

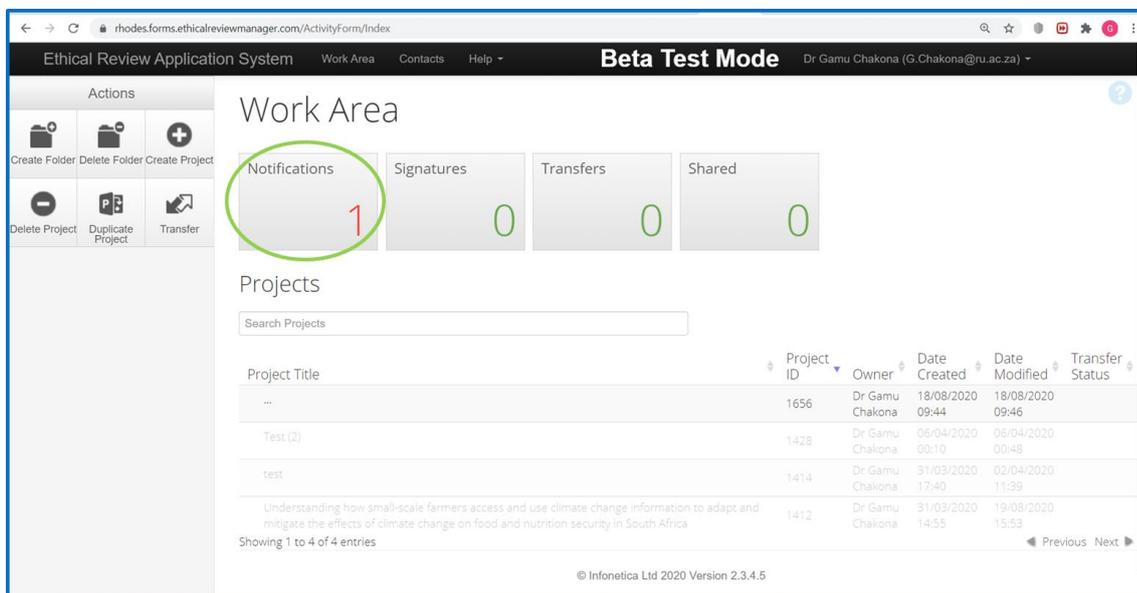
Resubmitting a form on ERAS

If your application was returned for modifications (status being **Modifications to Proposal Required** or **Modifications to Ethics Required**) you need to amend your application and resubmit using your **existing form**. **DO NOT** create a new form. Please follow the instructions below supported with screen shots.

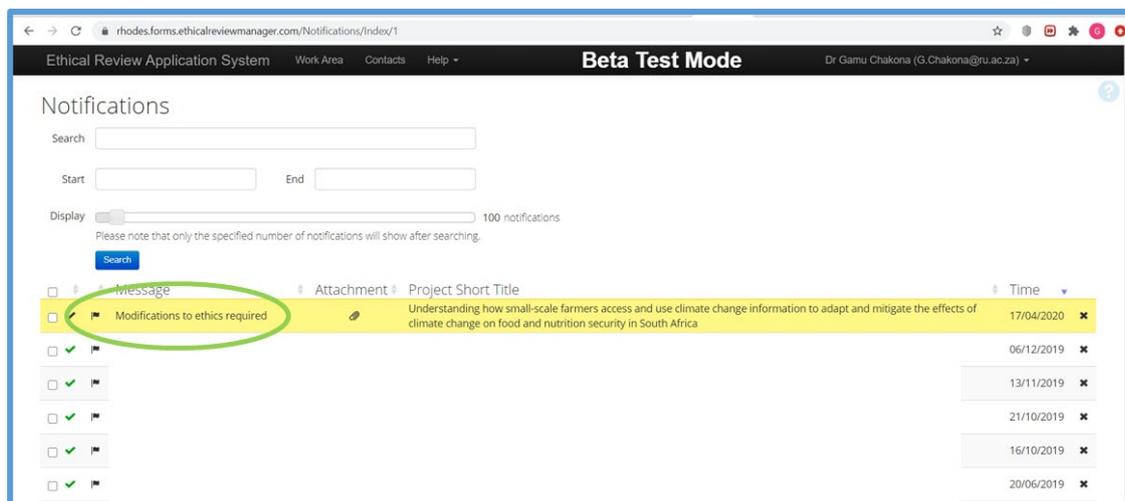
1. Log in to ERAS using your Rhodes University credentials

