



**RHODES UNIVERSITY**  
*Where leaders learn*



**Ethical Review  
Application System**

**ETHICAL RESEARCH APPLICATION SYSTEM (ERAS)**  
**APPLICANT MANUAL**  
**EDUCATION FACULTY**

May 2020

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### **TO NOTE:**

Actions usually appear in the left-hand panel. However, if your screen is small, click on the three small horizontal white bars in the top black horizontal banner to access the actions.

Each screen has a help bubble “?” in the top right-hand corner to assist you with that particular screen functionality.

It is recommended that you view this manual with Navigation Panel checked in Word (under View) as this will help you move around the document.

## Work Flow

Process to submit research proposals and apply for ethical clearance from EHDC using ERAS:

STEP 1: Applicant/Supervisor completes application (Supervisor is required to sign declaration)

STEP 2: Upon signature, the application is automatically submitted

STEP 3: The Chair Ethics assigns reviewers and assigns to the next meeting

STEP 4: There are two aspects to the meeting; Research Proposal Review and Ethics Review. Only approved proposals move forward to the ethics review aspect of the meeting

STEP 5: After the meeting, the outcome is shared with the applicant

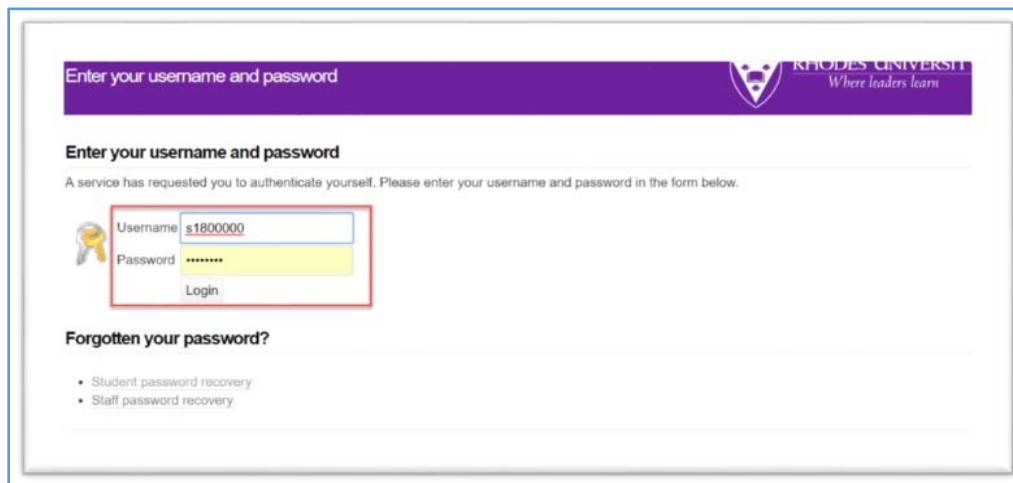
STEP 6: Applications with Modifications Required status need to be resubmitted.

NOTE: KINDLY EXPECT A MINIMUM THREE-WEEK TURN AROUND TIME FOR YOUR APPLICATION ONCE IT HAS BEEN SUBMITTED.

## Log in

The URL for the ERAS application site: <https://rhodes.forms.ethicalreviewmanager.com>

You will be required to login using your Rhodes University username (staff or student number). Your password is the network password that you use to access other RU platforms.

The image shows a web browser window displaying the login page for the Rhodes University Ethical Review Application System (ERAS). At the top, there is a purple header bar with the text "Enter your username and password" and the Rhodes University logo with the tagline "Where leaders learn". Below the header, the page has a white background. The main heading is "Enter your username and password". A message states: "A service has requested you to authenticate yourself. Please enter your username and password in the form below." There is a login form with a "Username" field containing "s1800000", a "Password" field with masked characters "\*\*\*\*\*", and a "Login" button. A red rectangular box highlights the Username, Password, and Login button area. Below the login form, there is a link "Forgotten your password?" and two bullet points: "Student password recovery" and "Staff password recovery".

## Introduction to ERAS

Upon log in, you land in the Work Area.

