RU ERAS REVIEWER MANUAL FOR EDUCATION FACULTY
(2020.08.11)

<u>TO NOTE:</u>

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 **√** (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 🔍 **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.
3. 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 🔍**Review Application** again and double click on the **√** to un-highlight the review. The tick will change to green (**√**).

Thank you for completing your review.

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

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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.
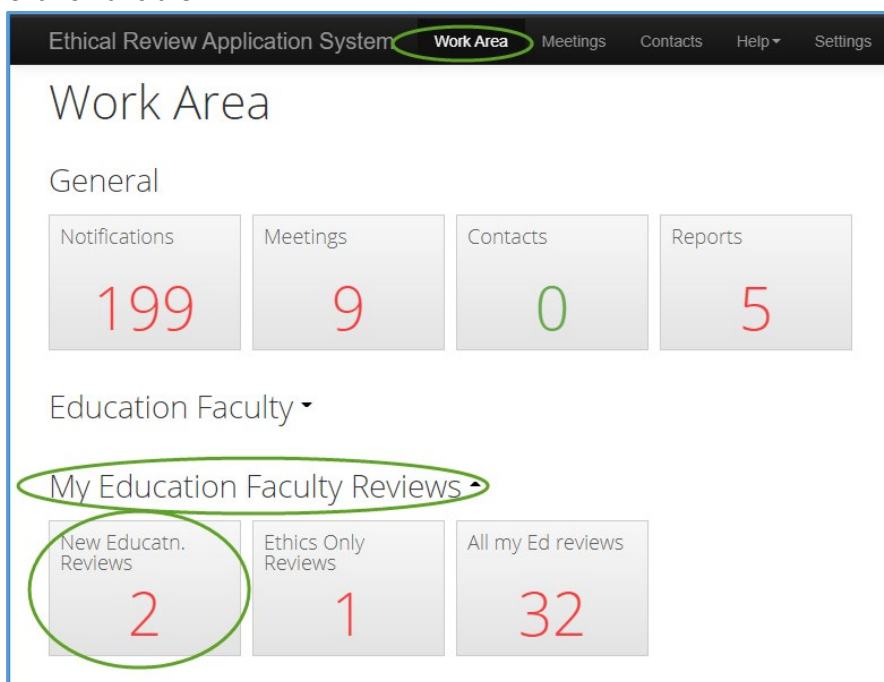
Opening an application to be reviewed