<https://rhodes.forms.ethicalreviewmanager.com/>

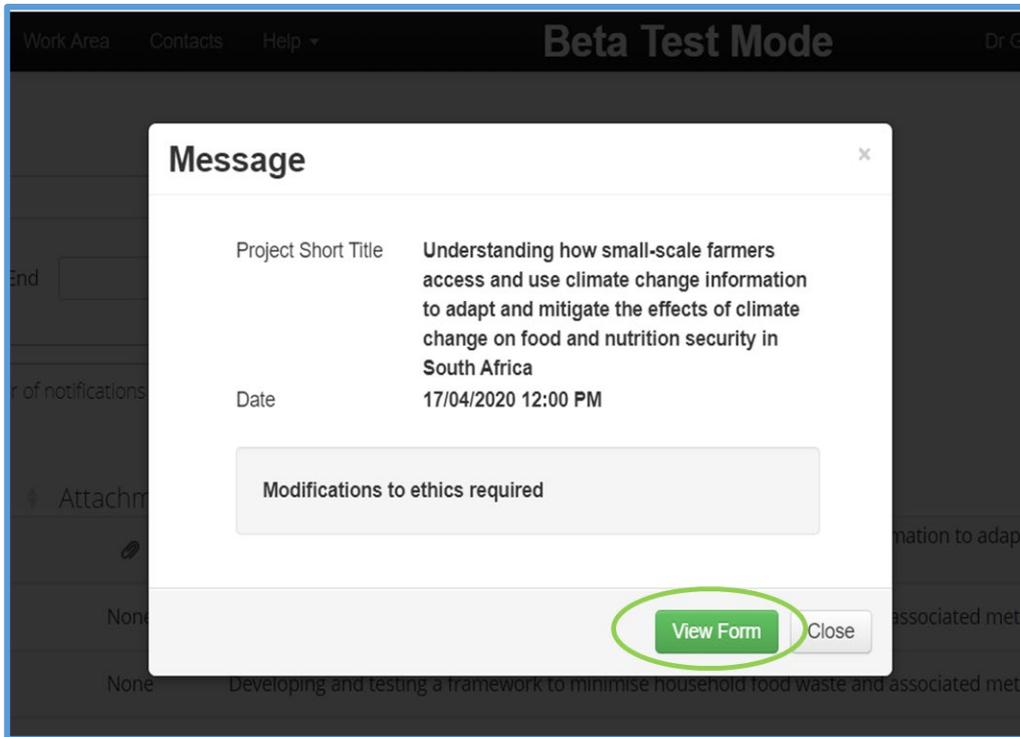
2. Under your **Work Area**, click on **Notifications**. The number of notifications will be shown on your Work Area