The screenshot shows the ERAS Work Area interface. At the top, the browser address bar displays 'rhodes.forms.ethicalreviewmanager.com/ActivityForm/Index'. The page header includes 'Ethical Review Application System', navigation links for 'Home', 'Contacts', and 'Help', and the user's name 'Ms Noëlle Obers'. The main content area is titled 'Work Area' and features a sidebar with navigation options: 'Home' (148 Notifications), 'Actions' (Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, Transfer), and a 'Work Area' dropdown. The main content area is divided into two sections: 'General' and 'Projects'. The 'General' section contains four tiles: 'Notifications' (148), 'Signatures' (1), 'Transfers' (0), and 'Shared' (1). The 'Projects' section includes a search bar and a table of projects.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Testing 56	1480	Ms Noëlle Obers	14/05/2020 16:39	14/05/2020 16:42	
Testing 55	1479	Ms Noëlle Obers	14/05/2020 16:28	14/05/2020 16:33	

## Work Area (Home)

In the top right-hand corner is a help bubble “?” to assist you with the screen’s functionality.

### General

This screen displays *Notifications*, *Signatures*, *Transfers*, *Shared*. These can be accessed by clicking on the tile and clicking on the message column.

*Notifications:* The Notifications tile will signify how many unread notifications you have.

*Signatures:* The Signature tile will signify in red how many outstanding signature requests you have.

*Transfers:* The Transfers tile will signify how many transfer requests you have (transferring projects to someone else, permanently)

*Shared:* The Shared tile will signify in red how many outstanding share requests you have (an application shared with you)

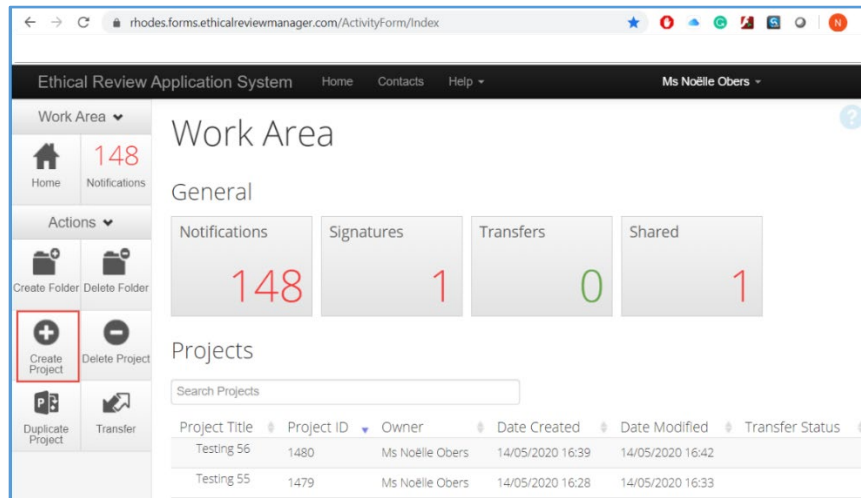
## Projects

This displays the list of all your *Projects* (applications) on ERAS

In the left-hand panel are possible *Actions* to take.

## Create project

To start a new application click on *Create Project* in left hand panel



Add the title of your research project under *Project Title*

Select the application form as *Education Faculty Ethics Form* under *Main Form* and then click *Create*.

**Create Project**

Project Title:\*  
Researching ERAS

Main Form  
Please Select...  
Please Select...  
Animal Ethics  
Animal Ethics Annual Report  
**Education Faculty Ethics Form**  
External Ethics Approval check  
Human Ethics

**Create Project**

Project Title (maximum 200 characters):\*  
Researching ERAS

Main Form  
Education Faculty Ethics Form

Create Close

The application form will open on the Project Overview screen.

## Project Overview screen

This screen shows the overall status of the application, plus the application form (Navigation) and relevant information (Documents, Signatures, Collaborators, Submissions, History)

The screenshot displays the 'Researching ERAS' project overview in the Ethical Review Application System. The top navigation bar includes 'Home', 'Contacts', 'Help', and the user 'Ms Noëlle Obers'. The left sidebar contains 'Work Area' (Home, Notifications), 'Actions' (Project, Share), and 'Completeness Check' (Print). The main content area shows the 'Researching ERAS' project with a '1483' notification count and an 'Info!' tooltip. Below the project tree, a table lists the application status:

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	18/05/2020 12:32

Below the table, a navigation bar includes 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', and 'History'. The 'Education Faculty Ethics Form' section is highlighted, showing a list of sections and questions:

- Section: BEFORE YOU START, IDENTIFICATION, CONTEXT
- Questions: CLICK HERE TO START, Identification, Application Type, Context

A 'Show Inactive Sections' checkbox is also visible.

