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**. <u>DO</u> **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

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 Under Notifications, click on the *Modifications message*. This can be <u>Modification to Proposal</u> required or <u>Modification to Ethics</u> required.

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

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

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- 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.

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- 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

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- 8. Go through the rest of your application form and make **REQUIRED ETHICS CHANGES** to your form <u>AND</u> if necessary, align your modifications with your revised proposal
 - You can also <u>DELETE</u> and/ or <u>UPLOAD</u> 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

