Ethics Management – Generating an outcome letter

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 Use the left navigation, and click **Ethics Management**, then **Ethics Applications** to view a list of all applications.

Select the application you would like to generate the letter for by clicking on the associated tick box.
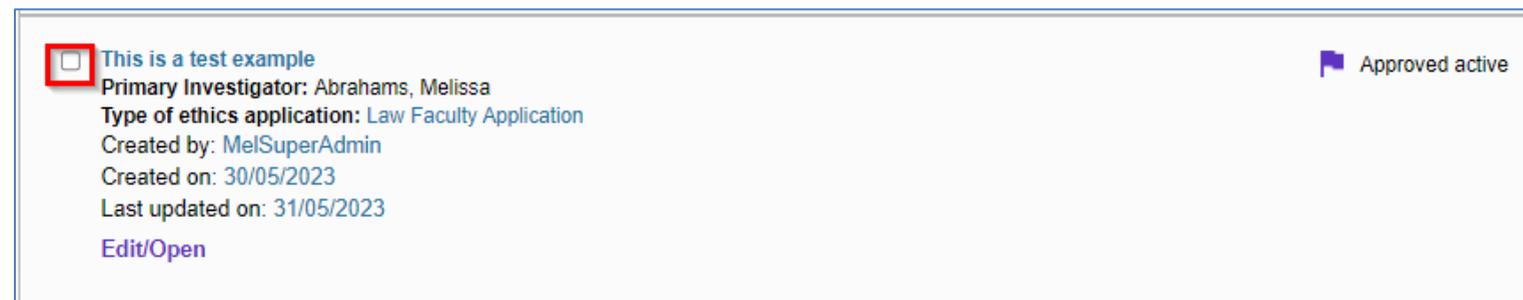
3 Click the **Report** button in the action bar. *Reported items* should be for **Selected items only** and *Report format* should be **PDF**.
Select the **EAPL IFHREC Outcome Letters** option, then click **Create Report**.
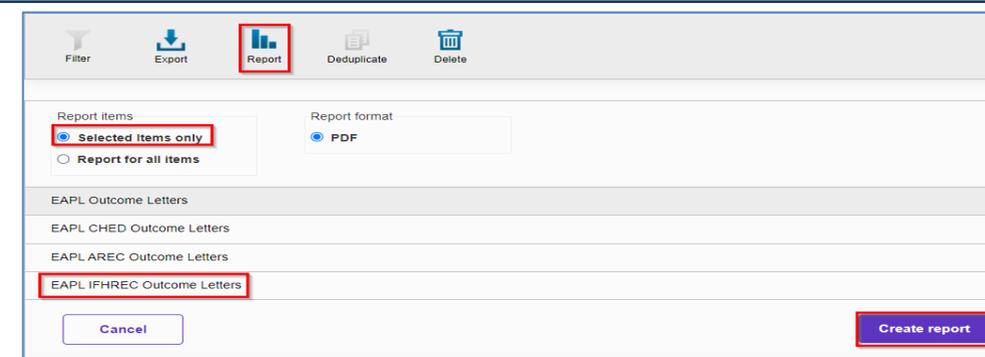
4 The outcome letter will generate and should either appear in the downloads bar in your browser or will save directly to your Downloads folder on your computer.
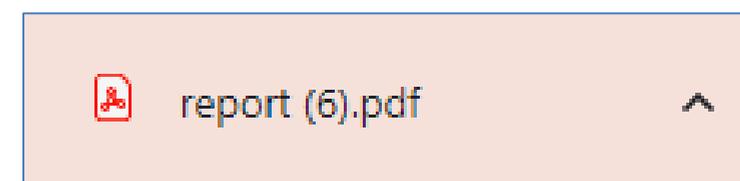
More information on eRA is available via the Research Support Hub.
For other system modules see our How to guides, one pagers and videos.
If you require assistance or additional support, please log a call via ServiceNow.