- 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 **√** 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.
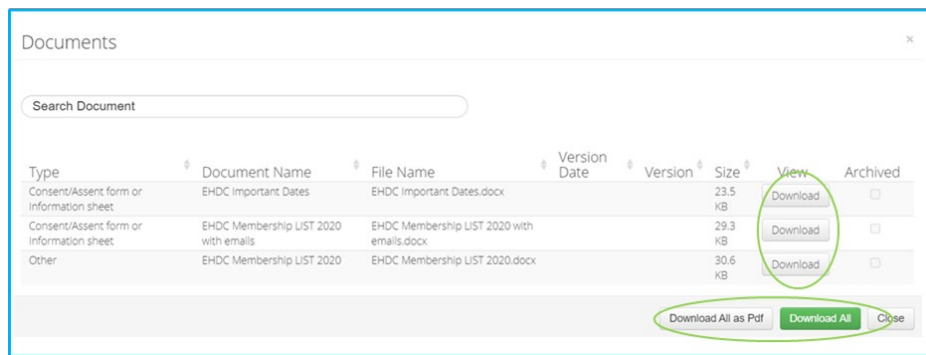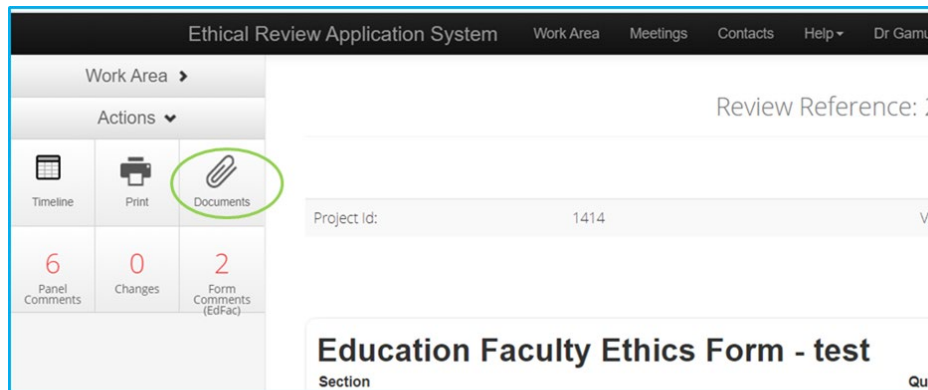
- OR
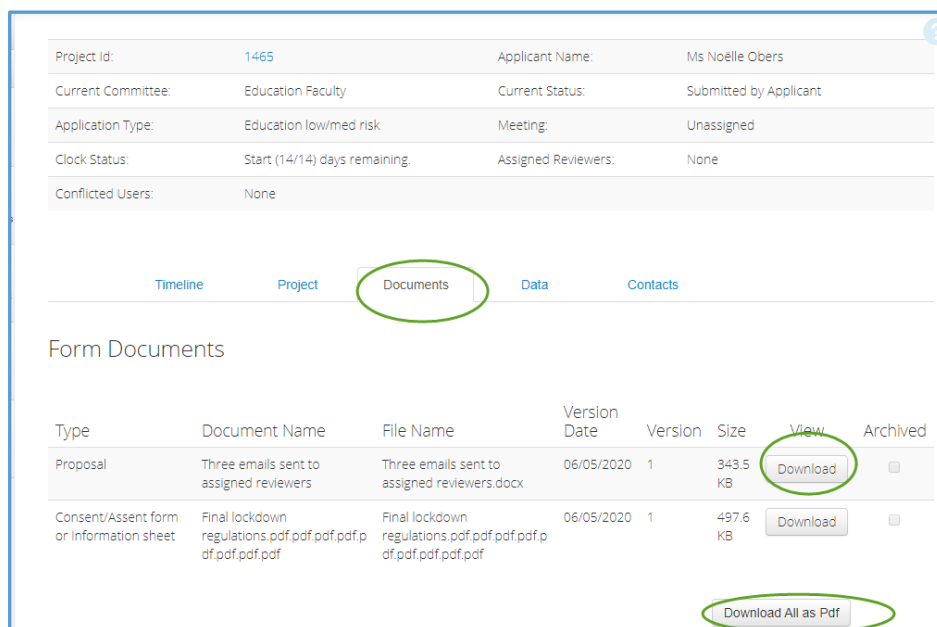
Completing a Research Proposal Review

