eRA System	anagement – Initiating an IFHREC Ethics application form
 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. 	UNIVERSITY OF CAPE TOWN
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.	Researcher: Abrahams, Melissa Image: Switch Role Image: Switch Role Image: Research Portal
3 At the top right section of the screen, click <i>Add New Content</i> . This will give you the option to select <i>Ethics Management</i> , then <i>Ethics Application</i> .	View Profile Add New Content Publication Award Management APC and Page Cost form Patent/IP CV Activity CV Activity Pre Screening Questionnaire 3 Ethics Application Incident Research equipment and services
 In the new window that appears, click the <i>drop-down arrow</i> next to <i>Research Ethics</i> <i>Committees</i> which will reveal all ethics application types available on the system. Then, scroll down to select <i>Inter-Faculty</i> <i>Human Research Ethics application</i> type. Once the form open, complete Tabs 1 	Add new Ethics Application Select the appropriate ethics application type Ethics Application Information about the selected ethics application Commerce Faculty Application Science Faculty Application Humanities Faculty Application Inter-Faculty Human Research Ethics Application Inter-Faculty Human Research Ethics Application
 through 5 as instructed on the form. Ensure that all the relevant fields are completed, especially fields marked with an <i>asterisk</i>, which denotes a mandatory field. Click on the <i>More</i> drop-down arrow to expose additional tabs to be completed. It is best practice to click <i>Save</i> at the end of each tab to save the information that has already been captured. 	1.Key Information * 2. Project Details * 3. Research Methodology More • Please note that you will not be able to proceed with a full ethics application while a pre-screenin 4. Attachments NB: All Researcher sections (Tabs 1-6) must be completed. If N/A please indicate so. If any settic completion. 6. Declaration and Departmental Review Type of applicant * 7. Queries st. Please indicate if your application is in your capacity as a Student, Clinical Research Cool doctoral fellow. All student applications need to be approved by their supervisor(s). If you will delay the processing of your application. 9. Amendments, Incidents and Reporting Select type of applicant • 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 logged in using your student profile.

Once all the required information has been captured on your form, click Save & close at the bottom of the page.

Cancel Save

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.
- 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.

Enter a comment about the status (optional).	s change
	0/1024
Draft Choose this status if you wish to continue this record at a later stage.	e working on
Supervisor review Select this status for all student application Your supervisor needs to review your ethe application before it can proceed to subse	ons only. ics equent steps.
Committee Admin initial assess Send fully approved and complete applic. Research Ethics Office for review.	ment ation to

More information on eRA is available via the <u>Research Support Hub.</u> For other system modules see our <u>How to guides, one pagers and videos.</u> If you require assistance or additional support, please log a call via <u>ServiceNow</u>.

