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, ensure that you are signed on with your **Researcher** role. If you are assigned any other administrative roles, use the *Switch role* function by clicking the *drop-down arrow* at the top-right of the screen to select the researcher role.
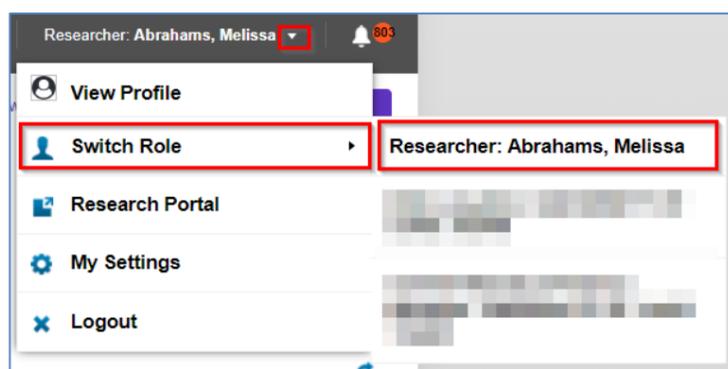
3 At the top right section of the screen, click **Add New Content**. This will give you the option to select **Ethics Management**, then **Ethics Application**.
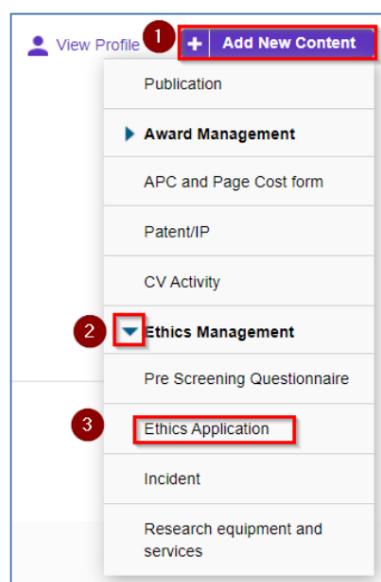
4 In the new window that appears, click the *drop-down arrow* next to **Research Ethics Committees** which will reveal all ethics application types available on the system. Then, scroll down to select **Inter-Faculty Human Research Ethics application** type**.**
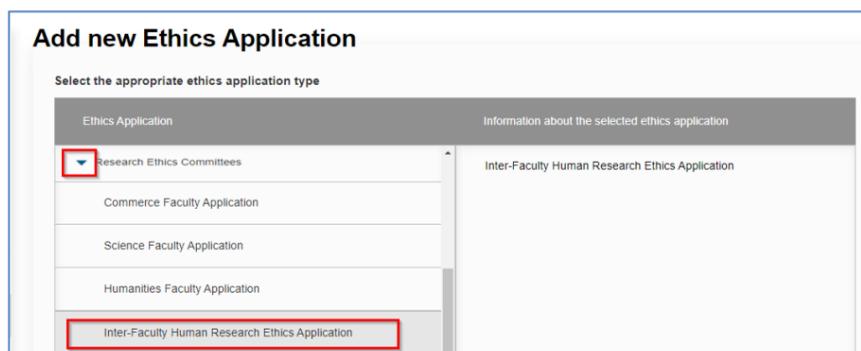
5 Once the form open, complete Tabs 1 through 5 as instructed on the form.

Ensure that all the relevant fields are completed, especially fields marked with an *asterisk*, which denotes a mandatory field. Click on the **More** drop-down arrow to expose additional tabs to be completed.

It is best practice to click **Save** at the end of each tab to save the information that has already been captured.
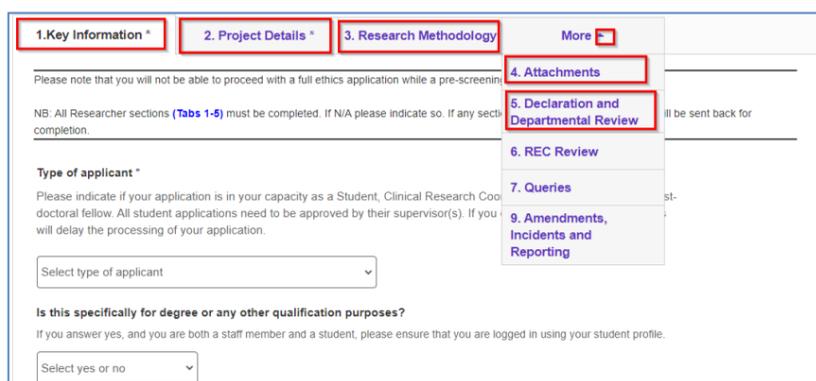
6 Once all the required information has been captured on your form, click **Save & close** at the bottom of the page.

7 A popup box will appear.

You can select one of the applicable options:

1. The form can be left in **Draft** if you plan to return to it later to add any information.
2. If the applicant is a student, the fully completed form can be sent to the **Supervisor review** stage for review by the supervisor (who has been tagged by the applicant on the form).
3. All other applications (where the applicant is not a student) can be submitted to the **Committee Admin initial assessment** stage for an initial review of the completed application.

Then, click **Done**.

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.