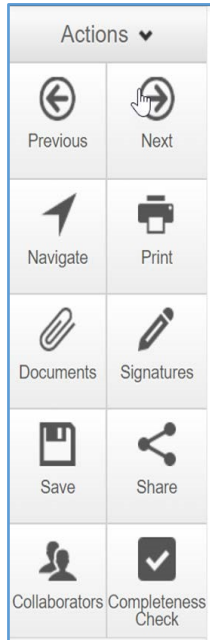
## Application Form

The Questions appear in blue text. Click on the first question *CLICK HERE TO START* to enter the question form.

All questions must be answered in order to be able to submit the application.

In order to navigate through the question form use the Action buttons in the left panel.

### Action Bar



The Action bar (left hand panel) shows the following actions available to the applicant:

- **Previous** and **Next** helps to move to the next page of the form or backwards.
- **Navigate** – Returns to the main application summary page where all the questions are listed and the application status is visible.
- **Print** – You can print the form
- **Documents** – Helps you find the attached documents
- **Signatures**- Shows the status of the signatures requested or signed
- **Save**- You can save the form and come back to it later BUT doesn't mean its submitted
- **Share** – Sharing a form enables others to view/edit the same form depending on the level of access you give them.
- **Collaborators** – All collaborators are linked and viewed on this button
- **Completeness Check** – This checks if all questions have been answered when the applicant is not sure before submitting.

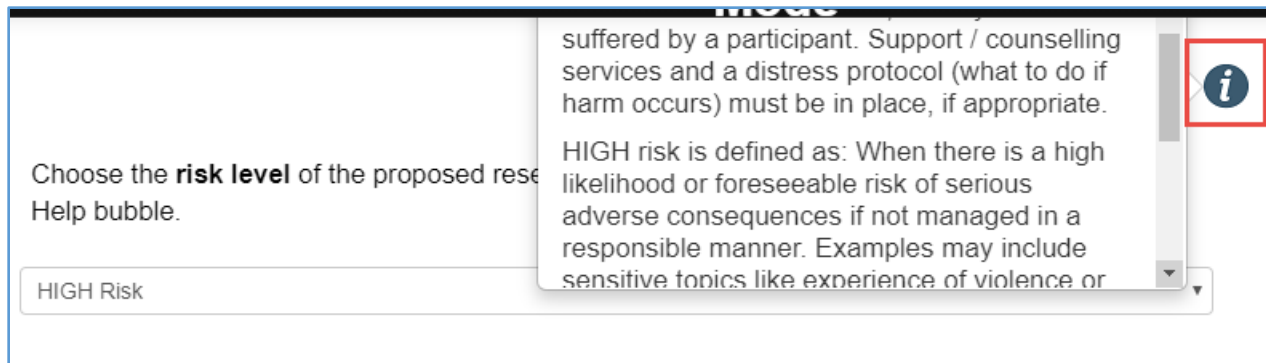
### Completing the questions

If you are a student, you can complete the application but your supervisor's details must go into the Principal Investigators fields, and yours under Researcher details.

The Supervisor must sign the form. Applications signed by Students are invalid and will be returned and this will delay the review process.

You are required to upload your Research Proposal.

The “**i**” icon is an information icon which is found on the right corner of each question and has helpful information about each question. For example, the “**i**” icon under *risk level* question provides a detailed definition of each risk level.

