, tagging the reviewer as well as linking the respective committee.

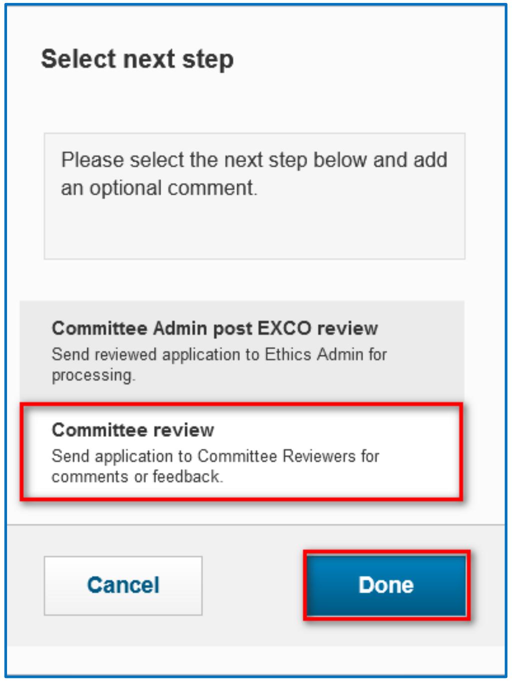


Once all the required fields have been completed, click **Done** at the bottom of the screen and save the record on **Reviewer to complete review sheet**.



You can leave a comment in the **Ethics Administrator comments after Chair review** space if you wish to do so.

Then, click **Save & close.**



A popup box will appear. The **Committee Administrator** can move the form to the **Committee Admin post EXCO review** stage for clarity if required. If satisfied with the process so far, the **Committee Administrator** will move the form to the **Committee Review** stage.

Then, click **Done**.

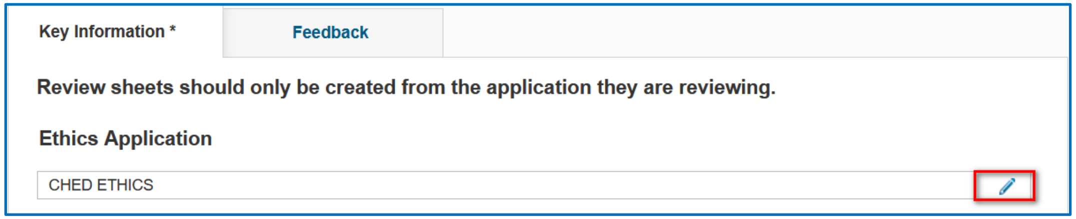
You will be returned to the **Dashboard**.

Module 7: The Reviewer can complete the review sheet once it has been created

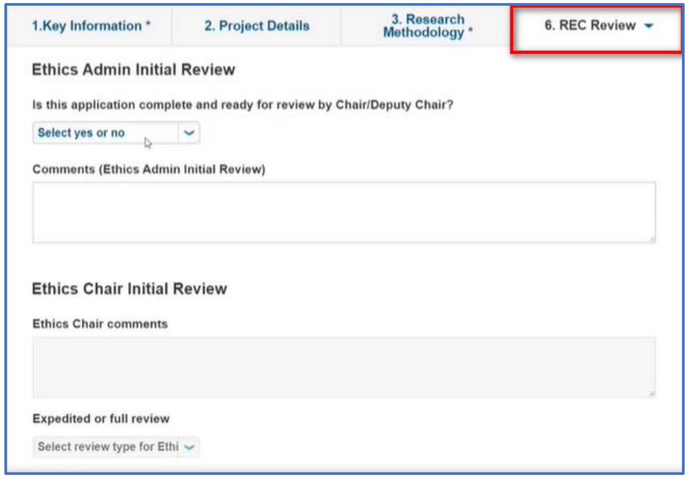
Once the Committee Administrator have reviewed the application a Reviewer will review it

This will be completed by a **Reviewer** role.

Ensure that you are switched to the **Reviewer** role. Find the application you would like to review by clicking on Review sheet(s) to be completed and then clicking on the link below.

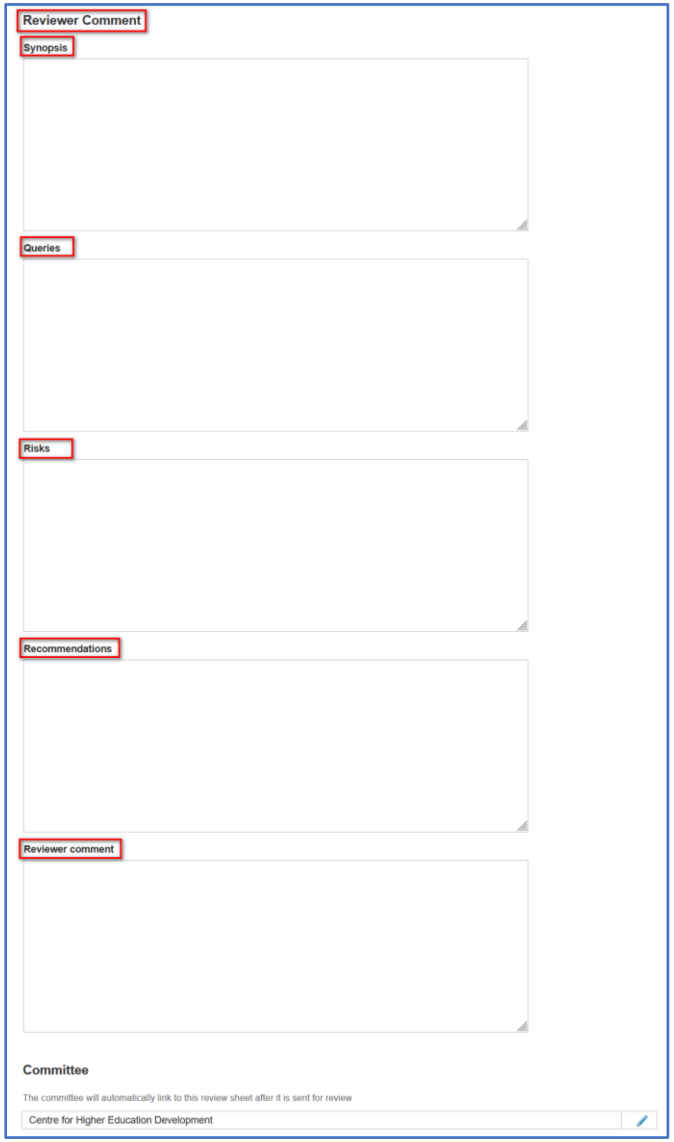


Once you have clicked on the relevant application, the form opens with **Key Information**, click on the **pencil** icon to reveal the entire application.

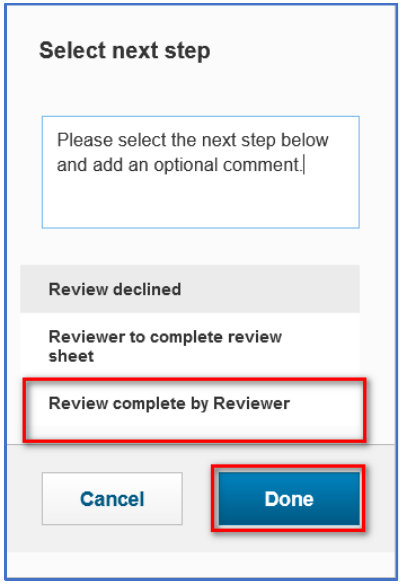


The **Reviewer** is required to navigate to the **Declarations and Faculty Review** tab by clicking on **More** (or guided by the blue drop down arrow), to check the information which has been captured.

Once the Reviewer has checked the form, they can return to the review sheet by clicking **Back** at the bottom of the application to complete their findings and provide feedback.



