RU ERAS REVIEWER MANUAL FOR EDUCATION FACULTY (2020.08.11)

TO NOTE:

Actions usually appear in the left-hand panel. 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 Pane checked in Word (under View) as this will help you move around the document.

In this Manual there is a Summary (page 1 & 2) followed by more detailed steps with screenshots.

SUMMARY

Respond to a Review Request email sent to you by a Committee Chair.

- Click on the link in the email.
- Login is via Single Sign On, i.e. your Rhodes user details.

Work Area

- Scroll down until you see My Education Faculty Reviews
- The Review that has been assigned to you will be under the tile *New Education Reviews*.
- Click on the tile to find the Review that has been assigned to you. The review will be highlighted in Yellow with a Black v (this shows that the review is incomplete). Click on the Review to be completed.

In the Application Review screen under the **Actions** tiles on the left, click on the magnifying glass \bigcirc *Review Application* tile to view the application and to start the review process.

For Research Proposal Review [This only applies to student studies, not staff studies]

The Research Proposal Review requires you to complete and upload a Review Template.

The *EHDC Review Template* lists questions to be answered for the Research Proposal review. **NB**: This includes a general question about research ethics; this is *in addition to* the online ethics approval. On completion, upload the review, to make it accessible to the EHDC Chair. Instructions on how to do this are provided.

Downloading Research proposal, Research Instruments and Proposal Review Template

- 1. After clicking on the magnifying glass *Review Application* tile under **Actions** on the left, the application screen with the **Education Faculty Ethics Form** appears.
- 2. Click on **Documents** under **Actions** on your left hand. The research proposal and all the other documents uploaded by the applicant will appear on the screen.
- There are three options to download the documents: (1) Click on Download to download a specific document; (2) Click on Download All to download all documents as a Zip file and (3) click on Download All as pdf to download all documents in a single pdf document. Choose one that is suitable for you.

- 4. In the black horizontal bar, click the *HELP* tab and under **Templates**, download the *EHDC Review template*.
- 5. Complete the template with your comments on the proposal (and the ethics component in the proposal).
- 6. Save the review template on your PC with your name.

Uploading the completed Proposal Review Template

- 1. Click on *Timeline* in left-hand panel of the review screen
- 2. At the bottom of the central panel on your screen, click on *Documents*. You will see **Form documents** first (with application proposal and research instruments).
- 3. Scroll down to **Review Documents** which follows after all the Form documents and click on + **New Document**
- 4. On the Document Upload screen, *Browse* for your completed proposal review (template) and upload it. Please select Document Type as *Reviewer's Review*, insert date and version of your review (e.g. version 1 for first time review)
- 5. Click on Upload and your review will then be listed under *Review Documents*.

For Ethics Review

For the Ethics Review you will make your comments *within* the applicant's form as Panel comments and Form comments. It does not require templates or uploads.

The *Panel comments* and *Form comments* show up on the Committee Meetings screen and can be edited by the Ethics Chair for feedback to the applicant. The Ethics Committee members have View access to these comments.

Reviewing the ethics application

- 1. After clicking on the magnifying glass *Review Application* under Actions on the left, the application screen with the Education Faculty Ethics Form appears.
- 2. In the central panel, click on the **BLUE TEXT** boxes under **Questions** to view the form as completed by the applicant.
 - Use the *Next, Previous* and *Navigate* arrows under the **Actions** tiles, to move between questions.
 - Any existing comments (from other reviewers) will show as numbers under *Panel Comments* or *Form Comments* under **Actions**.

Adding Panel Comments

Use Panel comments to make your review comments in relation to specific questions. These comments will be visible to the committee meeting.

- 1. To add a Panel comment, click on the + New Comment under Actions on the left.
- 2. Click on a question to comment on. The *Add Comment* box will pop up.
- 3. Add comment in the comment box. Indicate if you want your comment to be visible to the applicant, or hidden from the applicant and just visible to the Chair / Committee.
- 4. Click on SAVE.
- 5. Repeat the above process if you have comments related to other questions.
- 6. All comments added will show as numbers under *Panel Comments* under **Actions**.

Editing Panel comments

- 1. Click on the *Panel Comments* under Actions on your left hand. All the comments you inserted will pop up.
- 2. Select the comment and click Edit
- 3. Edit comment and click *Save*. (You can also use this option to delete a comment by clicking on *Delete*).

Adding Form Comments

Form Comments are comments made for the overall ethics application form. Form comments are also visible to the committee meeting.

- 1. To add a Form comment, click on Form Comments under Actions.
- 2. The Form Comments (EdFac) box will pop up. Click on + Add Comment
- 3. *Add your comment in the New Comment* box. Please insert your initials at the start of your comment.
- 4. Click on *SAVE*. The number of people who added form comments will show under Form *Comments* under **Actions**.

Editing Form comments

- 1. Click on the *Form Comments* under Actions on your left hand. The Form comments you inserted will pop up.
- 2. Click on the Form comment (with your initials) and edit.
- 3. Click Save. (You can also use this option to delete your Form comment by clicking on Delete)

NB. Once you have completed your review, click on *Send Edfac Reviewer Comments* in the Action panel.