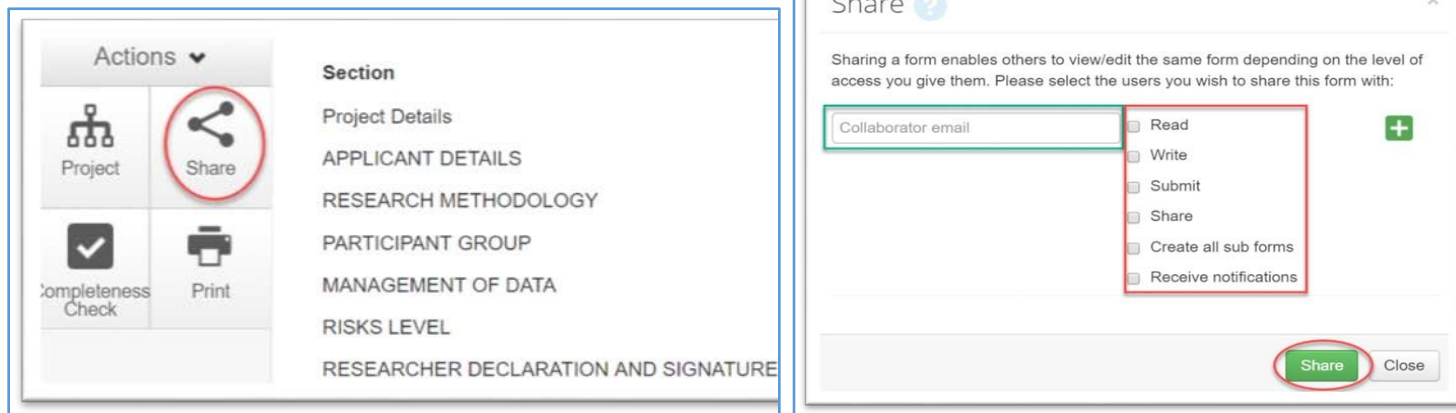


The screenshot shows a form with a question about risk level. A help bubble is open, displaying text about risk levels. The bubble contains the following text: "suffered by a participant. Support / counselling services and a distress protocol (what to do if harm occurs) must be in place, if appropriate. HIGH risk is defined as: When there is a high likelihood or foreseeable risk of serious adverse consequences if not managed in a responsible manner. Examples may include sensitive topics like experience of violence or". The bubble also features a close button (an 'x' icon) in the top right corner. Below the question, there is a text input field containing the text "HIGH Risk".

### Share button

If you are a student, it is strongly advised that you share the application form with your supervisor for the Supervisor to read and sign your application.

Press *Share* in order for the form to be shared with your supervisor/collaborator



The screenshot shows two parts of the application. On the left, a menu titled "Actions" contains several icons: "Project", "Share" (circled in red), "Completeness Check", and "Print". To the right of the menu is a list of sections: "Project Details", "APPLICANT DETAILS", "RESEARCH METHODOLOGY", "PARTICIPANT GROUP", "MANAGEMENT OF DATA", "RISKS LEVEL", and "RESEARCHER DECLARATION AND SIGNATURE". On the right, a "Share" dialog box is open. It contains a text input field for "Collaborator email" (highlighted with a green border). Below this field is a list of checkboxes for sharing options: "Read", "Write", "Submit", "Share", "Create all sub forms", and "Receive notifications". The "Read", "Write", and "Submit" options are checked. At the bottom of the dialog box, there are "Share" and "Close" buttons, with the "Share" button circled in red.

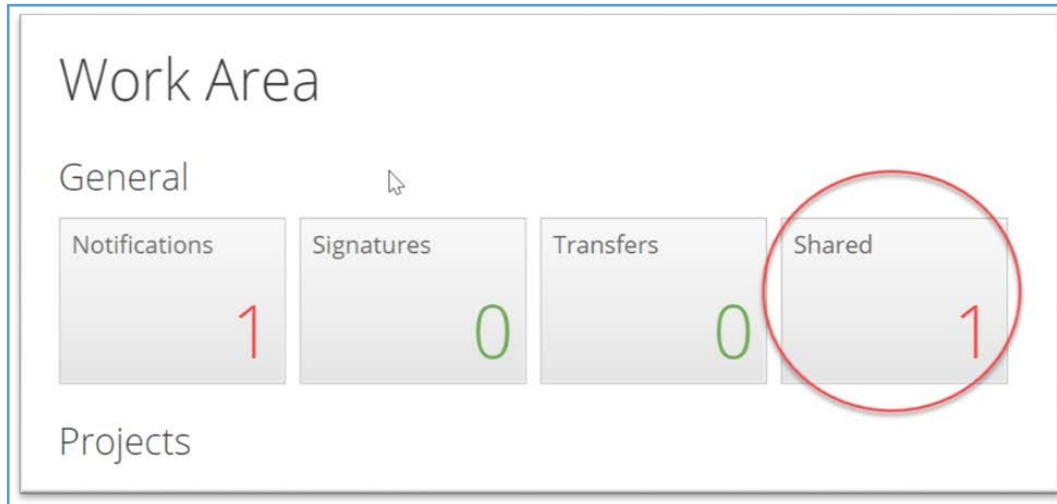
Share options will appear. Choose the type of access the supervisor is given on the form and share . We recommend these to be *Read, Write and Submit*.