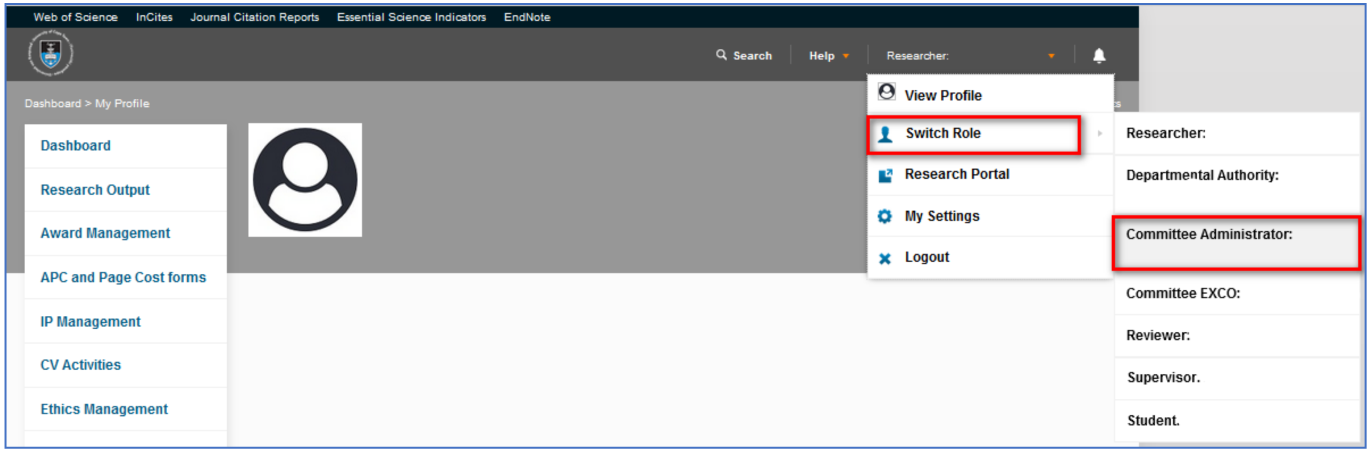
The Reviewer may insert their feedback with regards to **Synopsis, Queries, Risks, Recommendations**, and finally their **Reviewer comment.**



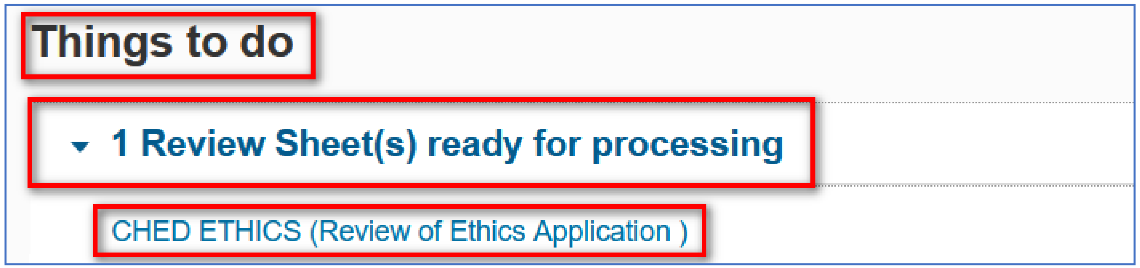
Once the Reviewer has completed their review they click **Save and Close** then will move the form to **Review complete by Reviewer** or **Review declined** if they have decided to decline the application, the Committee Administrator will send it back to the Researcher to advise them.

Module 8: Checking the Review Sheet as the Committee Administrator

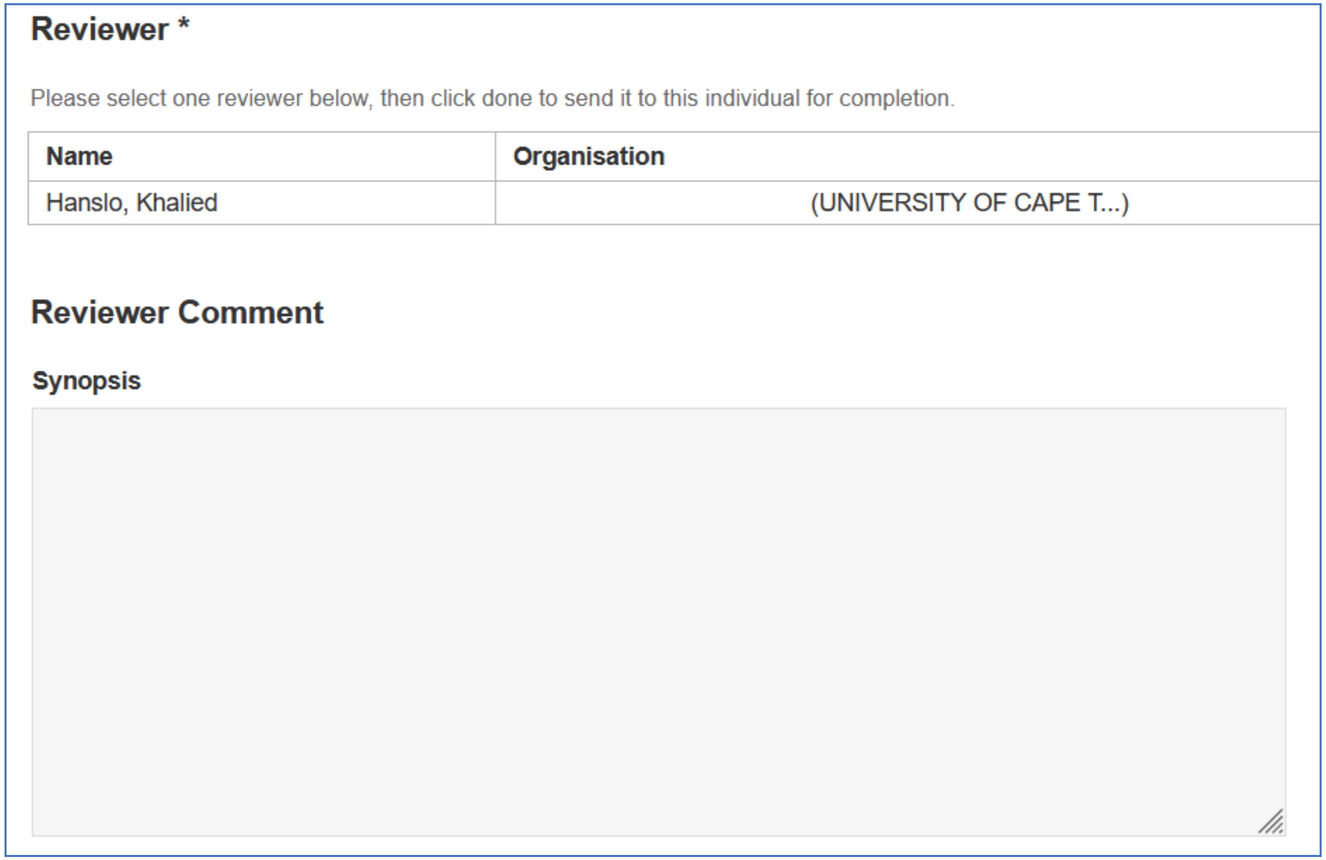
Once the Reviewer has completed the review sheet it will then be moved to and be checked and reviewed by the **Committee Administrator.**



Log in as the Committee **Administrator** role



From your list of **Things to do** choose **Review Sheet(s) ready for processing**



Reviewer *

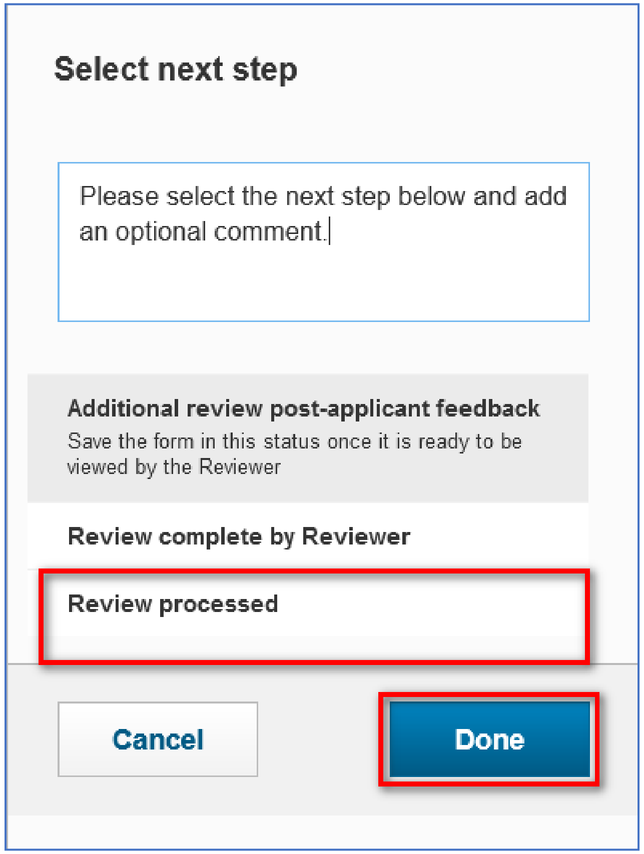
Please select one reviewer below, then click done to send it to this individual for completion.

