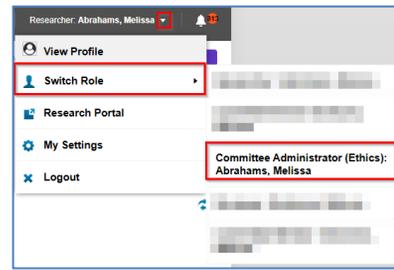


**1** Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>  
Click **Login** which can be found at the top right of the screen.



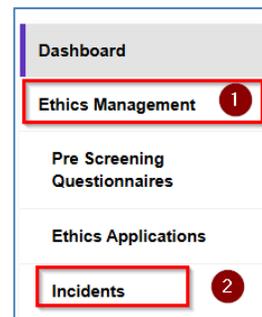
**2** Once logged in, use the **drop-down arrow** to switch from the default **Researcher** role to **Committee Administrator** role.



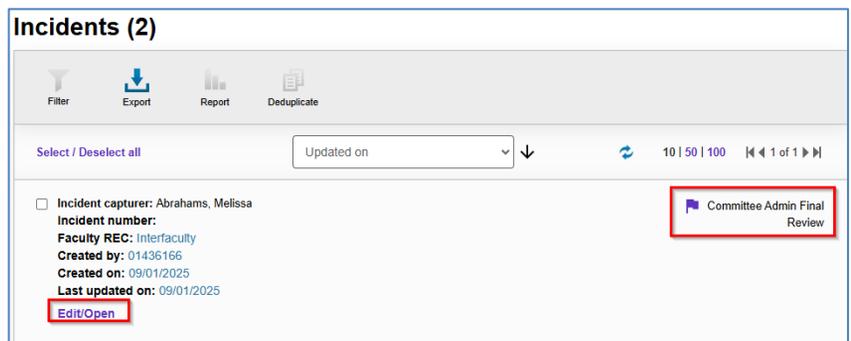
**3** On your dashboard, under **Things to do**, incidents to review can be found under the heading **Ethics Incident(s) require Sub-Committee Review**.  
Click **View All** for a list view of all the forms under this heading.



Alternatively, you can open up a list view of incident forms from the left navigation. Click **Ethics Management**, then **Incidents** to display a list view of all incident forms.



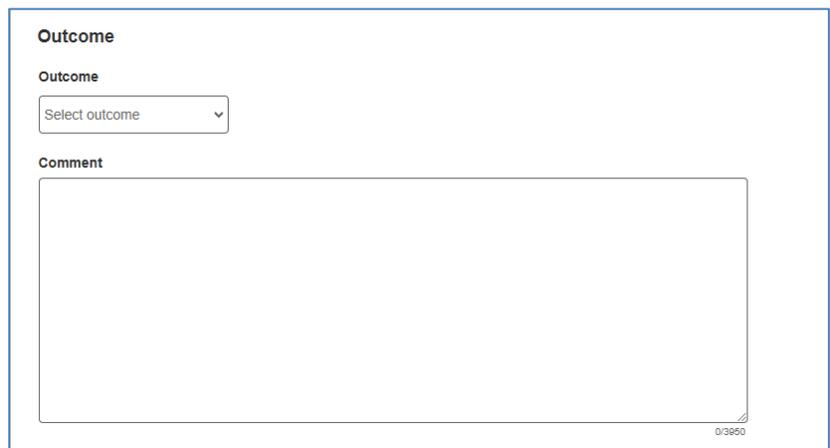
**4** Find the form you would like to update and click **Edit/Open** to open the application.



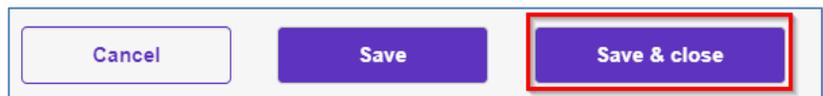
**5** At this stage, the Committee Administrator is required to reflect the outcome of the application.  
Navigate to the **REC Review** tab by clicking on **More** and ensuring that all the information and feedback has been captured accurately.



Reflect the outcome of the incident in the fields provided.



**6** Click **Save & close** at the bottom of the form.



**7** A popup box will appear.

The following options are available to you:

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

Send the form to the **Noted/Resolved** step if the incident has been thoroughly discussed and the matter has been resolved and concluded.

The form can also be sent to the **Study on hold pending resolution** step if the matter has not yet been fully addressed and required further investigation.

Then, click **Done**.