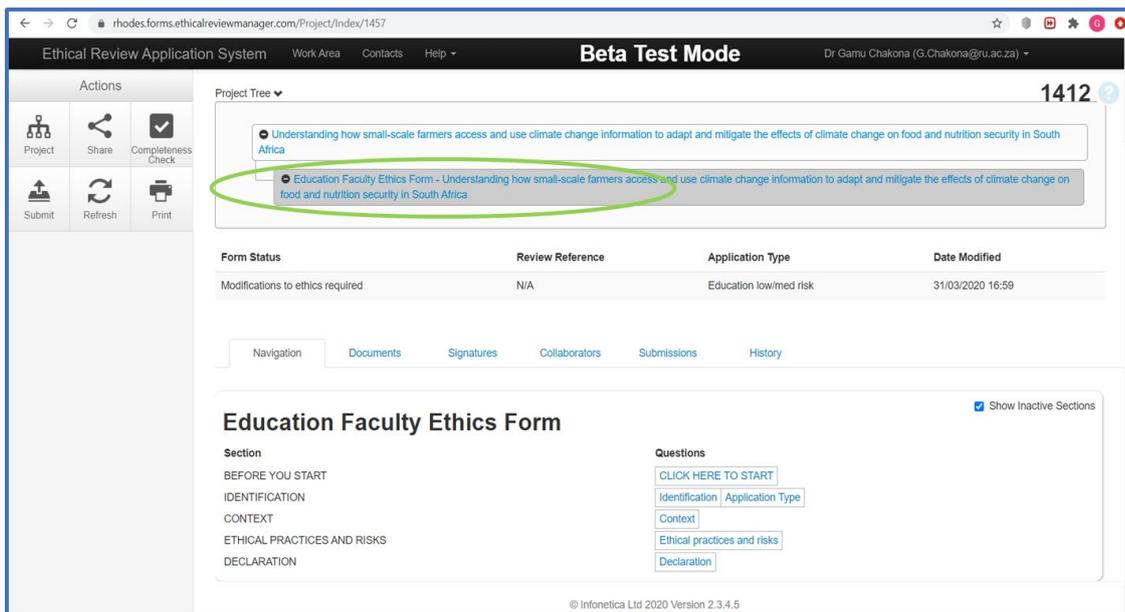
3. Under Notifications, click on the **Modifications message**. This can be **Modification to Proposal** required or **Modification to Ethics** required.