Download Review Template

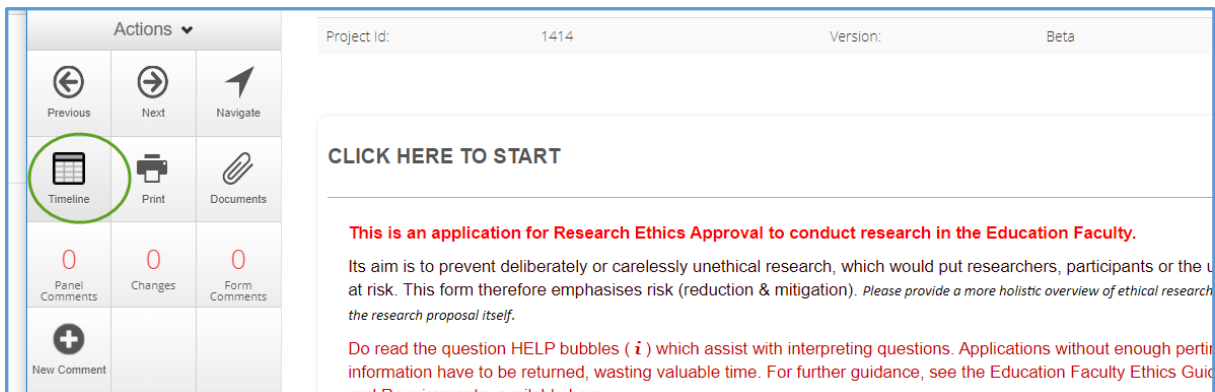- In the black horizontal bar, under the *HELP* tab / Templates, download the *EHDC Review*
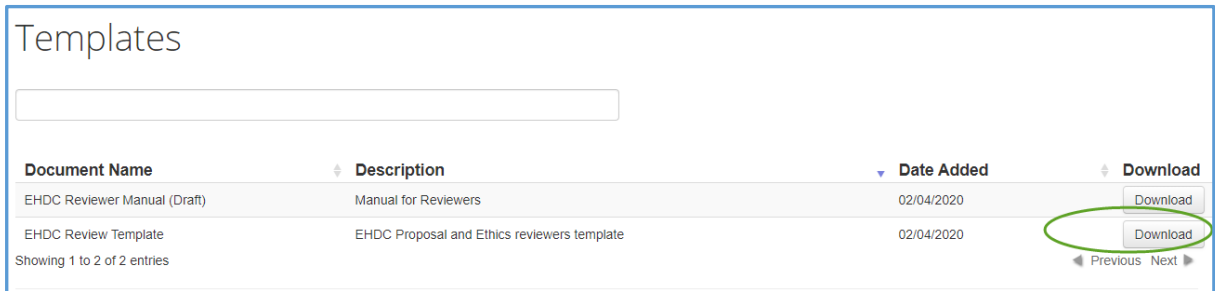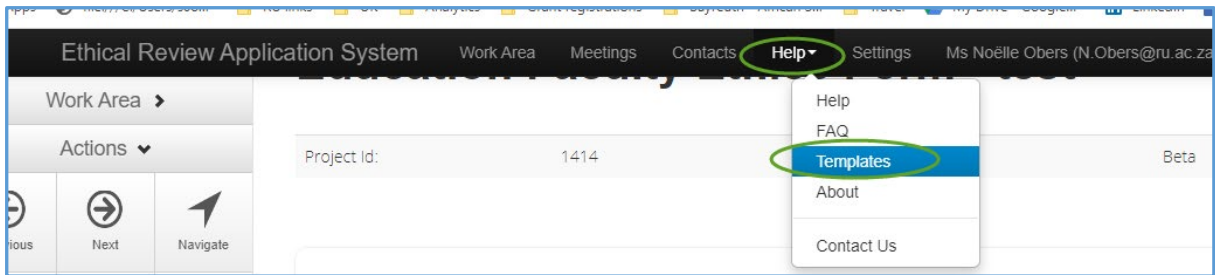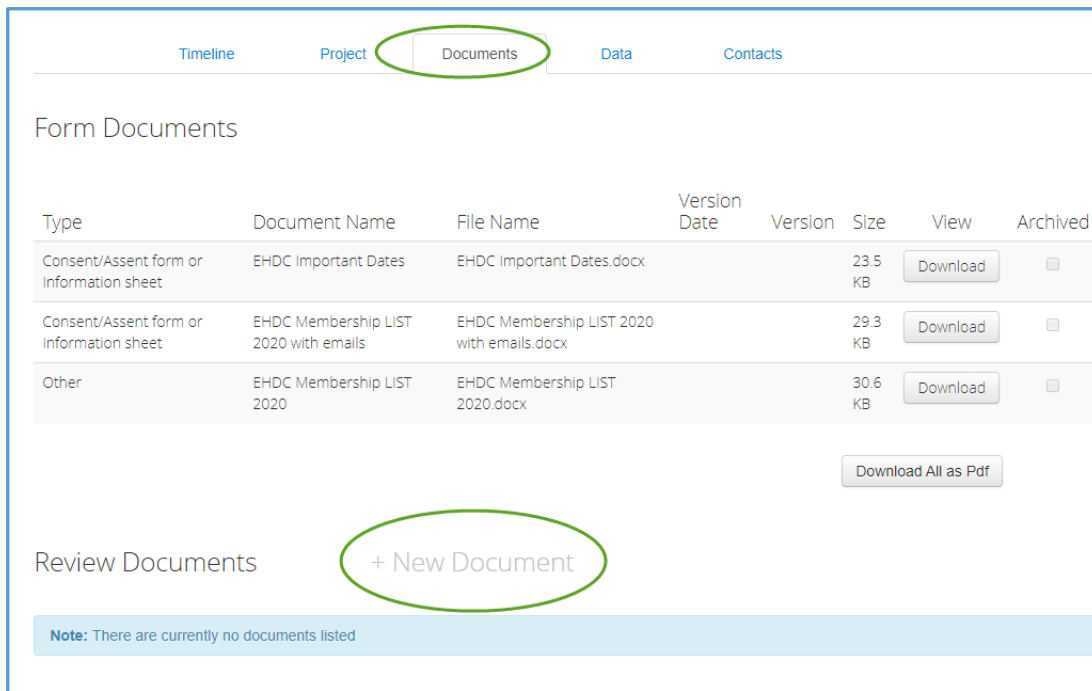
Template