Please check that the email address of the supervisor is correct before sharing.



The person with whom the application is shared will receive an email.

The application will appear in the *Shared* tile, under *General* in the *Work Area* (of the supervisor/collaborator).



### Signing the form upon completion

The final question is the Declaration which requires the Principal Investigator's signature. In the case of student applications, this is the Supervisor.

Only Supervisors with a Rhodes email address will have access to the system.

Once the form has been signed the application automatically submits.

The signature options are *Request Signature* or *Sign*

It is the student's **responsibility** to request their supervisor's signature

Press *Request Signature* and enter the RHODES email address of the person from who you are requesting signature.

You can include a message to the person.

**NOTE:** If, after attempting to request a signature, you get a message that the person does not exist on the system, please email [s.manqe@ru.ac.za](mailto:s.manqe@ru.ac.za) with person's name and RHODES email address and request that the person be added to the system.

Rhodes staff members can enter their login details and *Sign* the form.

**Request a signature**

Enter the email address of the person you want to sign this form

s.manqele@ru.ac.za

I have filled in the form and completed all sections as required. Kindly go through the form, if you happy with everything then sign it off so that it can be submitted.

Warning! Once all the signatures are signed, the form will be automatically submitted.

Request Close

**Sign Form**

Please enter your login details in order to sign this form:

s.manqele@ru.ac.za

Warning! Once all the signatures are signed, the form will be automatically submitted.

Sign Close

### Responding to a Signature request

Supervisors whose students completed the application form will receive a Signature Request.

To respond, click on the link provided in email to log on to the system

**From:** Donotreply <donotreply@infonetica.net>  
**Date:** Dec 2, 2018 at 4:55 PM  
**To:** N Obers <n.ober@ru.ac.za>  
**Subject:** Ethics application: Signature request

Dear Ms Obers

You have received a signature request for an Ethics Application (Project ID: 0134) from Mr Siyanda Manqele.

I have filled in the form and completed all sections as required. Kindly go through the form, if you happy with everything then sign it off so that it can be submitted

To view your outstanding signature requests, click on the following link: <http://rhodes.forms.ethicalreviewmanager.com/Signatures/Index>

Kind regards,  
RUESC Team

# Work Area

## General

Notifications  
5

Signatures  
1

Transfers  
0

Shared  
1

## Signatures

Type	Project Title	Requesting User	Message	Requested Date	Response Date	Status	Action
RU collaborators	The use of differentiated [REDACTED]	[REDACTED]	[REDACTED]	15/04/2019 12:12		Requested	View Form

Showing 1 to 1 of 1 entries

### Tracking the status of an application

Open your *Work Area* and on *Projects* under *Project Title*, click on the project you are tracking and click on it

Ethical Review Application System
Home
Contacts
Help
Beta Test Mode
Ms Noëlle Obers

Work Area

Home

149 Notifications

Actions

Create Folder

Delete Folder

Create Project

Delete Project

Duplicate Project

Transfer

Work Area

General

Notifications

149

Signatures

1

Transfers

0

Shared

1

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Testing 61	1490	Ms Noëlle Obers	18/05/2020 16:09	18/05/2020 16:11	
Testing 60	1489	Ms Noëlle Obers	18/05/2020 15:58	18/05/2020 16:01	
Testing 59	1488	Ms Noëlle Obers	18/05/2020 15:53	18/05/2020 15:57	
Testing 58	1487	Ms Noëlle Obers	18/05/2020 15:17	18/05/2020 15:18	
Testing 57 (2)	1486	Ms Noëlle Obers	18/05/2020 14:26	18/05/2020 14:27	

The Status will be reflected under Form Status.

