RHODES UNIVERSITY
Where leaders learn

eras Ethical Review
Application System

ETHICAL RESEARCH APPLICATION SYSTEM (ERAS)

USER MANUAL

HUMAN SUBJECTS & ANIMAL USE

Compiled by
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Version 3

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Troubleshooting tools

- Refresh the page under "Work Area"
- Going back to the action bar "Navigate"
- Save the application to work with it later "Save"
- Always make use of your "Action Bar"

Work Flow

Process to apply for ethical clearance from Rhodes University using ERAS:

STEP 1: Applicant/Supervisor submits to Departmental Ethics Representative once validated the Dept Rep,

STEP 2: Submits to Ethic coordinator who assigned Reviewers (two weeks review process),

STEP 3: On completion of the review the application is place on next Ethics review meeting agenda (5 days prior to meeting),

STEP 4: Meeting (two days) >>> Outcome shared with the applicant (Minor or Major Modifications required, Provisional Approval, Approved, Approved or Not Approved).

NOTE: KINDLY EXPECT A MINIMUM FOUR-WEEKS TURN AROUND TIME FOR YOUR APPLICATION ONCE RECEIVED BY THE ETHICS CO-ORDINATOR.

Form Status

The system has a "form status" bar, which allows each applicant to check his or her statuses. The statuses are as follows:

- **Not Submitted** –necessary signatures are missing and requires to be signed. The "completeness check" button will point out the missing blocks on the form. (ALL FIELDS ON THE FORM MUST BE FILLED)

- **Submitted by Applicant** – the form has been submitted with all fields filled and all signatures have been signed. The application is ready for departmental review (COMMENTS MUST BE MADE VISSIBLE BY THE DEPT REP FOR THE APPLICANT)

- **Additional Info Req**-the departmental rep has reviewed it and requires more information or changes. The applicant addresses these comments and signs again for submission. The submission process remains the same

- **Forwarded for Review** – the application has been recommended by the dept rep by pressing the "Ready for Committee" button. At this stage the Ethics Coordinator or the Chair assigns the application to two reviewers

- **Under Review** – the application has been assigned to reviewers and a waiting period of two weeks is initiated.

- **Assigned to a meeting** – The application has been allocated to the agenda for the next meeting

- **Approved** – the outcomes have been approved after the meeting

- **Minor Mod Req** – the application has been provisionally approved based that the minor changes, the applicant must address minor changes and resubmit by signing the application again the same way they did when initially submitting. The application will looked at by the Chair and finalised upon submission if all comments have been properly addressed. It does not wait for the next meeting

- **Major Mod Req** – the application has been reviewed and sent back for major modification, once the comments have been address, it will serve in the next meeting

- **Provisional approval pend. gatekeepers permission** – the application is provisionally approved pending gatekeepers/permission letter. The applicant uses the provisional approval letter and submit it to the relevant organisations and receives letter granting permission. The letter is sent to the Ethics Coordinator, upon receiving the permission letters the application is immediately approved with no further delays. It does not serve in the next meeting
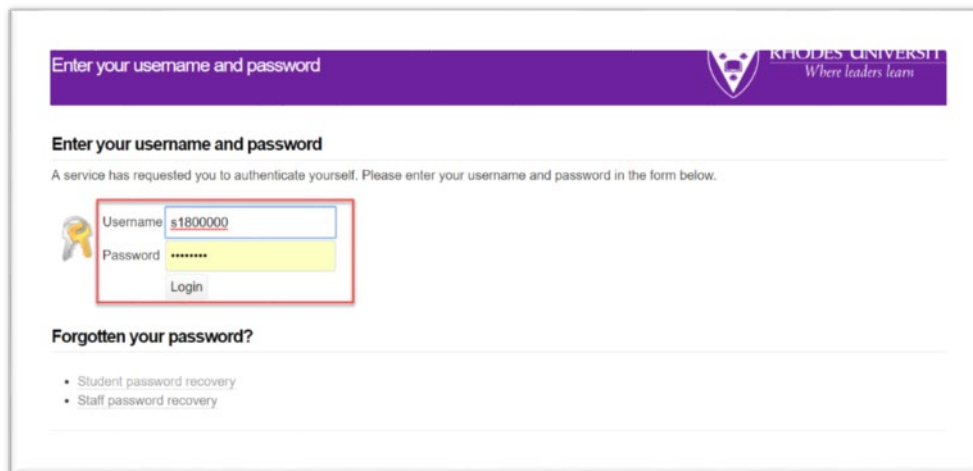
Not approved – the application is not approved

1. How to sign 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.

2. How to create an application

Click on "Create Project" in left hand panel

2.1 When creating a project

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

Select the type of research you are intending to undertake under "main form"

The relevant form (Human/ Animal) will open on the question summary page.