- 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*

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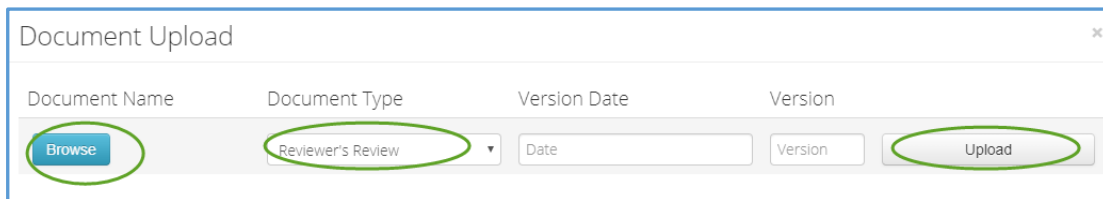
- Your review will then be listed under *Review Documents*.

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.
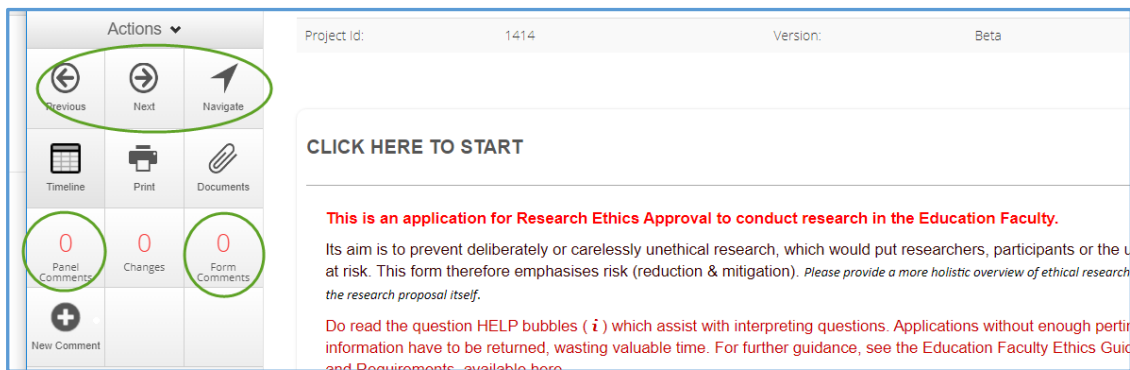
RU ERAS Reviewer Manual for Education Faculty
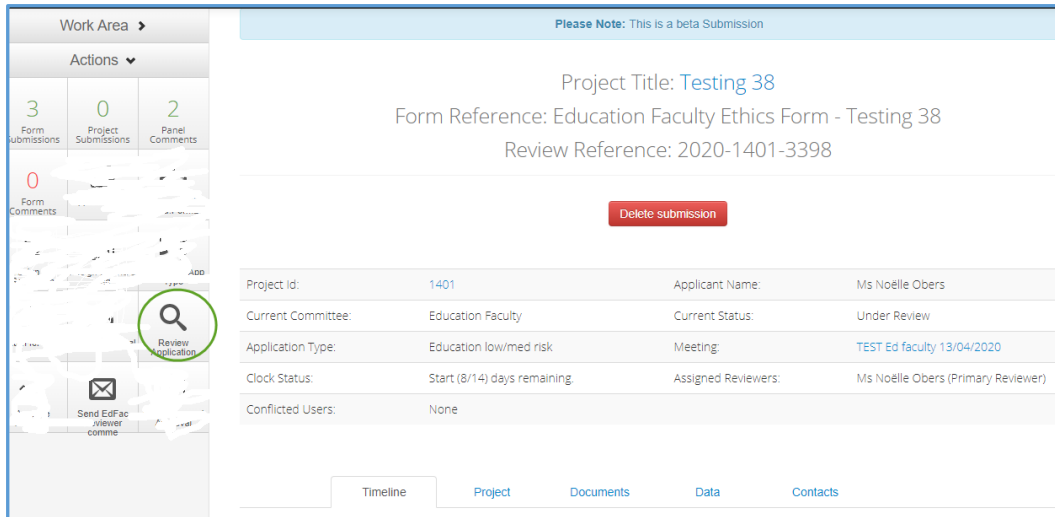
Navigate through the application