Click on the magnifying glass \bigcirc *Review Application* again and double click on the \mathbf{v} to un-highlight the review. The tick will change to green (\mathbf{v}).

Thank you for completing your review.

The rest of this Manual provides detailed steps accompanied by screenshots.

DETAILED STEPS WITH SCREENSHOTS

Introduction to ERAS as Reviewer

There are two ways to access a review assigned to you:

Respond to a Review Request email

- Click on link in the email.
- Login is via Single Sign On, i.e. your Rhodes user details

Review tile in Work Area

- See My Education Faculty Reviews
- The review/s that have been assigned to you will be numbered in red under *New Education Reviews* tile.
- Click on this tile.

Ethical Review Application System Work Area Meetings Contacts Help - Settings									
Work Area									
General									
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Education Fac	ulty •								
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2	1	32							
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Opening an application to be reviewed

- The incomplete reviews will be highlighted in yellow.
- Click on the Review to be completed.



(Once a reviewer has completed a review, double click on the \mathbf{v} to un-highlight the review. The tick will change to green. And will no longer show up as a number in the new reviews tile)

Review Research Proposal

- The Research Proposal document will be listed under *Documents* in the Project summary screen
- The Proposal can be downloaded as a Pdf in two ways as shown below.

		Ethical Review Appli	cation System	Work Area	Meetings	Contacts	Help -	Dr Gamu
	Work Area	>						
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Con	rmation sheet sent/Assent form or rmation sheet		EHDC Membership LIST 20 emails.docx	20 with		КВ	vnload	0
Oth			EHDC Membership LIST 20	20.docx		2014	wnload	0
					Downlo	ad All as Pdf	Download All	Close
-	OR							
	Project Id:	1465		Applicant Name:	Ms	Noëlle Obers		
	Current Committee:	Education Faculty		Current Status:		mitted by App	licant	
	Application Type:	Education low/med ris	sk	Meeting:	Un	assigned		
	Clock Status:	Start (14/14) days rem	naining.	Assigned Reviewers	: No	ne		
	Conflicted Users:	None						
	Tim	eline Project	Documents	Data	Contacts			
	Form Docum	nents						
	Туре	Document Name	File Name	Version Date	n Version	Size	View	Archived
	Proposal	Three emails sent to assigned reviewers	Three emails sent to assigned reviewers.	06/05/2			ownload	
	Consent/Assent form or Information sheet		Final lockdown regulations.pdf.pdf. df.pdf.pdf.pdf.pdf	06/05/24 odf.pdf.p	020 1	497.6 КВ	ownload	

Completing a Research Proposal Review

Download Review Template

- In the black horizontal bar, under the HELP tab / Templates, download the EHDC Review

Download All as Pdf

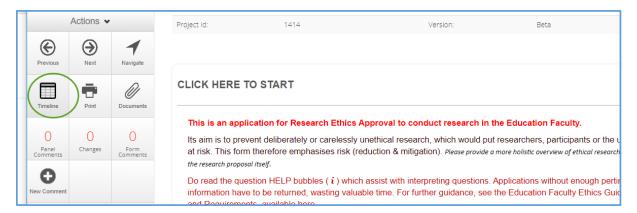
Template

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Te	mplates									
	ument Name C Reviewer Manual (Dr	aft)	Description Manual for Revie	wers			•	Date Added	÷	Download Download
	C Review Template		EHDC Proposal a	and Ethics reviewers	s template			02/04/2020	Pre	Download

- Review the Research Proposal and complete the review template
- Save the template on your PC with your name

Upload Review Template

- Click on *Timeline* in left-hand panel of the review screen to get to the project summary page



- At the bottom of the project summary page central panel, click on Documents tab
- Scroll down to *Review Documents* (under all the *Form documents*, where you found the Research Proposal) and click on + *New Document*

Timeline	Project	Documents Data	Conta	cts			
Form Documents	5						
Туре	Document Name	File Name	Version Date	Version	Size	View	Archived
Consent/Assent form or Information sheet	EHDC Important Dates	EHDC Important Dates.docx			23.5 KB	Download	
Consent/Assent form or Information sheet	EHDC Membership LIST 2020 with emails	EHDC Membership LIST 2020 with emails.docx			29.3 KB	Download	
Other	EHDC Membership LIST 2020	EHDC Membership LIST 2020.docx			30.6 KB	Download	
					Downlo	oad All as Pdf	
Review Documer	ts + Nev	v Document					
Note: There are currently n	o documents listed						

- The Document Upload screen allows you to *Browse* for your completed review template and *Upload* it. Please select Document Type as *Reviewer's Review*. You also need to add a date and version number.

Document Uploa	d			×
Document Name	Document Type	Version Date	Version	
Browse	Reviewer's Review	Date	Version	Upload

- Your review will then be listed under *Review Documents*.

Completing the Ethics application review

Review Ethics application

In the Project summary screen, click on the magnifying glass *Review Application* action to view the application and to start the review.