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

Form Status	Review Reference	Application Type	Date Modified	
Not Submitted	N/A	N/A	02/12/2018 14:41	**0133**

Navigation   Documents   Signatures   Collaborators   Submissions   History

Animal Ethics

Fill in the questions according to your application

☑ Show Inactive Sections

| Section	Questions
LANDING PAGE	Landing page
PROJECT DETAILS	Project Details
GENERAL INFORMATION	Applicant details
PROJECT DESCRIPTION	Project description | Species Details
BIOHAZARD STATEMENT	Biohazard Statement
COMMENTS FOR COMMITTEE	Comments for the committee (optional)
POST-APPROVAL MONITORING	Post-Approval Monitoring
DECLARATION & SIGNATURE	Declaration & Signature

2.2 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.
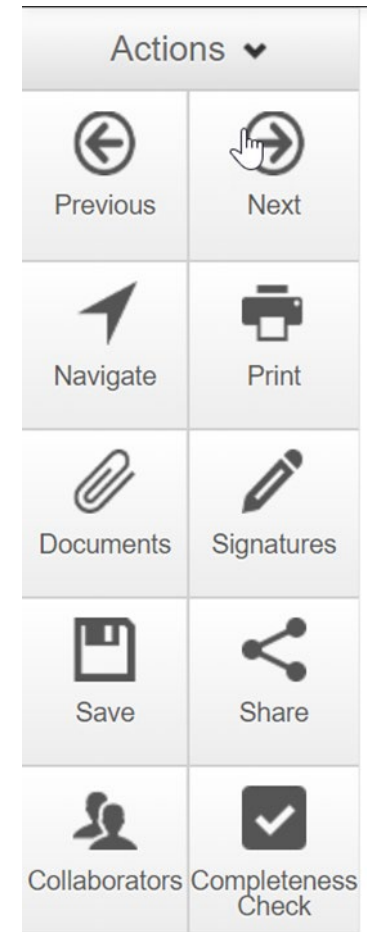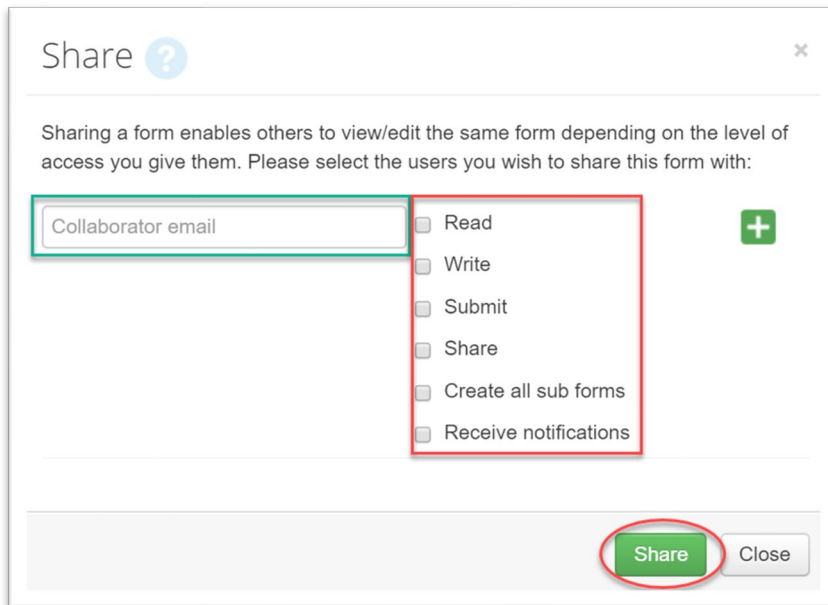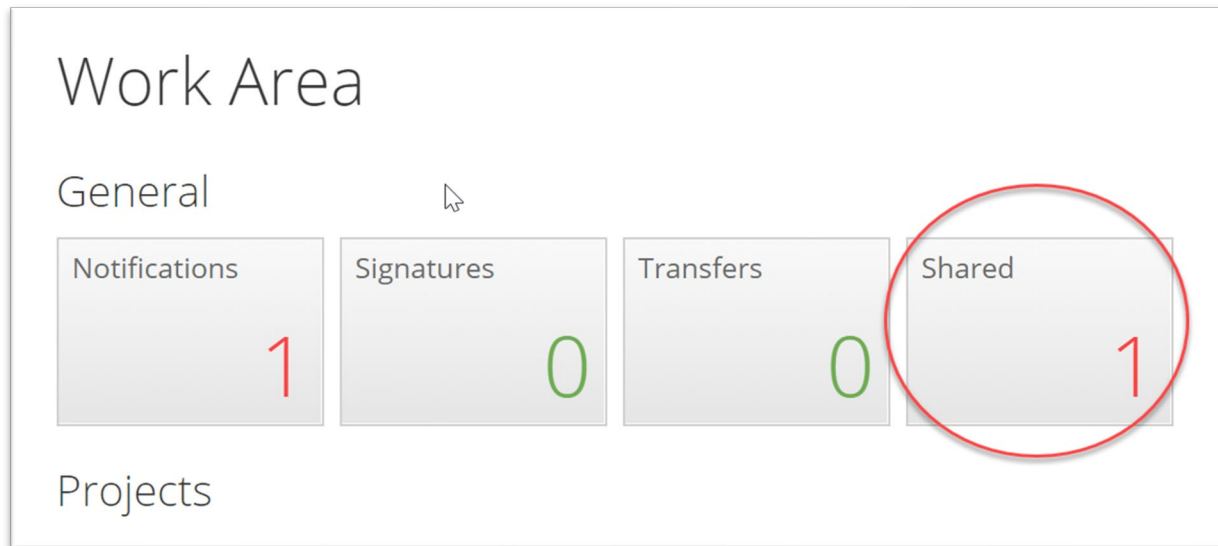
2.2.1 Share button