4. A message will pop up. Click on **View Form**

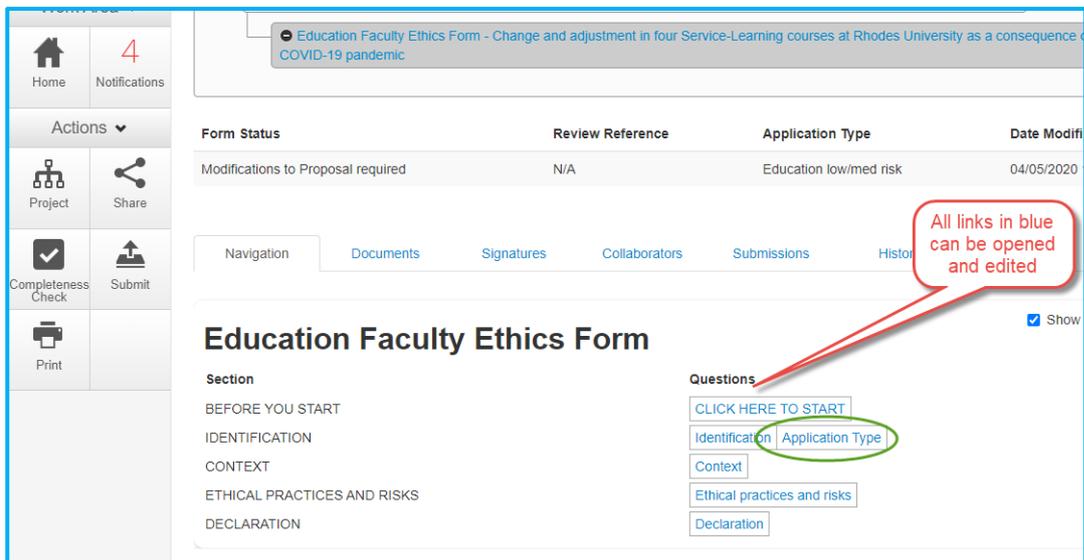


5. Click on the **Application Title** as indicated in screenshot below.

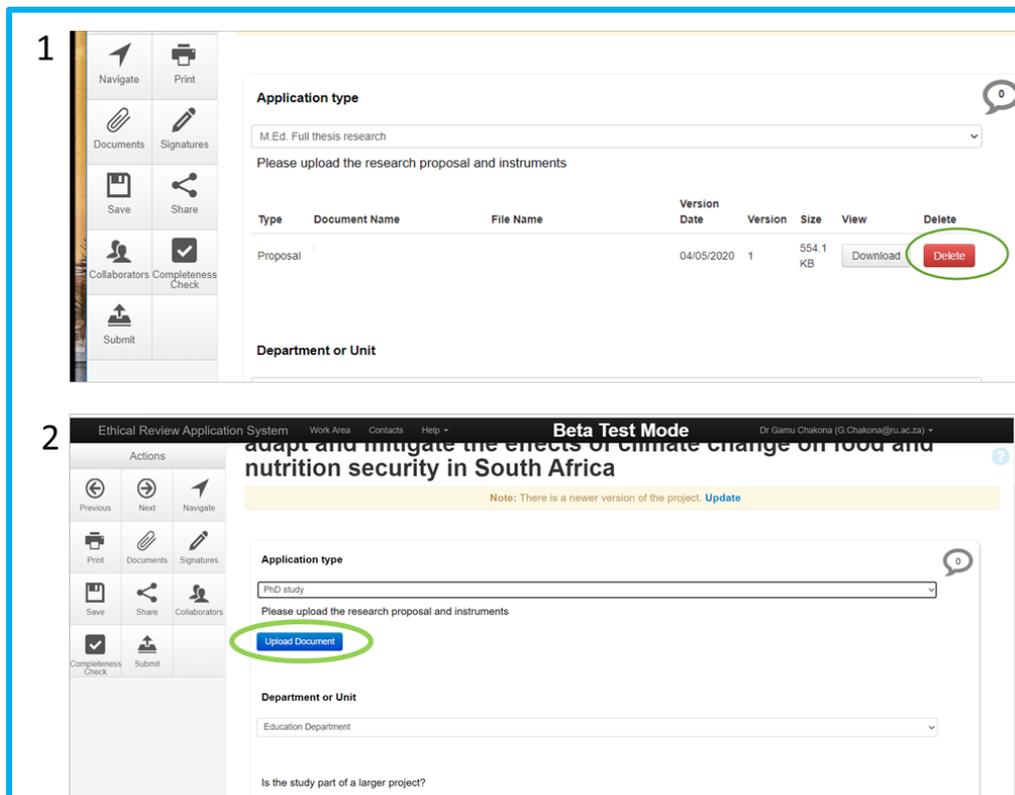


6. The application screen with the **Education Faculty Ethics Form** appears. In the central panel, click on the **BLUE TEXT** boxes under Questions to **view the completed form** which requires modifications.

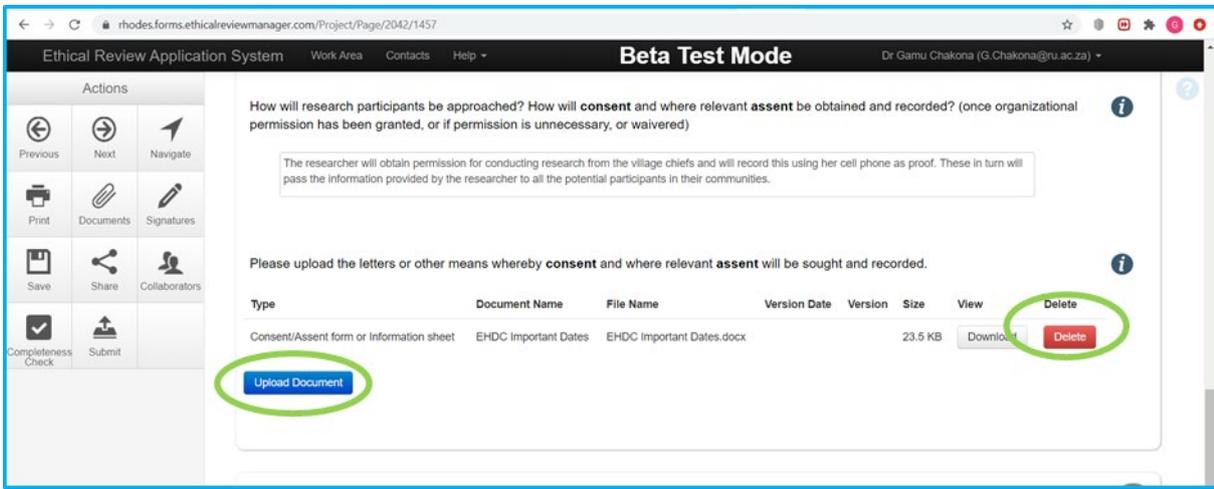
- Use the Next, Previous and Navigate arrows under the **Actions** tiles, to move between questions.