Work Area 🔉		Please Note: Th	is is a beta Submission	
Actions Actions Project Demissions Submissions Comments Project Comments		Form Reference: Education Review Referen	itle: Testing 38 Faculty Ethics Form - Ice: 2020-1401-3398 te submission	Testing 38
ADD	Project Id:	1401	Applicant Name:	Ms Noëlle Obers
(Q)	Current Committee:	Education Faculty	Current Status:	Under Review
e rise Review Application	Application Type:	Education low/med risk	Meeting:	TEST Ed faculty 13/04/2020
	Clock Status:	Start (8/14) days remaining.	Assigned Reviewers:	Ms Noëlle Obers (Primary Reviewer)
Send EdFac	Conflicted Users:	None		
comme	Timelir	e Project Documents	Data Contacts	

Navigate through the application

- Click on the blue text questions to view the form

V	Vork Area	>			_	
	Actions 🗸			Revi	ew Reference: 2020-1414-3421	
Timeline	Print	Documents	Project Id:	1414	Version:	Bet
O Panel Comments	0 Changes	O Form Comments				
			Educatio	on Faculty Ethic	s Form - test	
			Section		Questions	
			BEFORE YOU STA	RT	CLICK HERE TO START	
			IDENTIFICATION		Identification Application Type	
			CONTEXT		Context	
			ETHICAL PRACTIC	ES AND RISKS	Ethical practices and risks	
			DECLARATION		Declaration	_

- Use the *Next, Previous* and *Navigate* arrows to move between questions.
- Any existing comments will show as numbers under *Panel Comments* or *Form Comments*.

Actions 🗸		Project Id:	1414	Version:	Beta
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Timeline Print	Documents		O START		
0 Panel Comments	0 Form Comments	Its aim is to preve	ent deliberately or carelessl therefore emphasises risk	s Approval to conduct research in the y unethical research, which would put (reduction & mitigation). Please provide a	researchers, participants or the ι
New Comment			to be returned, wasting val	ich assist with interpreting questions. <i>A</i> uable time. For further guidance, see f	

Panel Comments

Panel comments are comments made per question and are visible to the Committee.

- To add a comment, click on the + New Comment action and follow the prompts

	Actions 🗸		Project Id:	1414	Version:	Beta
Previous) Next	Navigate				
Timeline	Print	Documents	CLICK HERE	TO START		
O Panel Comments	O Changes	O Form Comments	Its aim is to pro at risk. This for	event deliberately or carelessly rm therefore emphasises risk (r	Approval to conduct research in th unethical research, which would put r eduction & mitigation). Please provide a n	esearchers, participants or the
New Comment			information ha	uestion HELP bubbles (i) whic	h assist with interpreting questions. A able time. For further guidance, see th	

- Select a question on which you want to comment
- The Add Comment box will pop up
- Add comment and click on SAVE

Add Comment	×
Question Title	Principal Investigator
Change Request	× Comment
Visible to Applicant	X Hidden from applicant
Comment	Add comment here
	Cance

Form Comments

Form comments are for commenting on the form as a whole.

To add a form comment, click on Form Comments.

		Ethical F	Work Area	Meetings	Contacts		
Work Area 🔉							
	Actions 🗸						Review
Timeline	Print	Documents		Project ld:	1611		
O Panel Comments	0 0 0 Panel Changes Form						

- Then click on + Add Comment

Form Comments Add Comment	×
Current Previous History	
Note: No comments have yet been added to this application.	-
	-
	Close

- Please insert your initials at the start of your comment and click on SAVE

Form Comments + Add Comment				
Current Previous History				
Comment N.O: New Form comment added here Save Cancel	C			

Send comments to Chair

- Once you have completed your review, please click on Send Edfac Reviewer Comments.
- This emails your comments to the Chair Education Ethics.

Work Area >	Please Note: This is a beta Submission						
Actions V 3 0 2 Project Submissions Comments	Project Title: Testing 38 Form Reference: Education Faculty Ethics Form - Testing 38 Review Reference: 2020-1401-3398						
Form Comments	Project Id:	Dele	te submission Applicant Name:	Ms Noëlle Obers			
Q	Current Committee:	Education Faculty	Current Status:	Under Review			
Review Application	Application Type:	Education low/med risk	Meeting:	TEST Ed faculty 13/04/2020			
	Clock Status:	Start (8/14) days remaining.	Assigned Reviewers:	Ms Noëlle Obers (Primary Reviewer)			
Send EdFac	Conflicted Users:	None					
comme	Timeli	ne Project Documents	Data Contacts				

Thank you for completing your review!

Finding your completed reviews

To refer to any past reviews you have made, click on Work Area and then on All my Ed Reviews tile

	Ethical Review App	lication System	Work Area Meetings	Contacts	Help -	Settings					
	Work Area										
	General										
	Notifications	Meetings	Contacts	Repor	rts						
	199	9	0		5						
Education Faculty -											
My Education Faculty Reviews											
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2 1 32											