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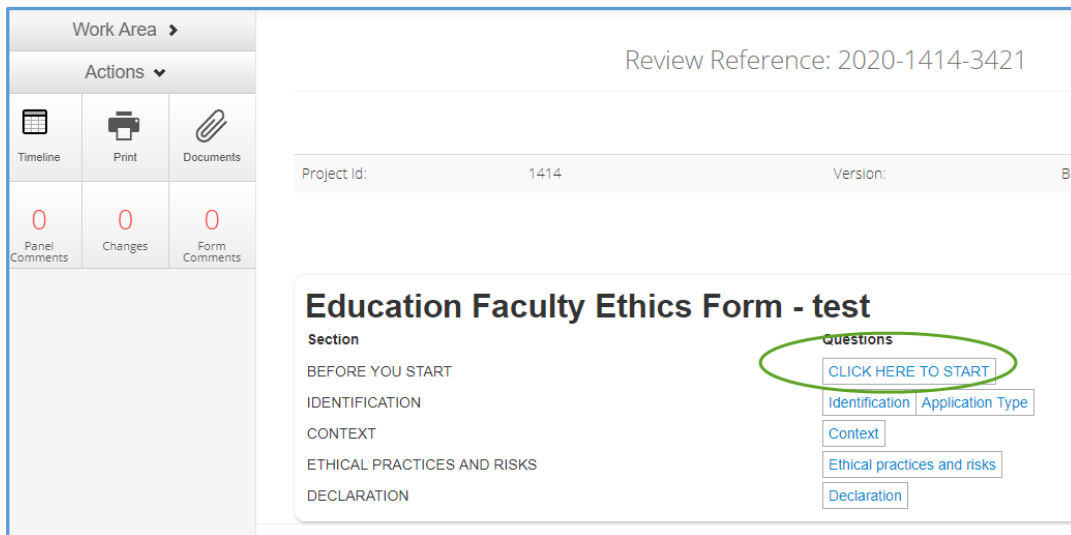
- Use the *Next, Previous* and *Navigate* arrows to move between questions.
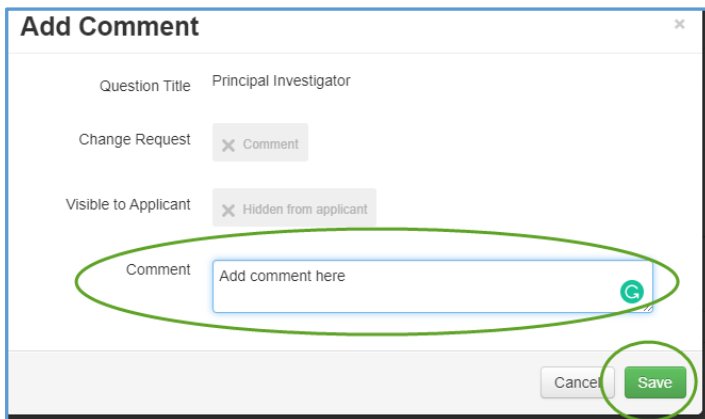- Any existing comments will show as numbers under *Panel Comments* or *Form Comments*.