Press "Share" in order for the form to be shared with you supervisor/collaborator before signing
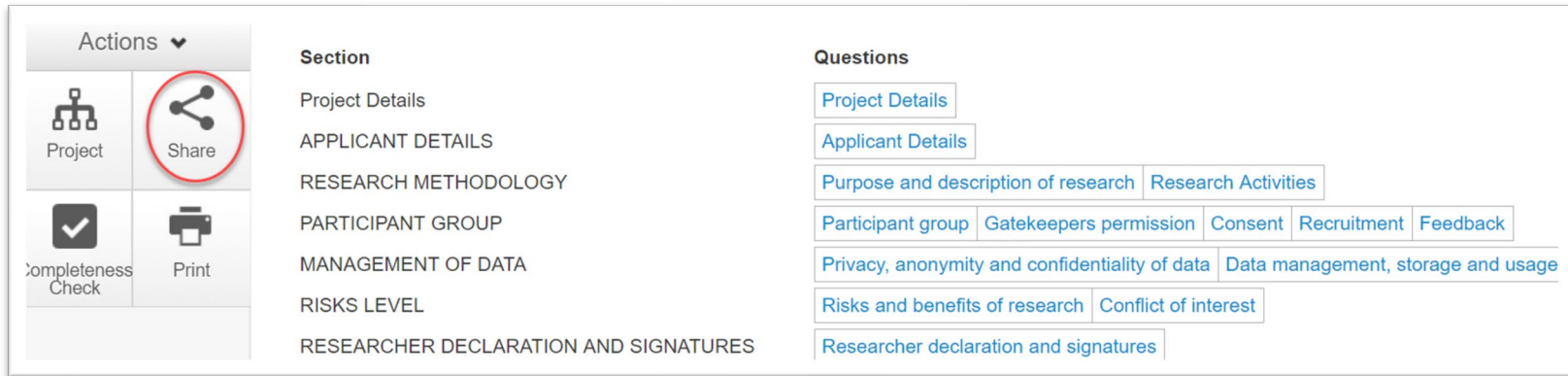
Share options will appear, choose the type of access the supervisor is given on the form and share

How it appears on the person the application is shared with

2.3 Completing the questions

- All questions must be answered;
- Ensure that you enter the correct department (Important for Departmental ethics Representative validation)
- If you are a student, you can complete the application but your supervisor's details must go into the principle investigators fields, and yours under student details.
- All collaborators names must be included
- If you are student it is strongly advised that you share the application form with your supervisor before submitting it for Departmental Validation
- You must not upload the research proposal but you can copy and paste the required information. The form is designed equivalent to the research proposal

2.4. Signing the form upon completion

- The final question is "declaration and signature".
- All internal collaborators on the project need to sign.
- External collaborators will need to sign a form indicating they have seen the application and agree.
- Only collaborators with a Rhodes email address will have access to the system.
- Once all signatories have signed the application automatically submits.
- Press the "Sign" blue button
- It is the applicant's responsibility to request their supervisor/collaborator or Principal Investigator'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.manqele@ru.ac.za with person's name and RHODES email address and request that the person be added to the system.