Name	Organisation
Hanslo, Khalied	(UNIVERSITY OF CAPE T...)

Reviewer Comment

Synopsis

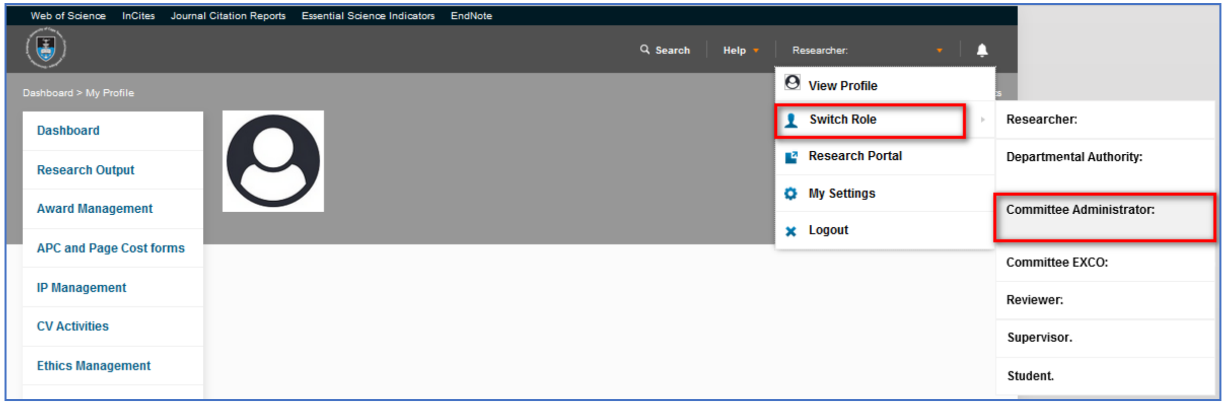
The **Committee Administrator** is required to navigate through the application to check the information which has been captured by the Reviewer.

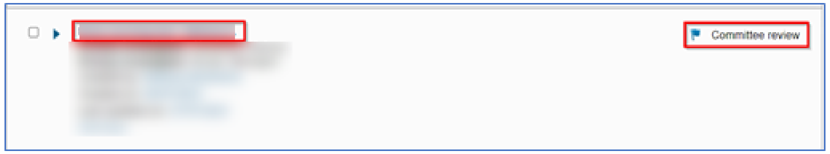


After the Committee Administrator has completed checking the review they can click **Save and Close** and the next step to select is **Review processed** or send the form for another review by the Reviewer by selecting **Additional review post-applicant feedback**.

Module 9: Reviewing the application once reviews are completed by Reviewer role

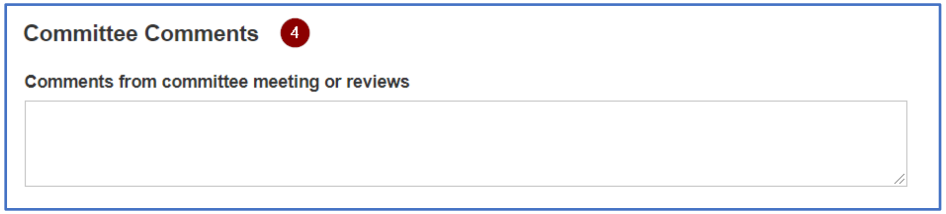
Ensure that you are logged in as the Committee Administrator role. Find the application you would like to review by clicking on the Ethics Management tab and navigating to Ethics Applications on the left navigation bar.





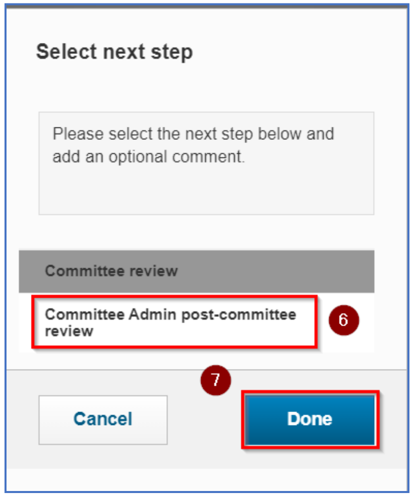
A list of all Ethics applications will be displayed. Select the form you would like to review in the list by clicking on **Edit/Open** to open the form.

The **Committee Administrator** is required to navigate to the **Rec Review** tab by clicking on **More** (or guided by the blue drop down arrow).



Look over the reviews that have been completed by the respective **Reviewers**. The **Committee Administrator** can then add comments under the **Committee Comments** field.

Then, click **Save & close.**



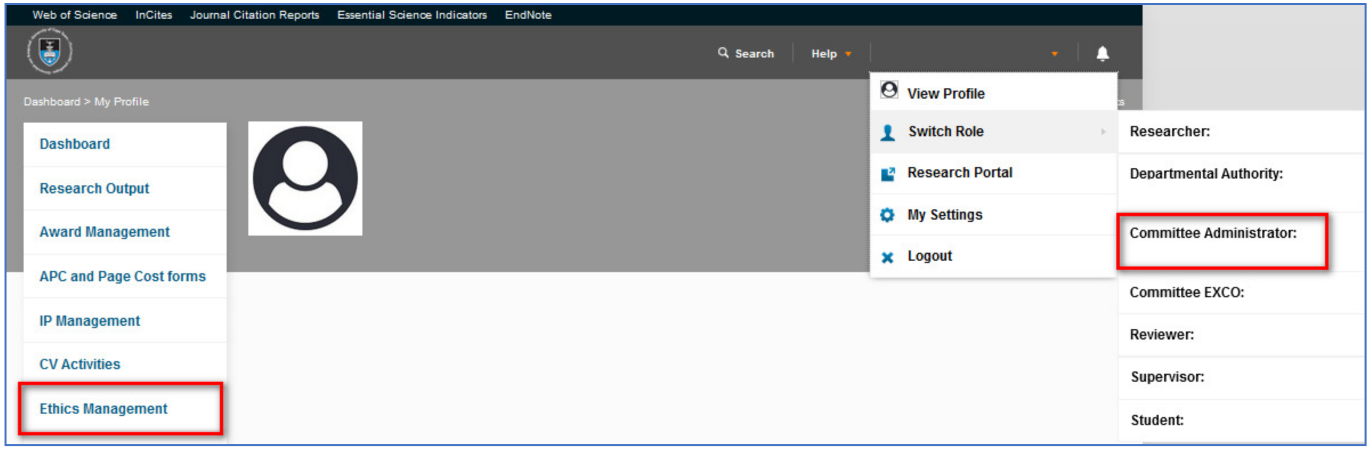
A popup box will appear. The **Committee Administrator** can move the form to the **Committee Admin post-committee review** stage.

Then, click **Done**.

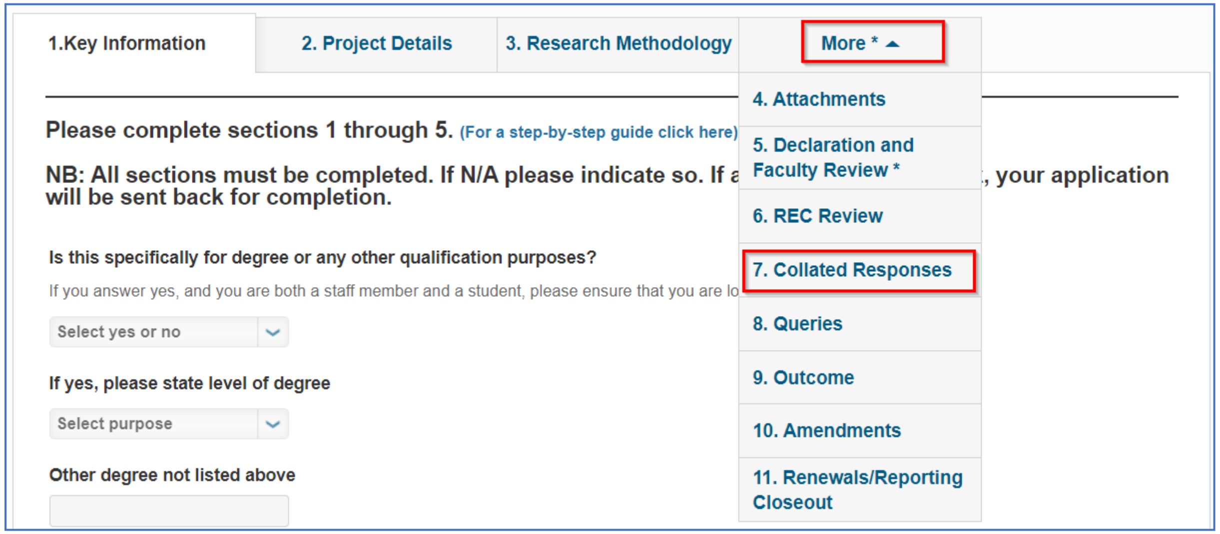
You will be returned to the **Dashboard**.

