



RHODES UNIVERSITY
Where leaders learn



ETHICAL RESEARCH APPLICATION SYSTEM (ERAS)
APPLICANT MANUAL
EDUCATION FACULTY

May 2020

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Possible statuses	Error! Bookmark not defined.

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

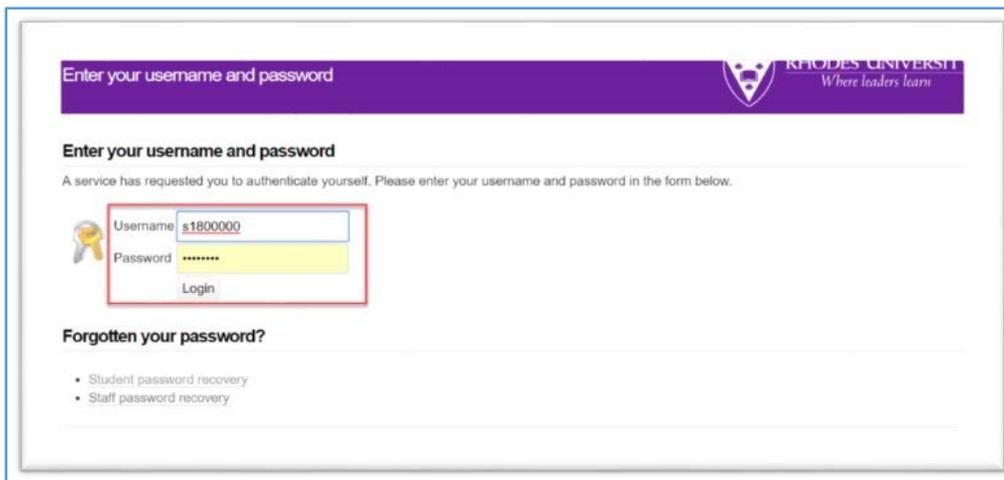
STEP 6: Applications with Modifications Required status need to be resubmitted.

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 screenshot displays the login interface for the ERAS application. At the top, there is a purple header with the text "Enter your username and password" and the Rhodes University logo and tagline "Where leaders learn". Below the header, the text "Enter your username and password" is repeated. A message states: "A service has requested you to authenticate yourself. Please enter your username and password in the form below." The form contains a "Username" field with the value "s1800000", a "Password" field with masked characters "*****", and a "Login" button. Below the form, there is a link for "Forgotten your password?" with two options: "Student password recovery" and "Staff password recovery".

Introduction to ERAS

Upon log in, you land in the Work Area.

The screenshot shows the 'Work Area' page of the Ethical Review Application System. The page title is 'Work Area' and the user is identified as 'Ms Noëlle Obers'. The interface includes a navigation menu on the left with options like 'Home', 'Notifications', 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', and 'Transfer'. The main content area is divided into 'General' and 'Projects' sections. The 'General' section features four tiles: 'Notifications' (148), 'Signatures' (1), 'Transfers' (0), and 'Shared' (1). The 'Projects' section includes a search bar and a table of project entries.

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

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	

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)

Ethical Review Application System Home Contacts Help Ms Noëlle Obers

Work Area

Home 148 Notifications

Actions

Project Share

Completeness Check Print

Researching ERAS 1483 ?

Info!

Project Tree

- Researching ERAS
 - Education Faculty Ethics Form - Researching ERAS

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

Navigation Documents Signatures Collaborators Submissions History

Education Faculty Ethics Form

Show Inactive Sections

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

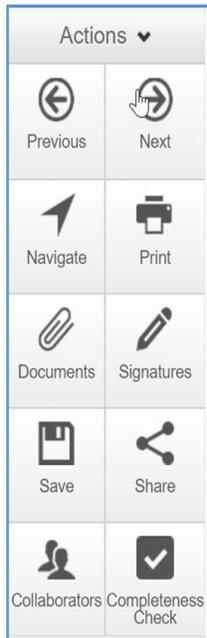
Application Form

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.

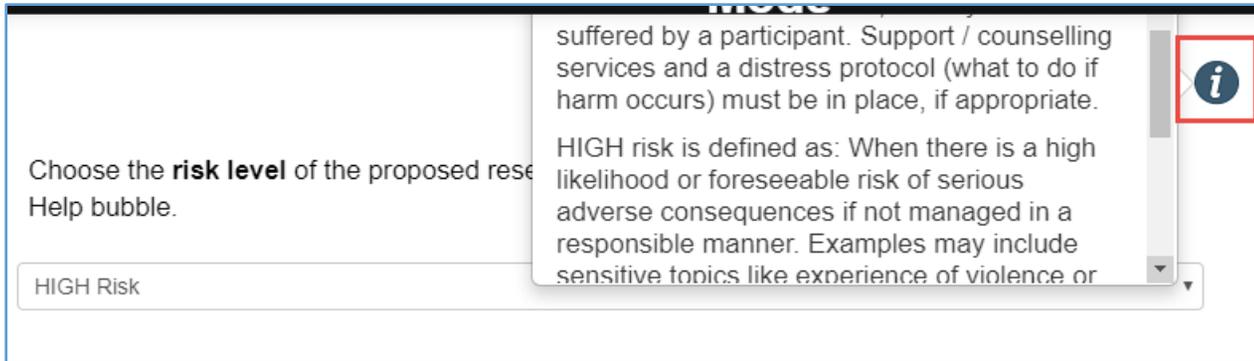
Completing the questions

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.

