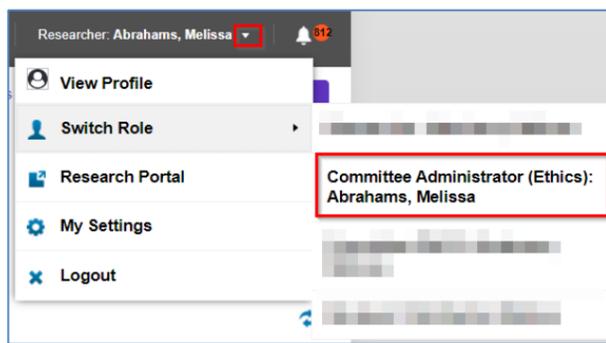


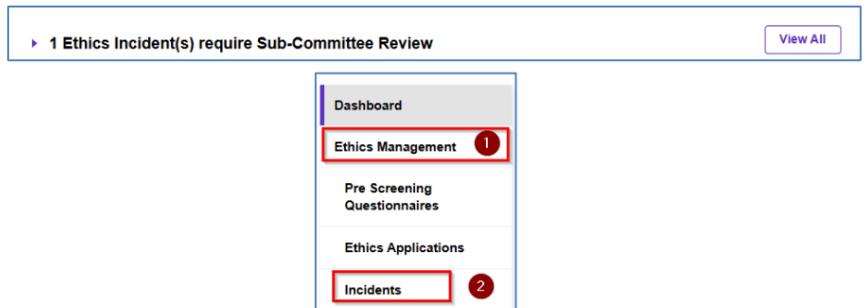
1 Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.



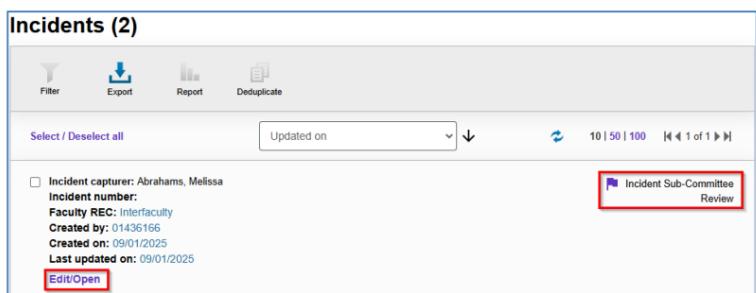
2 Once logged in, use the **drop-down arrow** to switch from the default **Researcher** role to **Committee Administrator (Ethics)** role.



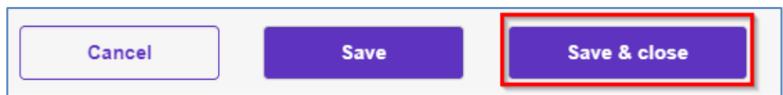
3 On your dashboard, under **Things to do**, incidents to review can be found under the heading **Ethics Incident(s) require Sub-Committee Review**.
Click **View All** for a list view of all forms under this heading.
Alternatively, open the list view of incident forms from the left navigation by clicking **Ethics Management**, then **Incidents**.



4 Find the form you would like to review from the list and click **Edit/Open** to open the application.

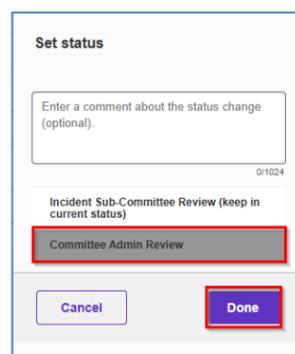


5 If you are ready to capture feedback from the sub-committee meeting, click **Save & close** at the bottom of the screen.



From the popup that appears, select the **Committee Admin review** step, then click **Done**.

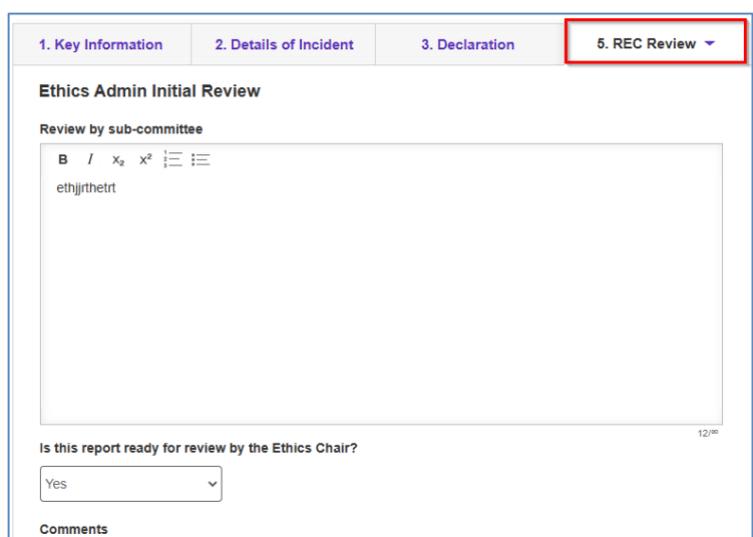
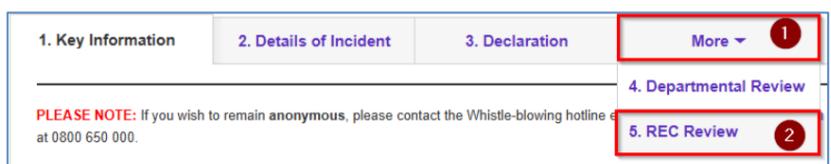
Please note: The **Incident Sub-Committee Review** stage is only a placeholder for meetings or activities that are taking place offline between the respective parties as the incident is being reviewed.



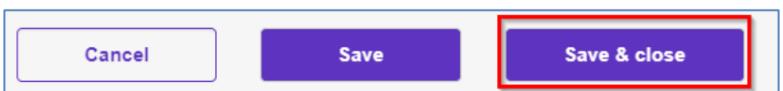
6 Retaining the Committee Administrator role, follow steps 3 & 4 to update the appropriate record with feedback from the sub-committee meeting.

Navigate to the **REC Review** tab by clicking on **More**.

Update the appropriate fields on the **REC Review** tab, acting on instruction as provided by the sub-committee.



7 Once you are happy with the level of detail provided, click **Save & close**



8 A popup box will appear.

The following options are available to you:

You can return the form to the incident reporter for further correction by select **Returned for editing**.

You can leave the form on the **Committee Admin Review** step if you would like to return to the form later.

If feedback is required by the researcher, you can select the **Researcher Feedback** step.

Send the form to the **Committee Admin Final Review** step to reflect the outcome of the incident investigation.

Then, click **Done**.