Module 10: Reviewing the form as Committee Administrator (Post-committee review)

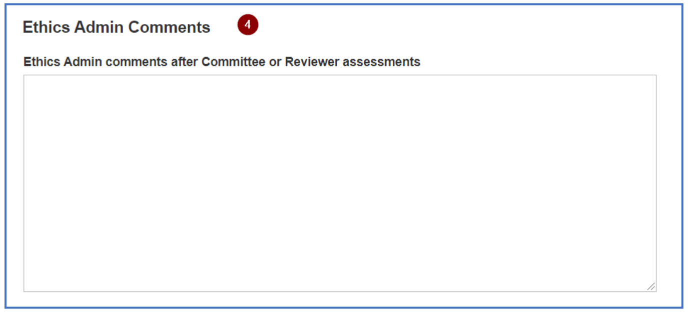
Ensure that you are logged in as the **Committee Administrator** role. Find the application you would like to review by clicking on the **Ethics Management** tab and navigating to **Ethics Applications** on the **left navigation bar**.



A list of all Ethics applications will be displayed. Select the form you would like to review in the list by clicking on **Edit/Open** to open the form.

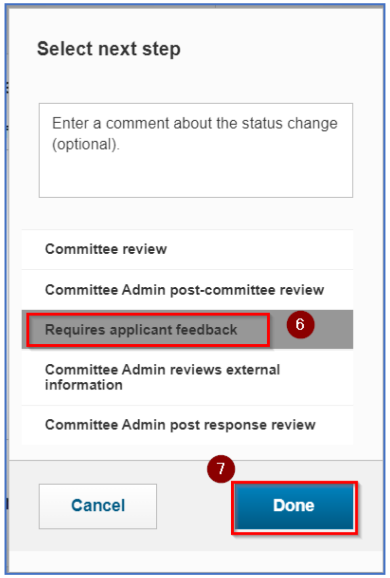


The **Committee Administrator** will navigate to the **Collated Responses** by clicking on **More** (or guided by the blue drop down arrow).



The **Committee Administrator** will capture information from the assessments which have been captured or discussed in relation to the **Ethics application.**

Then, click **Save & close.**



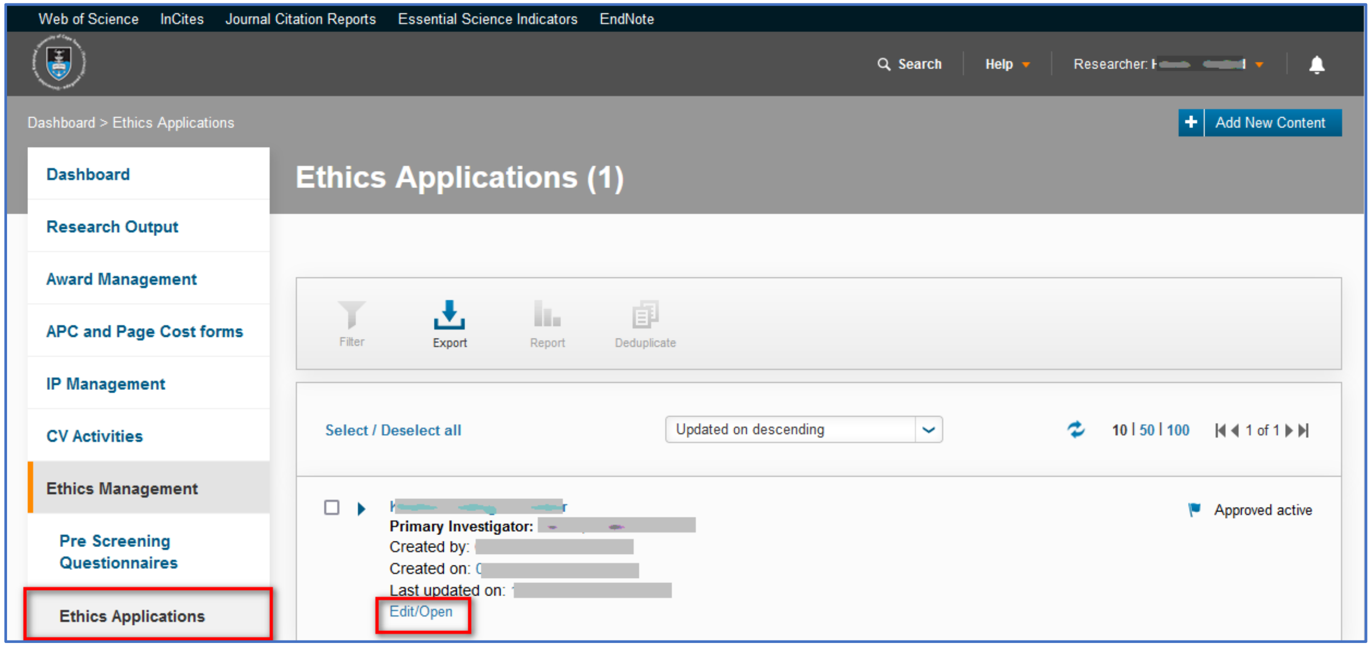
A popup box will appear. The **Committee Administrator** can move the form to the **Committee review** stage for clarity or additional reviews if required. If the **Committee Administrator** is happy with what has been captured so far, the form can be sent to the **Requires applicant feedback** stage for further input from the PI; to the **Committee Admin reviews external Information** stage if there are external reviews to be considered; or to the **Committee Admin post response review. <u>NB: For the next test, select the Requires applicant feedback stage</u>**

Then, click **Done**.

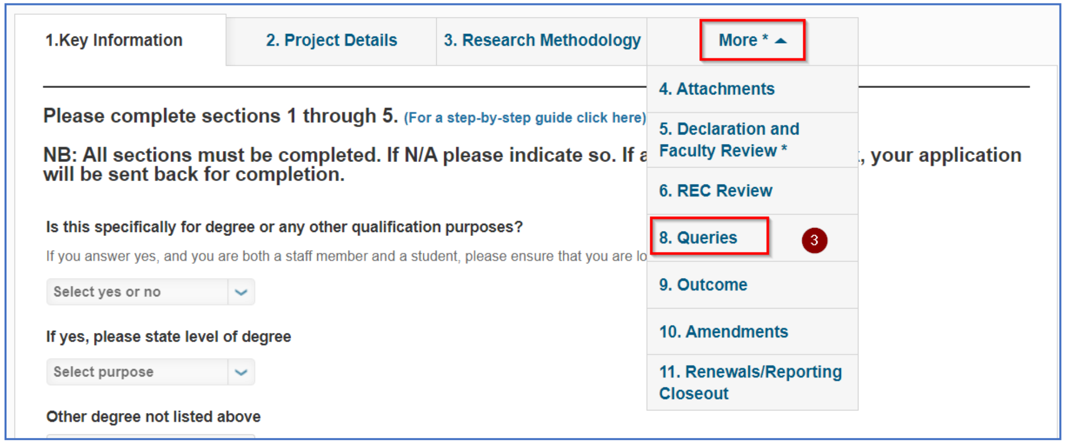
You will be returned to the list of Ethics applications.

