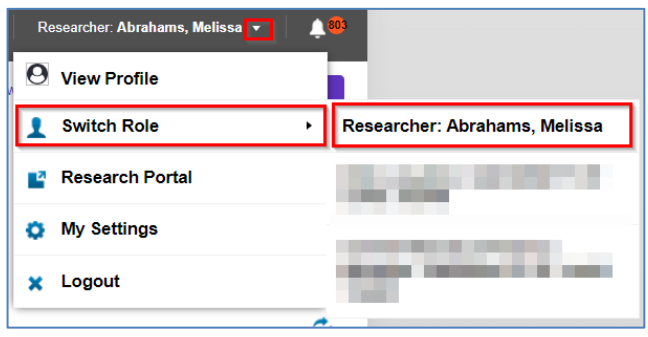
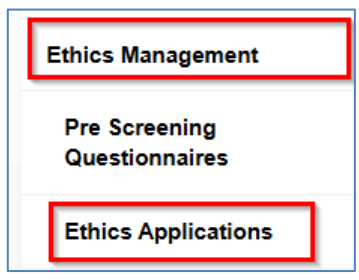
Ethics Management – Initiating a Closeout report as an applicant

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.

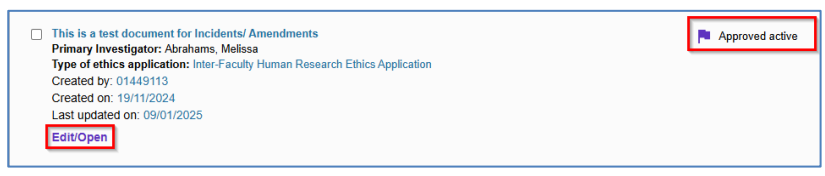
2 Once logged in, ensure that you are signed on with your ***Researcher*** role. If you are assigned any other administrative roles, use the ***Switch role*** function by clicking the drop-down arrow at the top-right of the screen to select the **Researcher** role.



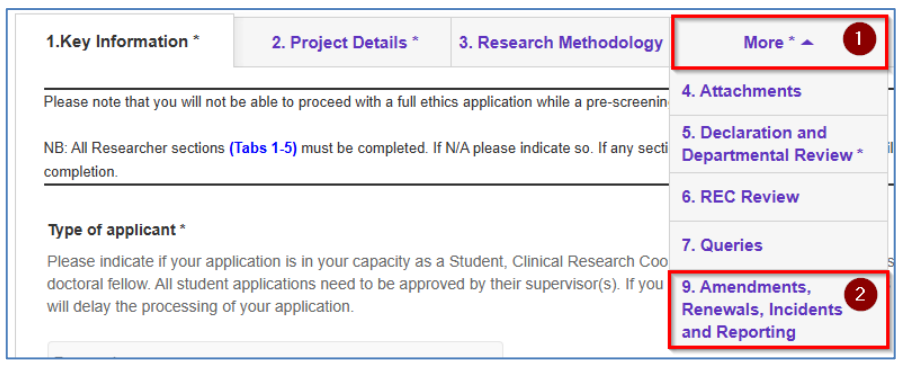
3 Using the left navigation, navigate to ***Ethics Management***, then ***Ethics Applications***.



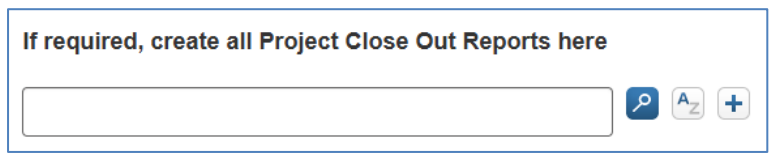
From the list view, select the ethics application for which you would like to submit a Closeout report.



Then, navigate to the ***Amendments, Incidents and Reporting*** tab by clicking on ***More***.

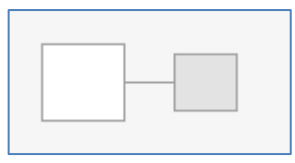


To submit a closeout report, click the blue plus icon, followed by the white plus icon to initiate the renewal form type.

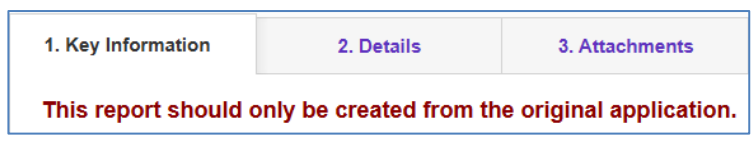


Please note:
For continuity and ease of reference, the Closeout report should be initiated from the Amendments, Incidents and Reporting tab of the main ethics application.

4 This symbol at the bottom of the screen indicates that you have navigated away from the main application form, and are now working on the Closeout report form.



Complete as much information as possible on tabs 1-3.

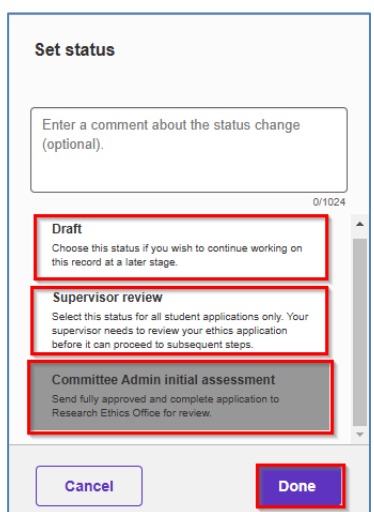


5 Once all the necessary information has been completed, click ***Done*** at the bottom of the screen.

A popup will appear.

You will have the following options available to you:

1. The application can be left in ***Draft*** should you wish to return to it later.
2. If the applicant is a student, please select the ***Supervisor review*** stage so that the closeout report can first be assessed by the supervisor.
3. Both Researchers and Supervisors (after assessment of the application) should send the form to the ***Committee Admin Initial Assessment*** stage for an initial review of the closeout report application.



6 You will be returned to the main application form, and your renewal will be listed in a table.

To exit the main application form, click Save & close at the bottom of the screen.

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.