Panel Comments

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

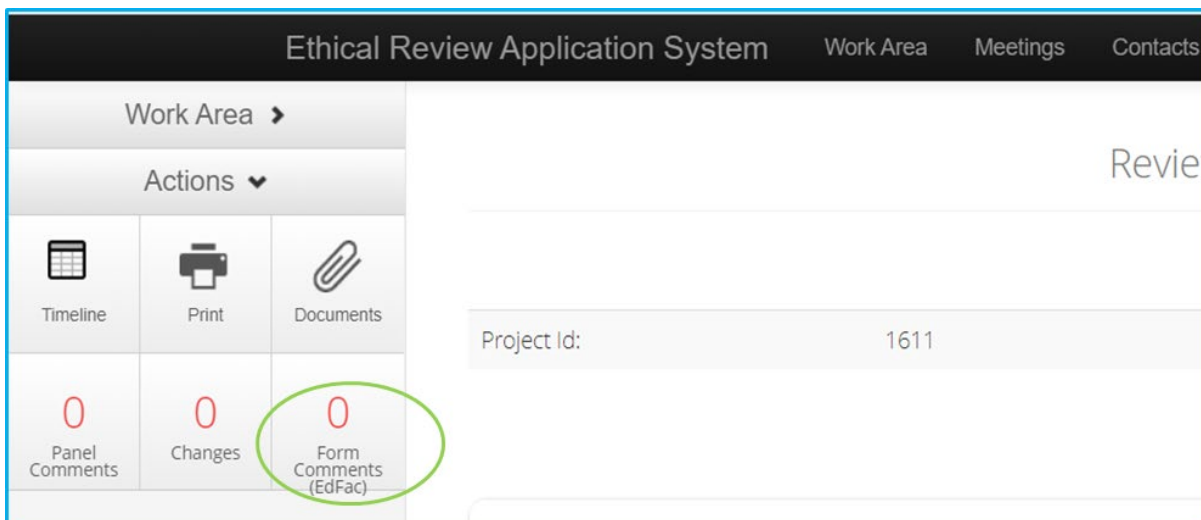- To add a comment, click on the *+ New Comment* action and follow the prompts
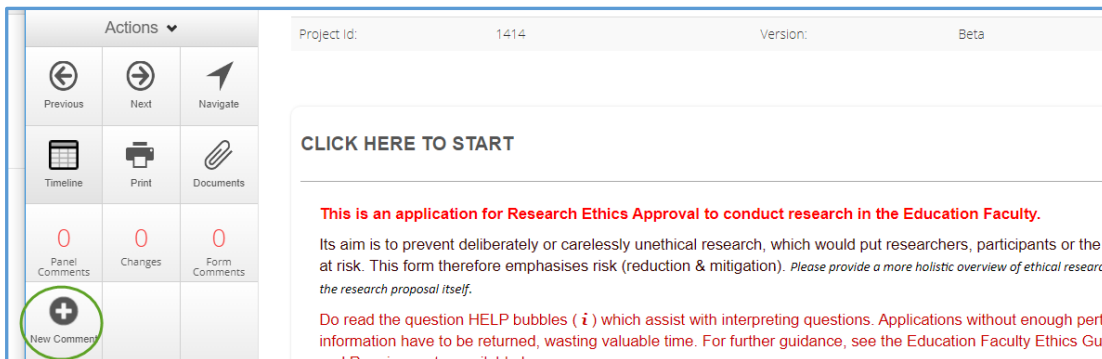
- Select a question on which you want to comment
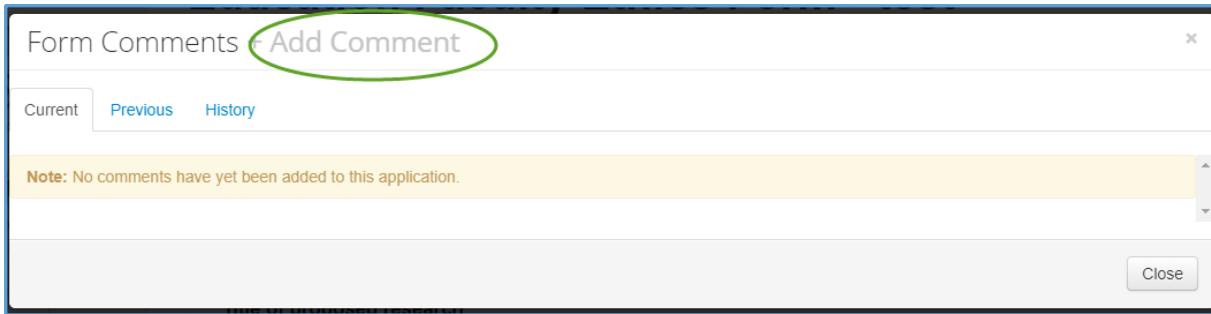- The *Add Comment* box will pop up
- Add comment and click on *SAVE*