Module 11: Reviewing the form as the PI when returned to you by Committee Admin

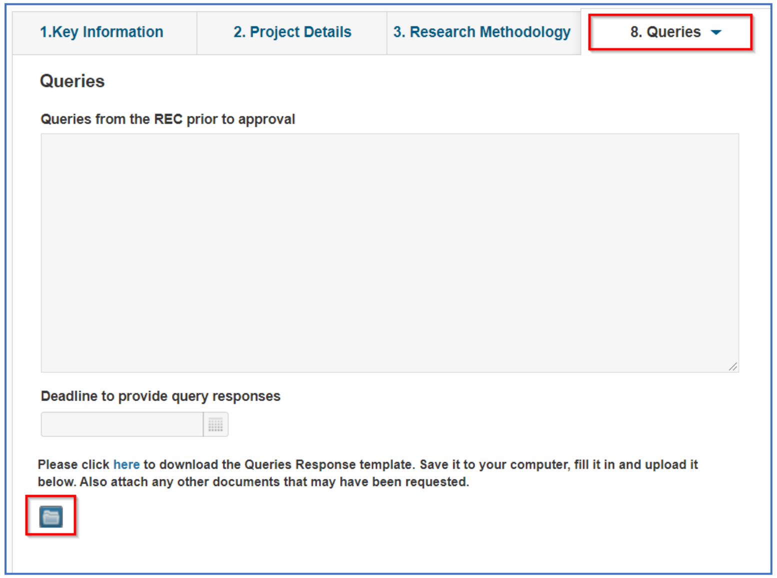
Ensure that you have switched to the **Researcher role**. Find the application you would like to review by clicking on the **Ethics Management** tab and navigating to **Ethics Applications** on the **left navigation bar**.



A list of all Ethics applications will be displayed. Select the form you would like to review in the list by clicking on **Edit/Open** to open the form.

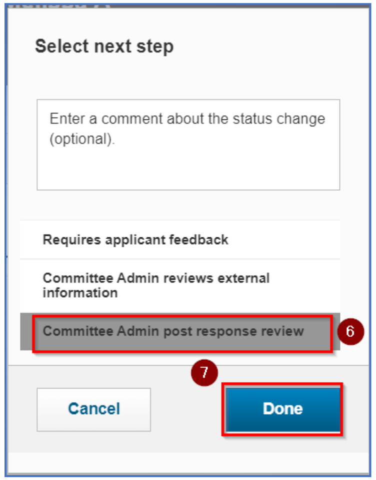


The **Researcher/PI** will navigate through all the tabs, checking information that has been captured so far. Navigate to the **Queries** tab by clicking on **More** and check if there are any queries which require clarity from this role.



To respond, download the **Queries Response** template, complete it, and upload it using the **file icon**.

Then, click **Save & close.**



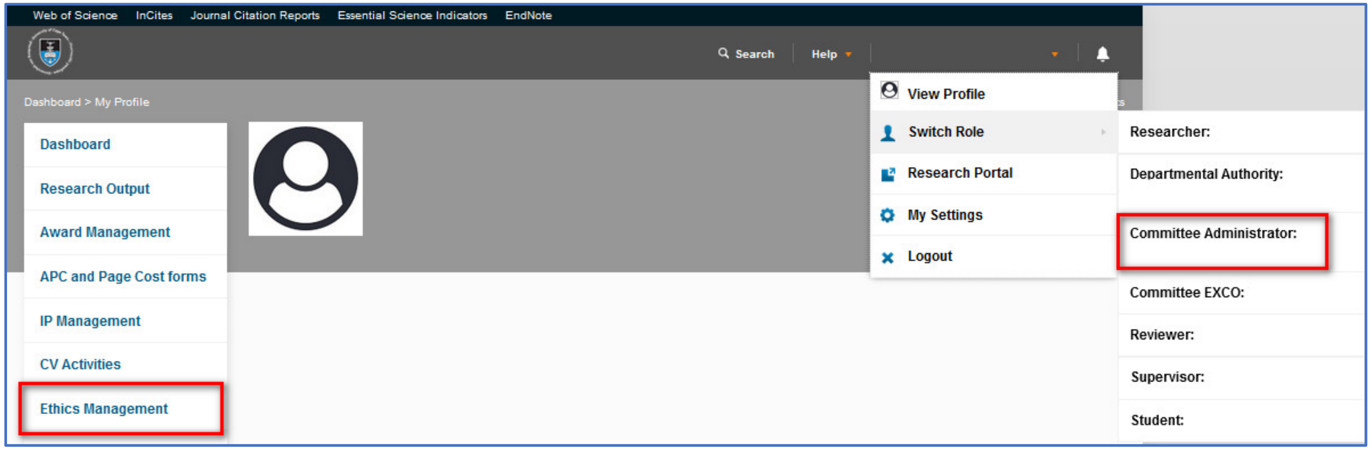
A popup box will appear. The **Researcher/PI** can move the form to the **Committee Admin reviews external information** stage or to the **Committee Admin post response review** stage (depending on the requirement/scenario).

Then, click **Done.**

You will be returned to the list of **Ethics applications**.

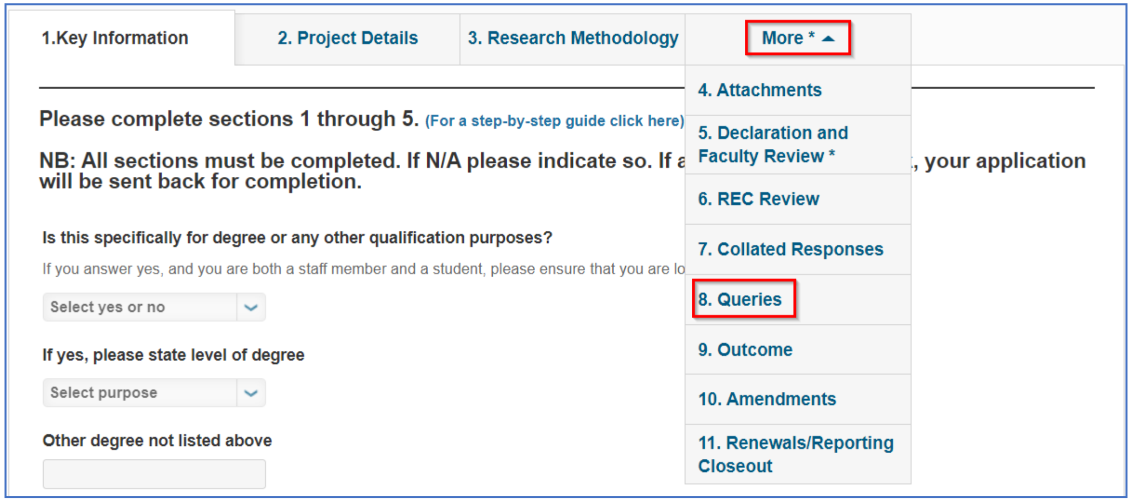
Module 12: Reviewing the form as the Committee Admin once returned by the PI

In this module you will review an Ethics Application as the PI, when returned for clarity by Committee Administrator.