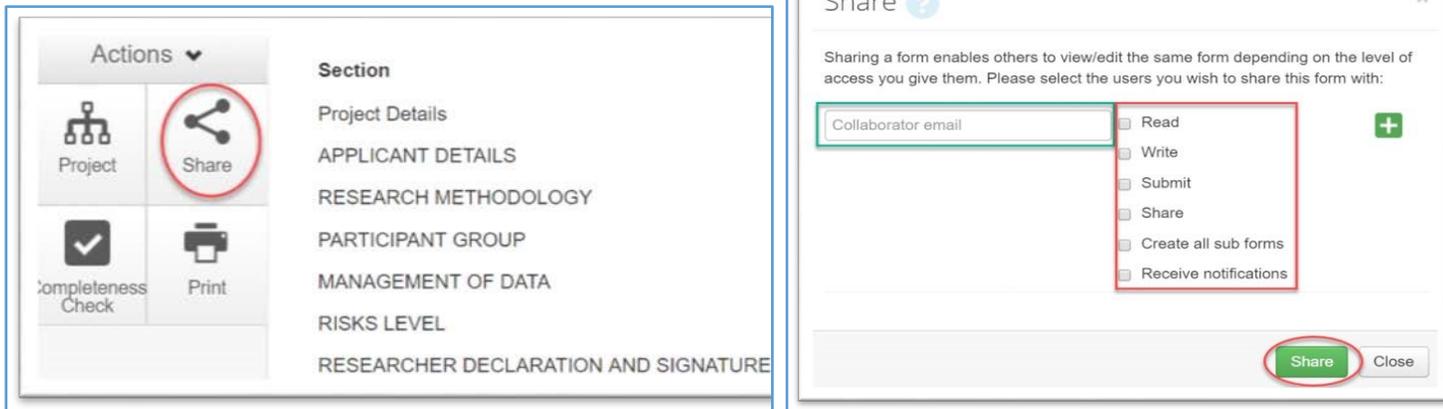
The “*i*” icon is an information icon which is found on the right corner of each question and has helpful information about each question. For example, the “*i*” icon under *risk level* question provides a detailed definition of each risk level.



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



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.manqele@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.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 **5**

Signatures **1**

Transfers **0**

Shared **1**

Signatures

Search 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 **Testing 57 (2)** **1486**

Home 149 Notifications

Actions

Project Share

Print

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 Questions

BEFORE YOU START [CLICK HERE TO START](#)

Form Status

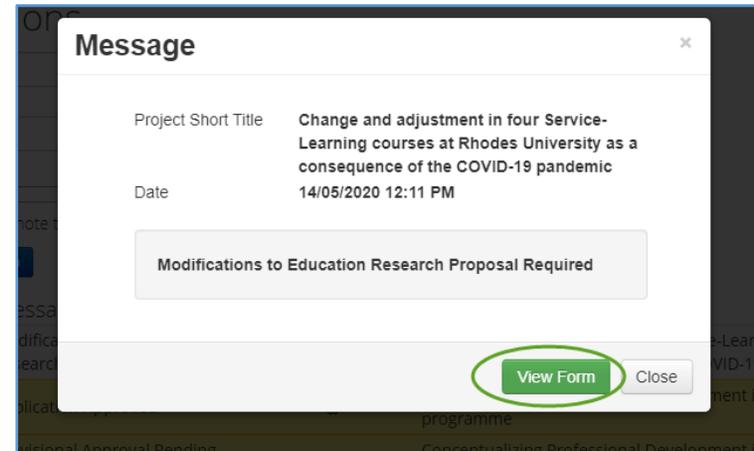
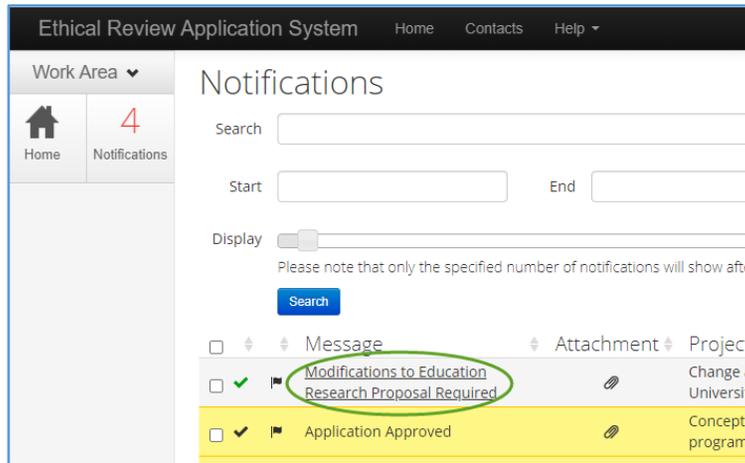
Form Status provides the overall status for the project. The statuses are as follows:

- *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 RUEESC-HE* – High risk ethics applications need to be reviewed by RUEESC-HE.

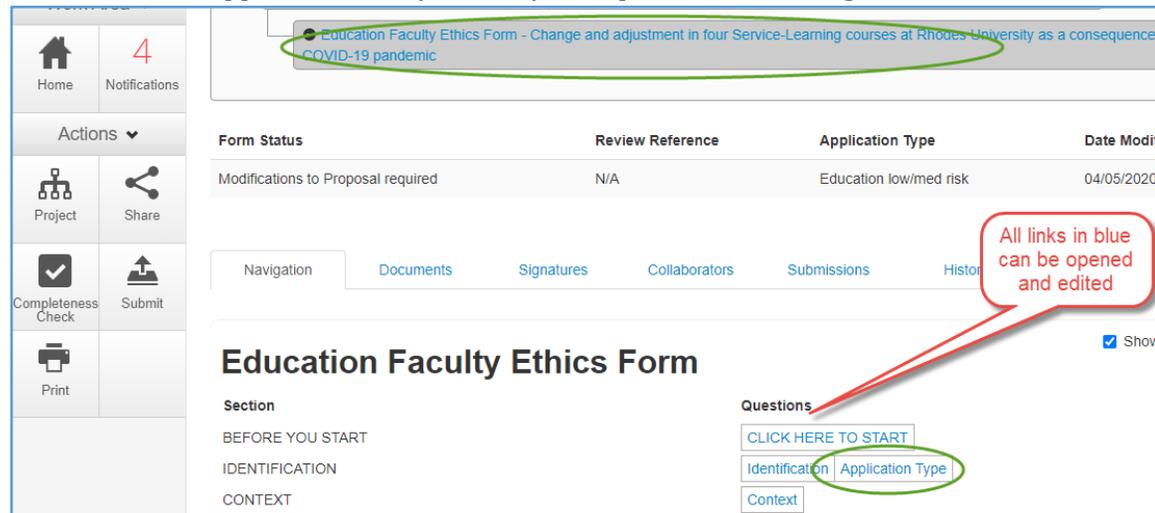
Resubmitting a form

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.

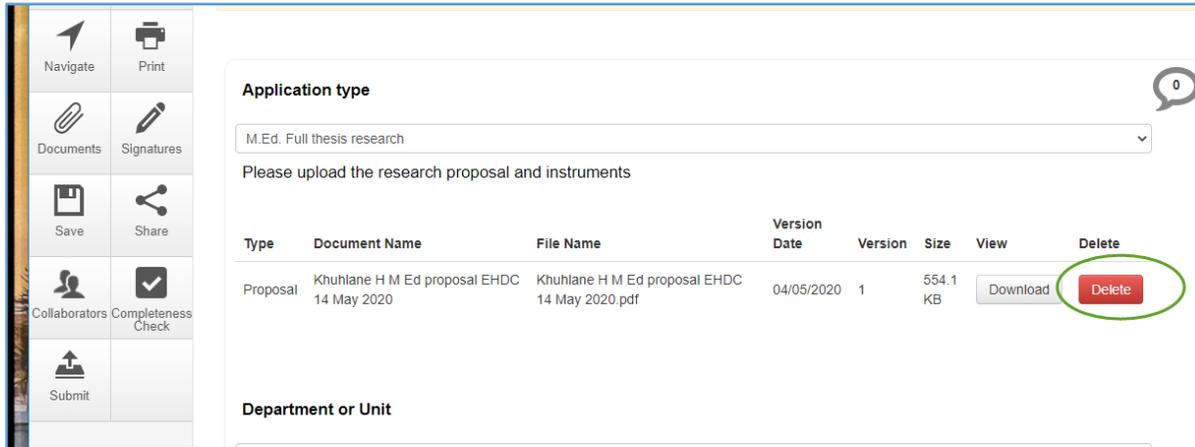
- In your ERAS profile, find the application title under Notifications and click on it.
- In the *Message* pop up, click on *View Form* to open the application.



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



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



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