Ethical Review Application System
Home
Contacts
Help
Beta Test Mode
Ms Noëlle Obers

Work Area
149
Home
Notifications

Actions
Project
Share
Print

Testing 57 (2)
1486

Project Tree
Testing 57 (2)
Education Faculty Ethics Form - Testing 57 (2)

Form Status	Review Reference	Application Type	Date Modified
Under Review	2020-1486-3479	Education low/med risk	18/05/2020 14:27

Navigation
Documents
Signatures
Collaborators
Submissions
History

Education Faculty Ethics Form
Show Inactive Sections

Section
BEFORE YOU START
Questions
CLICK HERE TO START

## Form Status

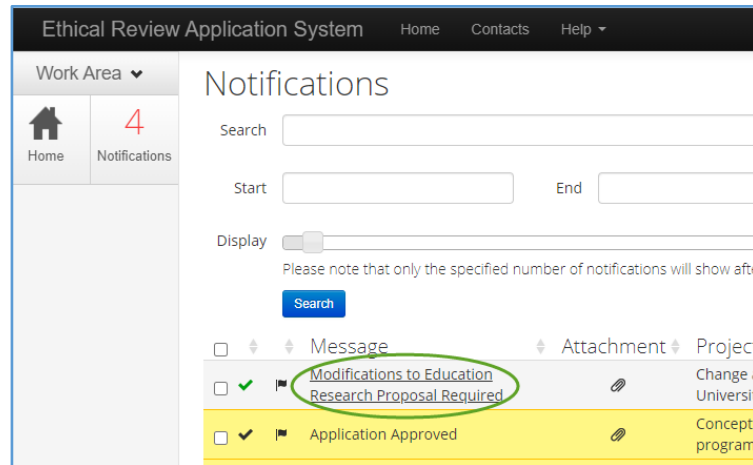
*Form Status* provides the overall status for the project. The statuses are as follows:

- *Not Submitted* –the application has not been submitted. The *Completeness Check* button will point out the missing questions still to be completed.
- *Submitted by Applicant* – the form has been submitted with all fields filled and all signatures have been signed.
- *Under Review* – the application has been assigned to reviewers and to the next meeting.
- *Modifications to Proposal Required* – the applicant will receive an outcome letter detailing modifications required and a resubmission is required
- *Proposal Approved* – the applicant will receive an outcome letter and the ethics aspect of the application is then reviewed
- *Modifications to Ethics Required* – the applicant will receive an outcome letter detailing modifications required and a resubmission is required
- *Approved pending Permission Letter* - the applicant will receive an outcome letter listing outstanding permission letters required
- *Approved*- the application is approved and the research can begin
- *Referred to RUEHC-HE* – High risk ethics applications need to be reviewed by RUEHC-HE.

## Resubmitting a form

If your application was returned for modifications (status *Modifications to Proposal Required* or *Modifications to Ethics Required*) you need to amend your application and resubmit.

- In your ERAS profile, find the application title under Notifications and click on it.
- In the *Message* pop up, click on *View Form* to open the application.



Ethical Review Application System

Home Contacts Help

Work Area

Home 4 Notifications

Notifications

Search

Start End

Display

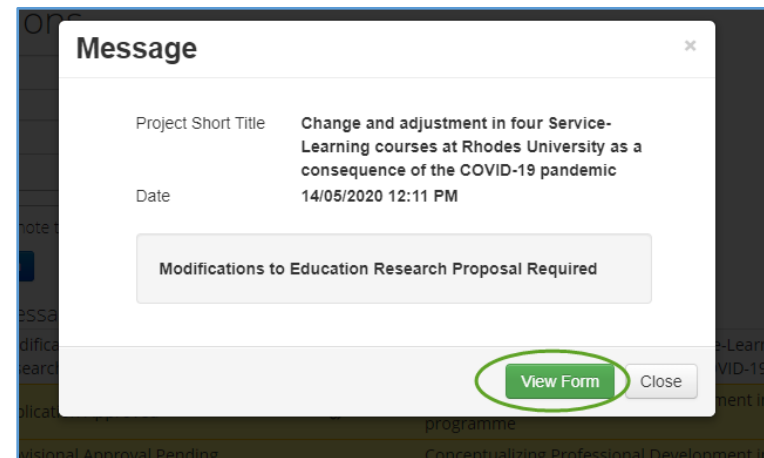
Please note that only the specified number of notifications will show after