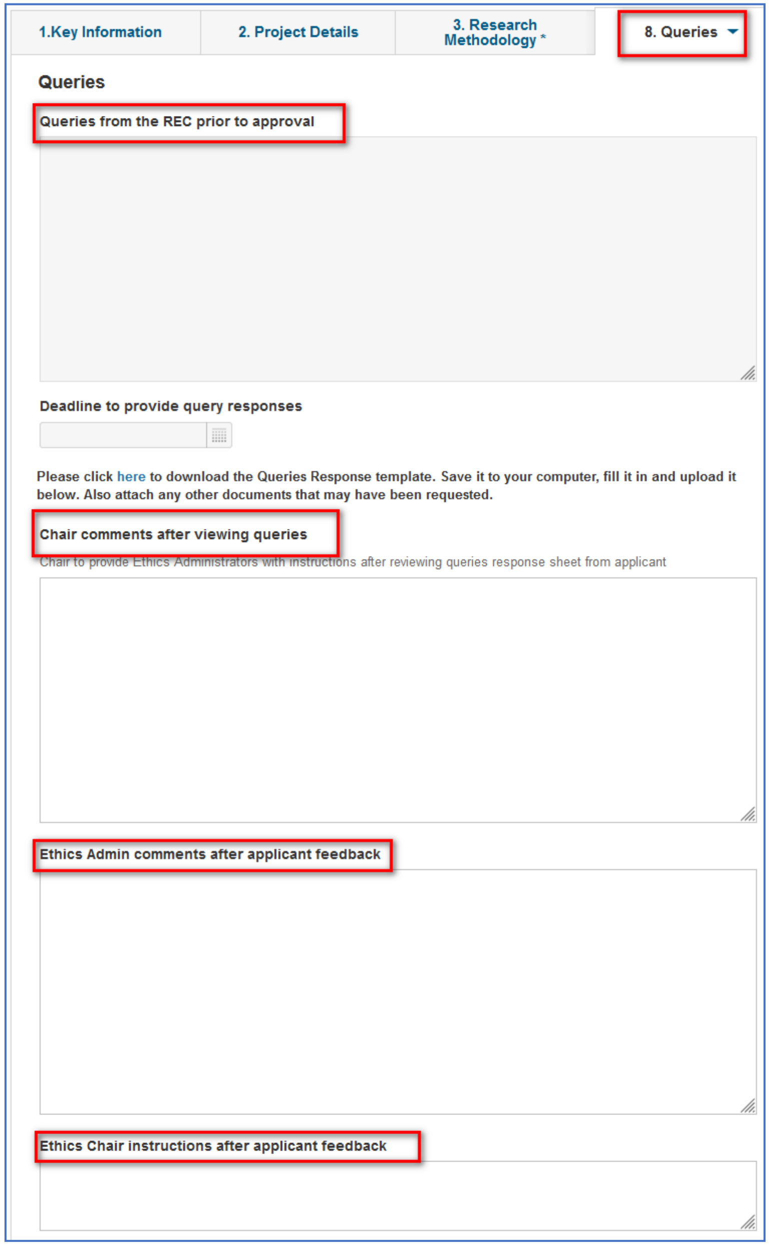


Ensure that you are logged in as the **Committee Administrator** role. Find the application you would like to review by clicking on the **Ethics Management** tab and navigating to **Ethics Applications** on the **left navigation bar**.

A list of all Ethics applications will be displayed. Select the form you would like to review in the list by clicking on **Edit/Open** to open the form.

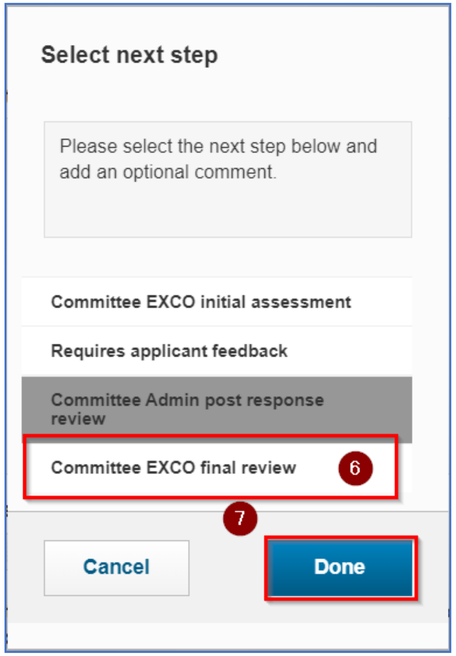


The **Committee Administrator** will navigate to the **Queries** tab by clicking on **More** (or guided by the blue drop down arrow), checking information that has been uploaded by the PI.



Comments can be added by the Committee admin after feedback from the Researcher/PI, in the spaces provided.

Then, click **Save & close.**



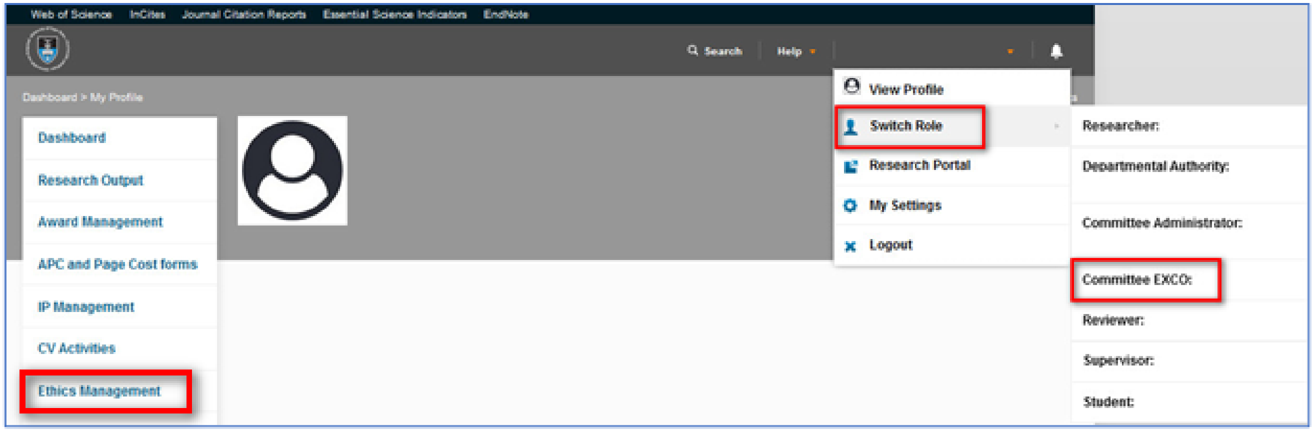
A popup box will appear. The **Committee Administrator** can move the form to **the Committee EXCO Initial assessment** stage or the **Requires applicant feedback** stage (depending on the requirement and who is required to provide feedback). If the Committee Admin is satisfied, the form can be moved to the **Committee EXCO final review** stage.

Then, click **Done**.

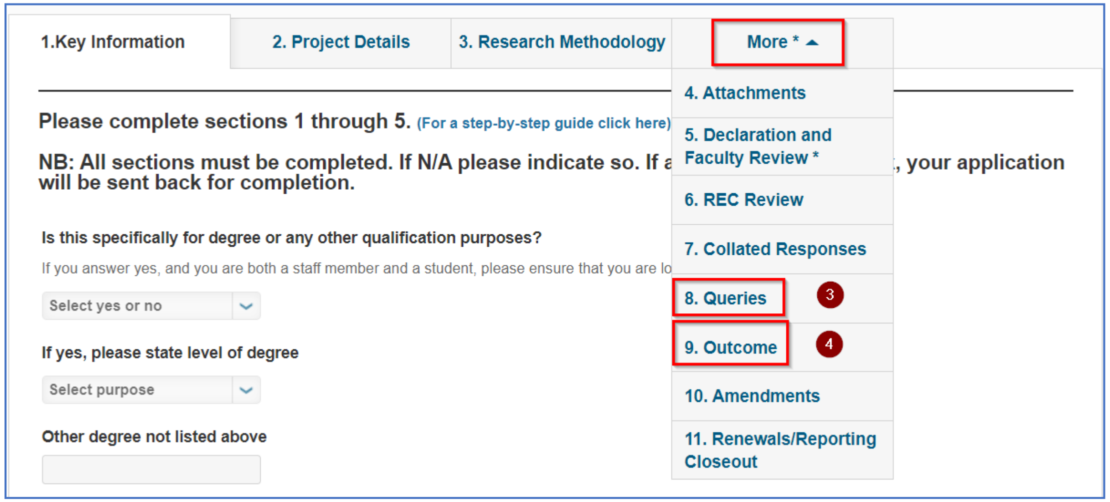
You will be returned to the list of Ethics applications.

Module 13: Reviewing the form as the PI when returned to you by Committee Admin

Ensure that you have switched to the **Committee Exco** role. Find the application you would like to review by clicking on the **Ethics Management** tab and navigating to **Ethics Applications** on the **left navigation bar**.



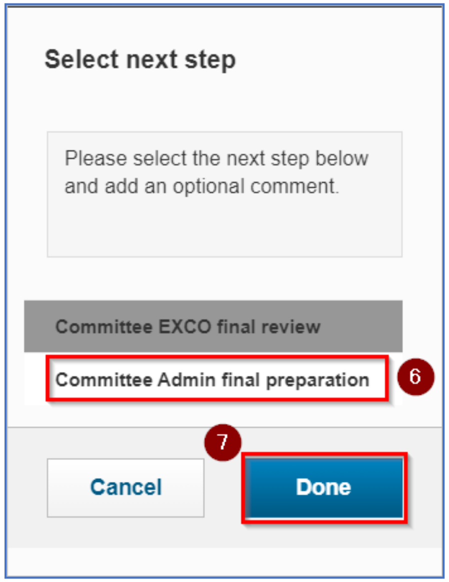
A list of all Ethics applications will be displayed. Select the form you would like to review in the list by clicking on **Edit/Open** to open the form.



The **Committee EXCO** will navigate to the relevant tabs, reviewing information that has been captured by the **Committee Admin**. Navigate to the **Queries** tab by clicking on **More** (or guided by the blue drop down arrow) and capturing comments relative to the discussion/information.

By navigating to the **Outcome** tab, a decision can be reflected in the respective fields as required.