As the student on this research project, I agree to the above declaration.

Sign

Add Another Signature

As the Principal Investigator and / or Supervisor, I agree to the above declaration

Request Signature Sign

As Rhodes staff collaborator on this project, I agree with the above declaration

Request Signature Sign

Add Another Signature

NEXT STEPS

You have reached the end of the ethics application form.

NB: ONLY ONCE ALL SIGNATORIES HAVE SIGNED WILL THE FORM BE SUBMITTED.

2.5 How to track the status of an application.

Open your work area and click on the project you are tracking and click on it

2.6 Responding to a Signature request

Click on the link provided in email to log on system

From: Donotreply <donotreply@infonetica.net>
Date: Dec 2, 2018 at 4:55 PM
To: N Obers <n.obers@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	Signatures	Transfers	Shared
5	1	0	1

Signatures

Search Signatures

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

Showing 1 to 1 of 1 entries

Completeness Check ✕

Your form is complete and ready to submit

Close

As the student on this research project, I agree to the above declaration.

Request Signature   Sign

Signed: This form was signed by ████████████████████ on 26/04/2019 11:17 AM
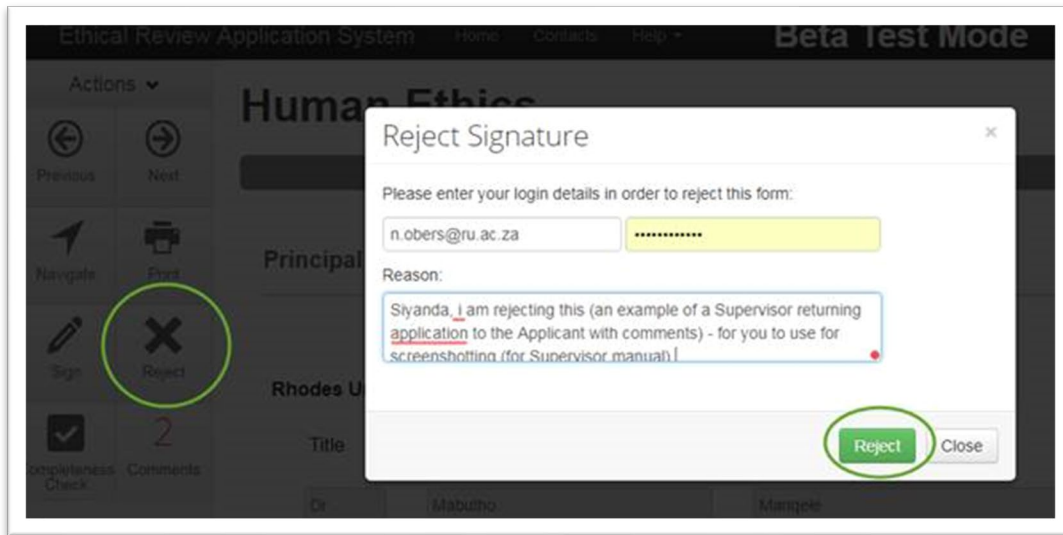
An email notifying the applicant that the signature request has been "Rejected"

donotreply@infonetica.net   ☐ s.manqele@ru.ac.za

Re: Your Signature Request

Dear Mr Manqele

Your signature request has been rejected by Ms Noelle Obers

To view the status of your signature requests, click on the following link:

http://rhodes.forms.ethicalreviewmanager.com/Signatures/Index

Please note:

Only once the Ethics Committee has reviewed your application can you obtain gatekeepers permission.

Download your application as a PDF document and send the application and outcome letter to the relevant gatekeepers. (see User guide, or go to Home and download from Project list)

The INTERNAL Gatekeepers permission/s are:

For Rhodes Students as participants - Registrar@ru.ac.za or .....

For Rhodes Staff members - l.govender@ru.ac.za

The Gatekeepers Permission letter/s must be emailed to ethics-committee@ru.ac.za along with the applicant's name and the application reference number.

Only once all the gatekeepers' permissions are received can the application receive final approval.

A final approval outcome letter will be sent out.

TO CONTINUE, click on NEXT in the left hand panel.

Alternatively, click on SAVE to save and return to your application later.