



RHODES UNIVERSITY
Where leaders learn



ETHICAL RESEARCH APPLICATION SYSTEM (ERAS)

**RESEARCH ETHICS
RENEWAL GUIDE**

**EDUCATION FACULTY-RESEARCH ETHICS
COMMITTEE**

September 2022

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.

The Ethics renewal form on ERAS is only available on projects that have been processed on ERAS.

Work Flow

Process to submit research proposals and apply for ethical clearance renewal from the EF-REC using ERAS:

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

STEP 2: Upon signature, the form is automatically submitted

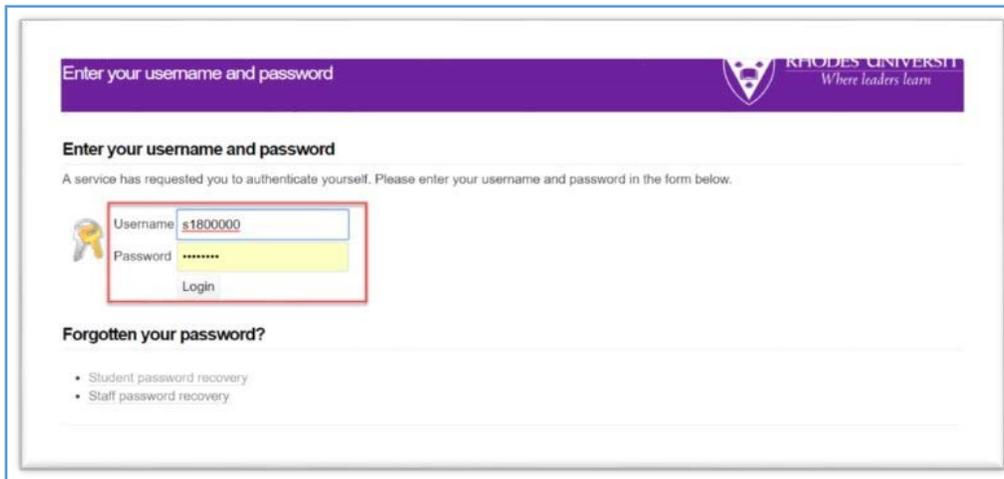
STEP 3: The Chair of the Education Faculty Research Ethics Committee reviews the form and ...?

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.

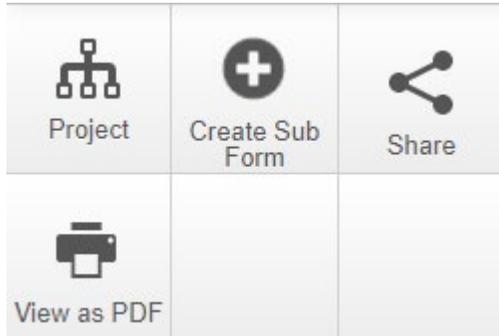


The screenshot shows the login interface for the ERAS application system. At the top, there is a purple header with the text "Enter your username and password" and the Rhodes University logo and tagline "Where leaders learn". Below the header, the text "Enter your username and password" is repeated, followed by a message: "A service has requested you to authenticate yourself. Please enter your username and password in the form below." The login 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?" which leads to "Student password recovery" and "Staff password recovery".

Creating an Ethics Renewal Form on ERAS

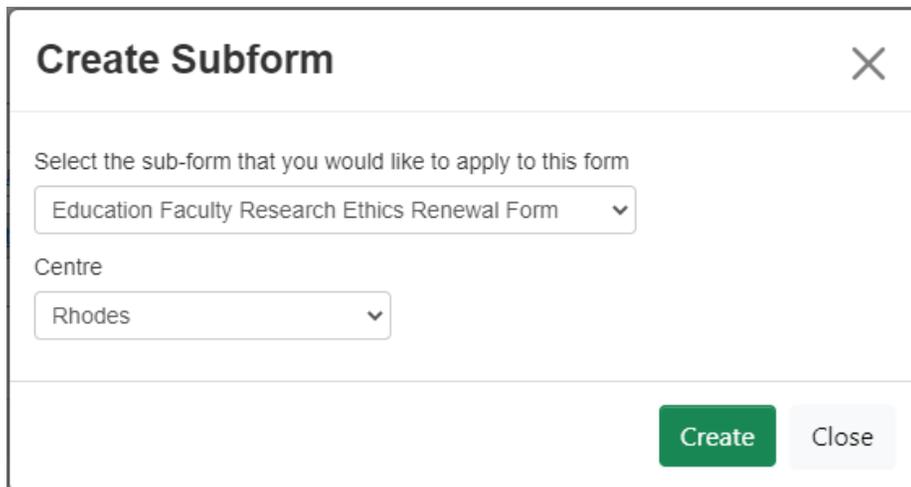
Open the project for which you are applying for ethics renewal.

In the action tiles, on the top left of the screen, click on Create Sub Form:



In the screen that pops up, select [Education Faculty Research Ethics Renewal Form](#) as the sub-form and Rhodes as the centre.

If you do not see this form in the drop down list, close the Create Subform window and click on the Update Project link that you see on your project screen then try to create the sub-form again as above.

A screenshot of a 'Create Subform' dialog box. The title bar says 'Create Subform' with a close button (X). Below the title bar, there is a text prompt: 'Select the sub-form that you would like to apply to this form'. There are two dropdown menus: the first is labeled 'Education Faculty Research Ethics Renewal Form' and the second is labeled 'Centre' with 'Rhodes' selected. At the bottom right, there are two buttons: a green 'Create' button and a grey 'Close' button.

Click on Create.

The following form is then created.

Navigation Documents Signatures Collaborators Submissions Centre History

Education Faculty Research Ethics Renewal Form

Show Inactive Sections

Section: Research Ethics Renewal - Education Faculty

Questions: Project details Applicants' details Project activities Signatures

Click on Project details to fill out the 3 pages of the form then navigate to the Signatures page:

Signatures



In the case of student research, the Supervisor MUST sign the declaration to indicate that they approve of the submission.

Please click REQUEST and insert your Supervisor's Rhodes email address.

Students may not sign the declarations.

I, as the lead researcher or research supervisor, hereby undertake to ensure that all changes to the proposed research required by and agreed with the Education Faculty Ethics Chair will be made prior to the commencement of the research. I also undertake to notify the Chair of any amendments to the proposed study that may change the risk level.

[Request Signature](#) [Sign](#)

IMPORTANT:

Once the application has been signed the form will automatically be submitted.

You will receive a confirmation email that the application has been submitted.

To check the status of your application, return to the HOME screen (tab in top black horizontal bar).

Once signed, the form is automatically submitted.