Then, click **Save & close.**



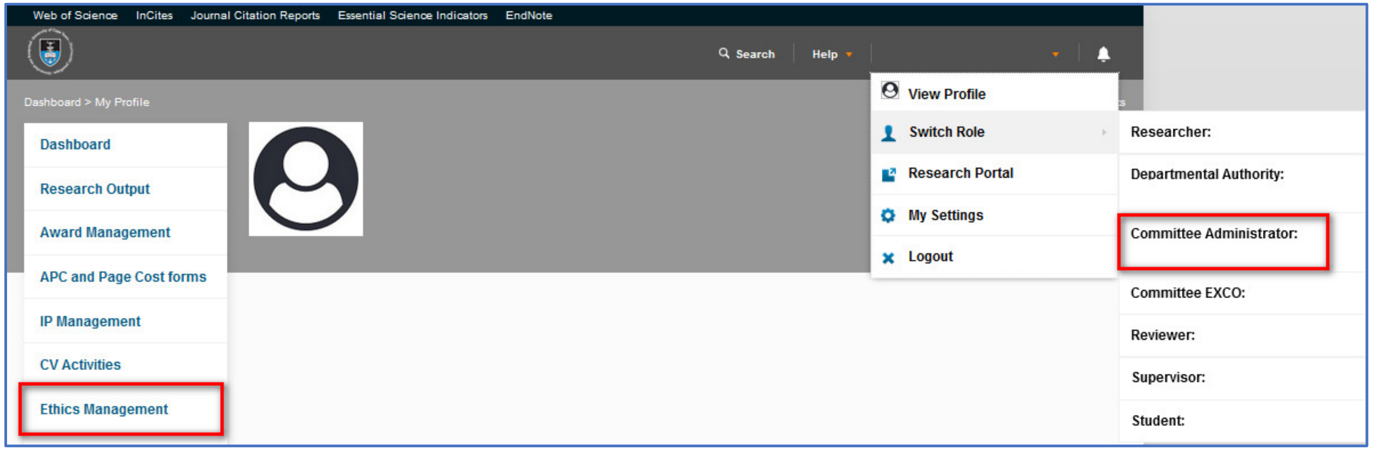
A popup box will appear. The **Committee Admin** can either retain the form on the **Committee EXCO final review** stage or, if satisfied, can move the form to the Committee Admin final preparation stage.

Then, click **Done**.

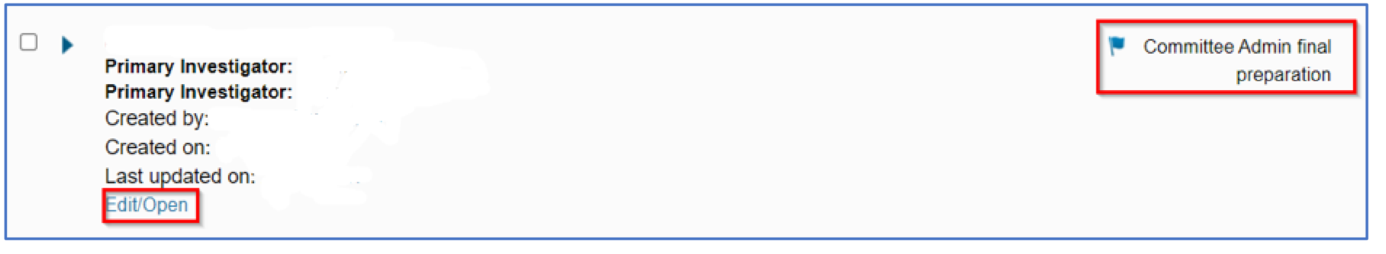
You will be returned to the list of **Ethics applications**.

Module 14: Final preparation by Committee Administrator

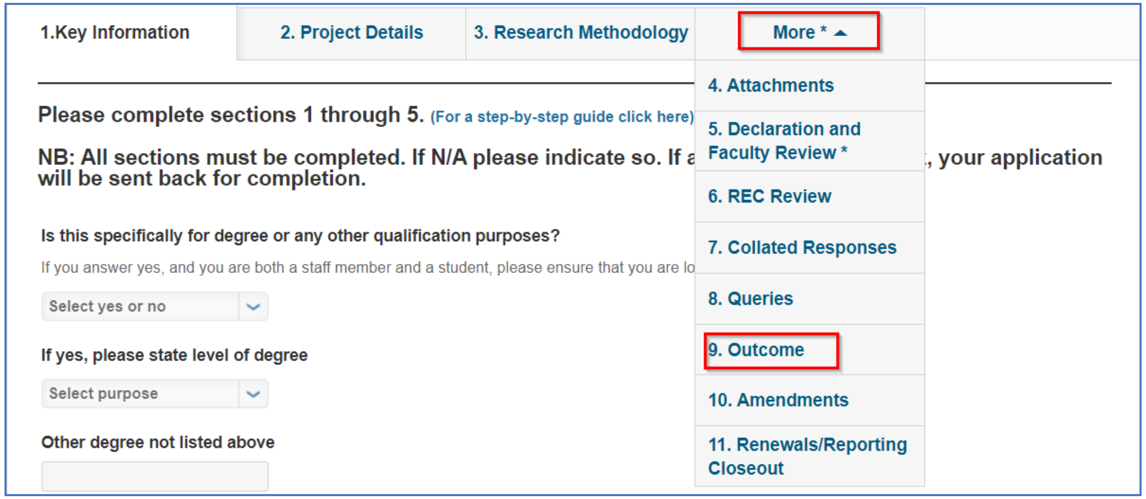
This module will demonstrate the how a final review and preparation is conducted by the Committee Administrator after the final Committee EXCO review.



Ensure that you have switched to the **Committee Administrator** role. Find the application you would like to review by clicking on the **Ethics Management** tab and navigating to **Ethics Applications** on the **left navigation bar**.

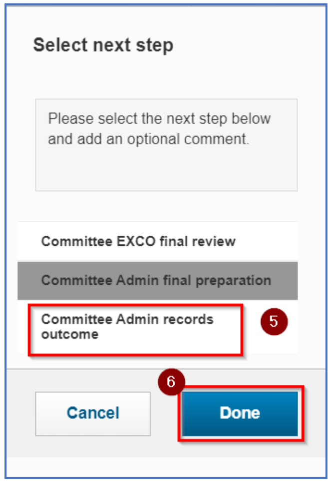


A list of all Ethics applications will be displayed. Select the form you would like to review in the list by clicking on **Edit/Open** to open the form.



The **Committee Administrator** will navigate to the **Outcome** tab to see the decision made the **Committee EXCO** and if anything needs to be prepared in advance of alerting the applicant to the outcome.

Then, click **Save & close.**



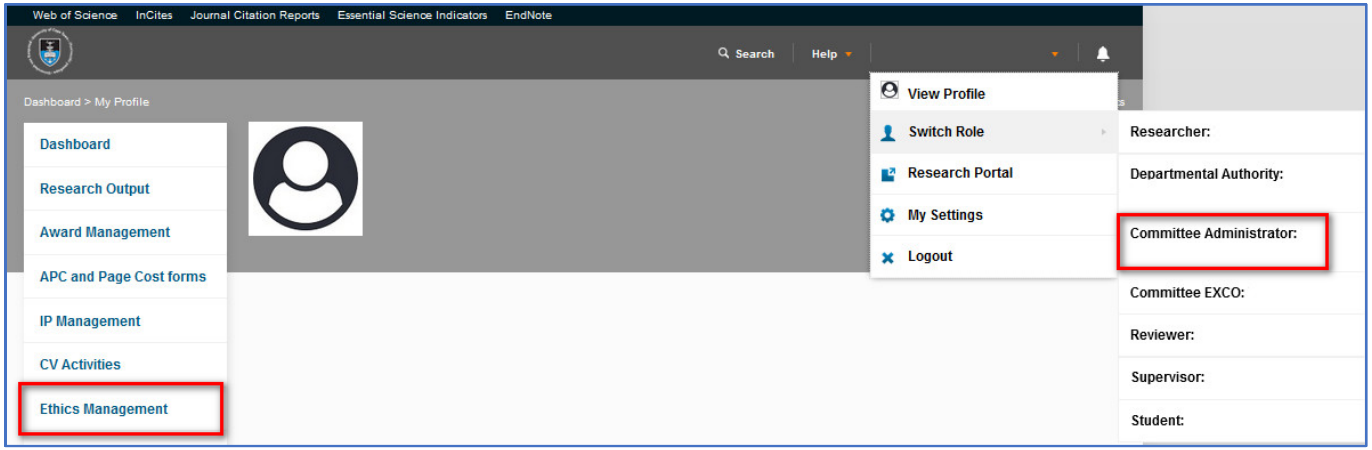
A popup box will appear. The **Committee Admin** can either move the form back to the **Committee EXCO final review** stage if any further clarity/correction is required or if satisfied, the Committee Admin will move the form along to the **Committee Admin records Outcome** stage.