Form Comments

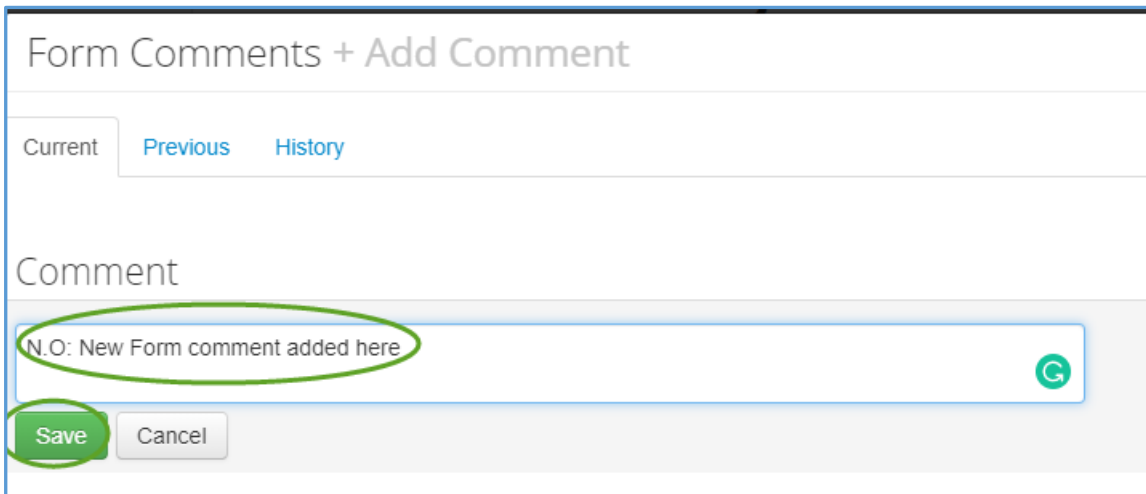*Form comments* are for commenting on the form as a whole.

To add a form comment, click on *Form Comments*.

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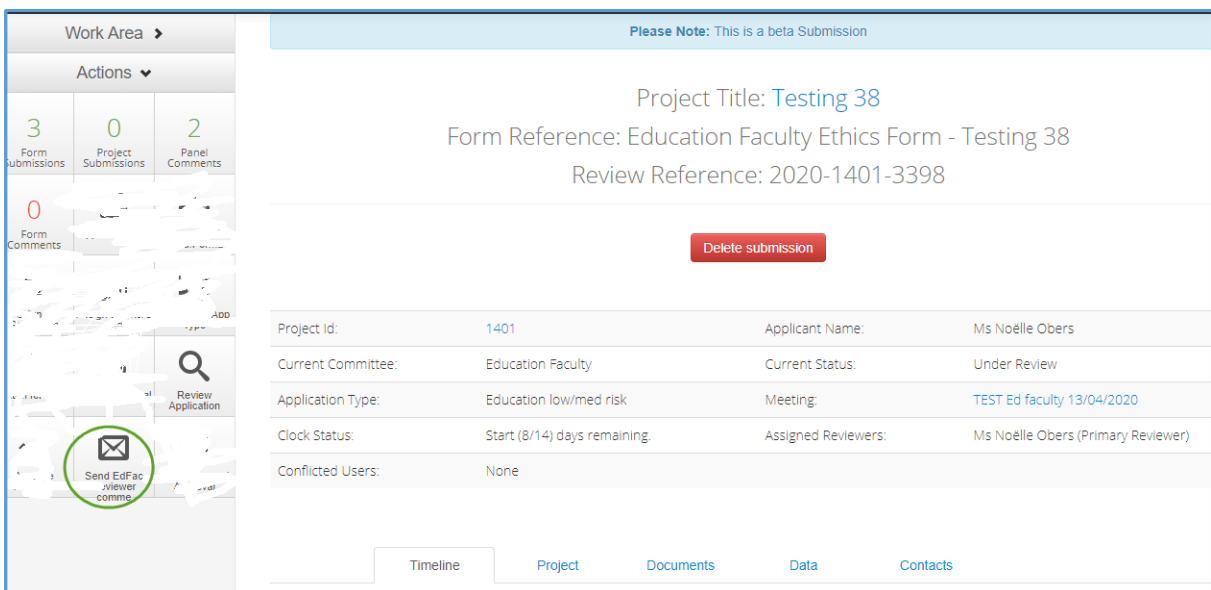
- Then click on + *Add Comment*

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

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.

RU ERAS Reviewer Manual for Education Faculty

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

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