Search

Message Attachment Project

Modifications to Education Research Proposal Required

Application Approved



Message

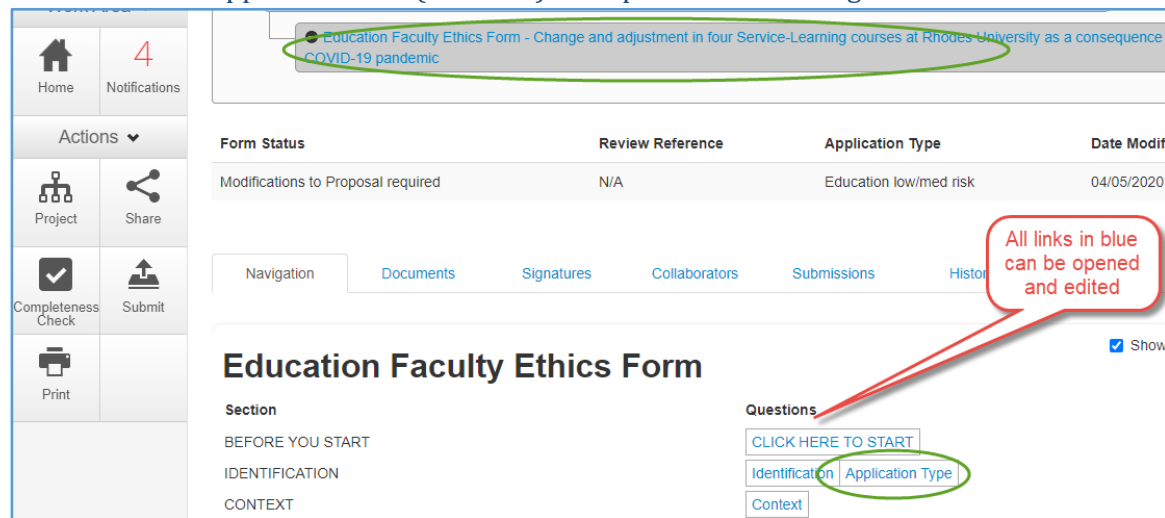
Project Short Title Change and adjustment in four Service-Learning courses at Rhodes University as a consequence of the COVID-19 pandemic

Date 14/05/2020 12:11 PM

Modifications to Education Research Proposal Required

View Form Close

- Click on the application title (blue text) will open the form Navigation screen where the Question sections can be opened.



Education Faculty Ethics Form - Change and adjustment in four Service-Learning courses at Rhodes University as a consequence of the COVID-19 pandemic

Form Status Review Reference Application Type Date Modified

Modifications to Proposal required N/A Education low/med risk 04/05/2020

Navigation Documents Signatures Collaborators Submissions History

Education Faculty Ethics Form

Section

BEFORE YOU START

IDENTIFICATION

CONTEXT

Questions

CLICK HERE TO START

Identification Application Type

Context

All links in blue can be opened and edited

- If you need to replace your original proposal, click on *Delete*, and then *Upload* the revised proposal.

The screenshot shows the ERAS application interface. On the left is a sidebar with icons for Navigate, Print, Documents, Signatures, Save, Share, Collaborators, Completeness Check, and Submit. The main area has a header 'Application type' with a dropdown menu set to 'M.Ed. Full thesis research'. Below this is a section 'Please upload the research proposal and instruments' containing a table with columns: Type, Document Name, File Name, Version Date, Version, Size, View, and Delete. A single row is visible for a 'Proposal' document named 'Khuhlane H M Ed proposal EHDC 14 May 2020', with file name 'Khuhlane H M Ed proposal EHDC 14 May 2020.pdf', version date '04/05/2020', version '1', and size '554.1 KB'. The 'Delete' button in this row is highlighted with a green circle. Below the table is a 'Department or Unit' field.

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Proposal	Khuhlane H M Ed proposal EHDC 14 May 2020	Khuhlane H M Ed proposal EHDC 14 May 2020.pdf	04/05/2020	1	554.1 KB	Download	Delete

- Continue editing the ethics questions to align with any revisions required.
- Once completed, click *Submit*.

This screenshot shows the same ERAS application interface as the previous one, but with the 'Submit' button in the left sidebar highlighted with a green circle. The main area content remains the same, showing the application type and the table of uploaded documents.