Then, click **Done**.

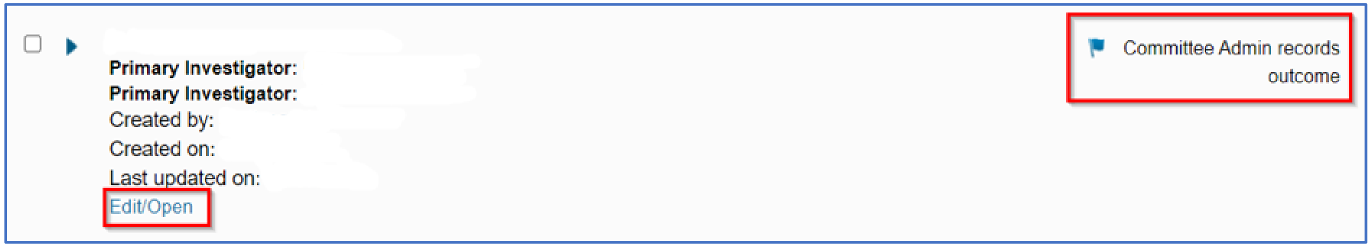
You will be returned to the list of **Ethics applications**.

Module 15: Recording the outcome by Committee Administrator

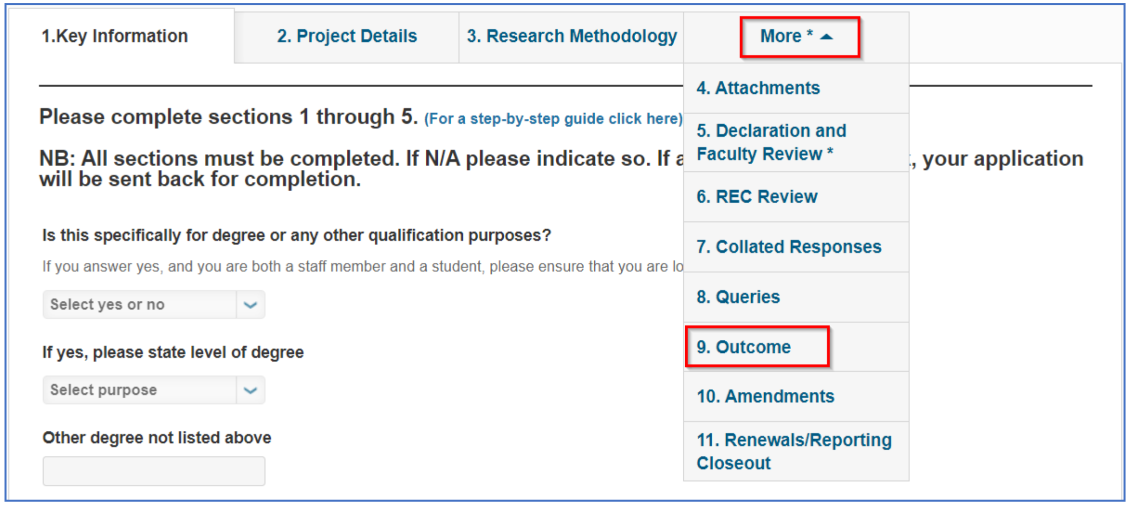
In this module you will learn how the outcome of the assessment of the Ethics Application by Committee Administrator is recorded.



Ensure that you have switched to the **Committee Administrator** role. Find the application you would like to review by clicking on the **Ethics Management** tab and navigating to **Ethics Applications** on the **left navigation bar**.

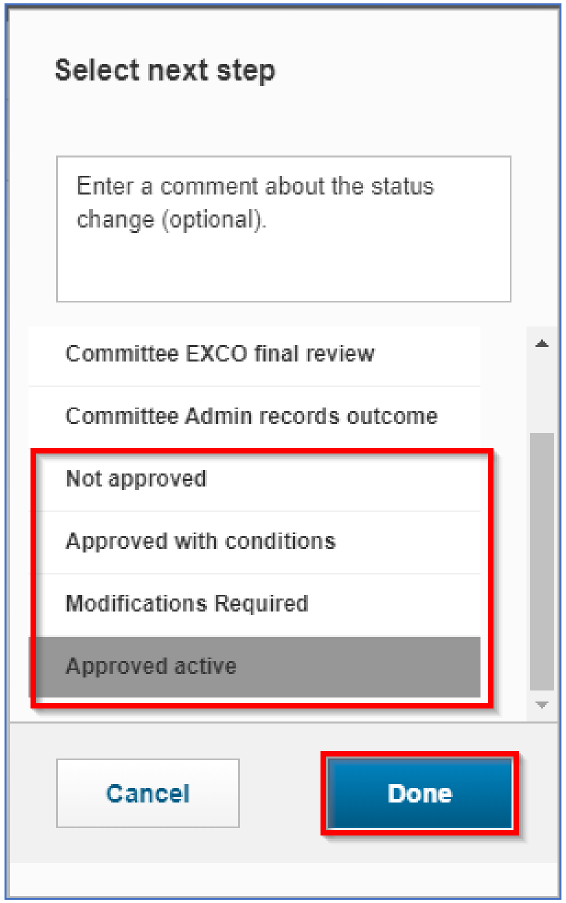


A list of all Ethics applications will be displayed. Select the form you would like to review in the list by clicking on **Edit/Open** to open the form.



The **Committee Administrator** will navigate to the **Outcome** tab to reflect the decision made by the **Committee EXCO**. Depending on the outcome, a letter will be generated whether the application is conditionally approved or approved, by clicking on the check box under the relevant section. The **Levy payment** and **additional supporting documents** can also be uploaded depending on the outcome.

Then, click **Save & close.**



A popup box will appear. The **Committee Admin** has the following options available depending on what was decided:

For clarity/correction:

- **Committee EXCO initial assessment**
- **Committee EXCO final review**

Reflecting the decided outcome:

- **Not approved**

- **Approved with conditions**
- **Modifications required**
- **Approved Active**

Select the applicable workflow stage.

Then, click **Done**.

You will be returned to the list of **Ethics applications.**

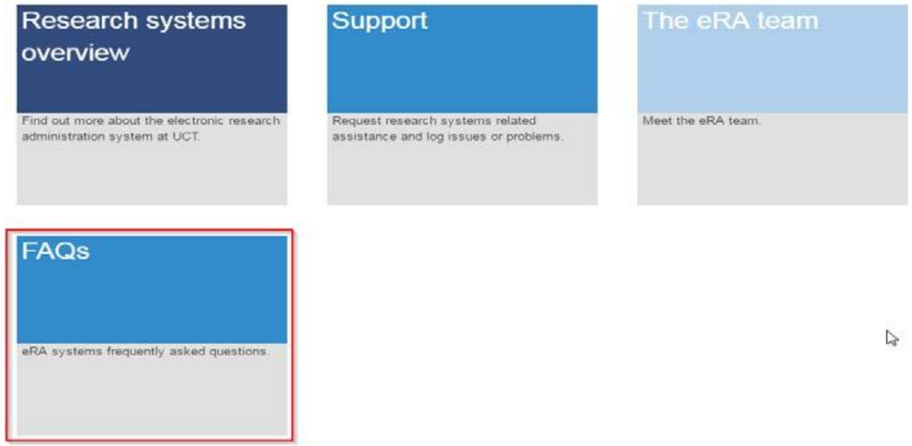
When the Applicant logs into eRA after the application has been approved, the outcome will be **Approved active**.

Accessing the FAQ and Logging a Call on ServiceNow

Please use the frequently asked questions (FAQ) to quickly check for solutions to common problems.
If you can't find the information that you need on the FAQ, you can log a call through Service Now.

Accessing the FAQ

Go to the research support hub: http://www.researchsupport.uct.ac.za/



Logging a Call on ServiceNow

Go to the research support hub: http://www.researchsupport.uct.ac.za/