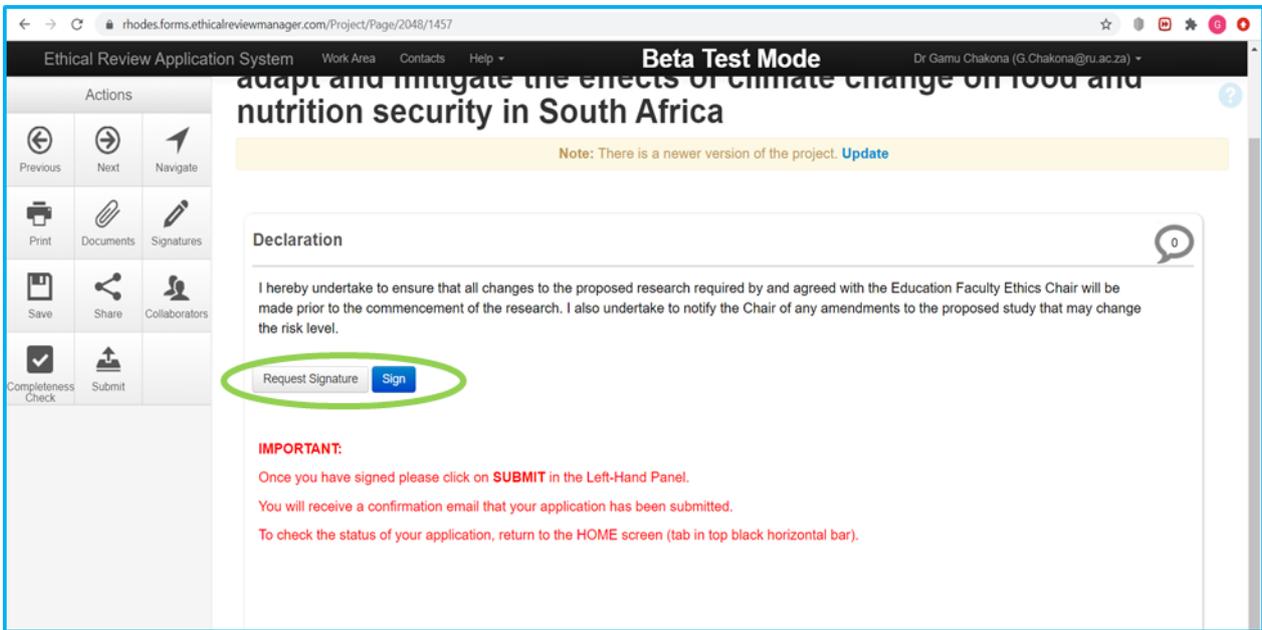
7. For revised proposals, click on **Application Type**
- **DELETE** the original proposal document and research instruments
 - **UPLOAD** the Revised version and research instruments as **ONE** pdf document



8. Go through the rest of your application form and make **REQUIRED ETHICS CHANGES** to your form **AND** if necessary, align your modifications with your revised proposal
- You can also **DELETE** and/ or **UPLOAD** letters of consent and/ or assent if required under **ETHICAL PRACTICES AND RISKS** section.



9. Click on **REQUEST SIGNATURE** (if you are a student) or **SIGN** (if you are staff/postdoc)



10. Under the **Actions tiles**, click on **SUBMIT** to complete the application process

