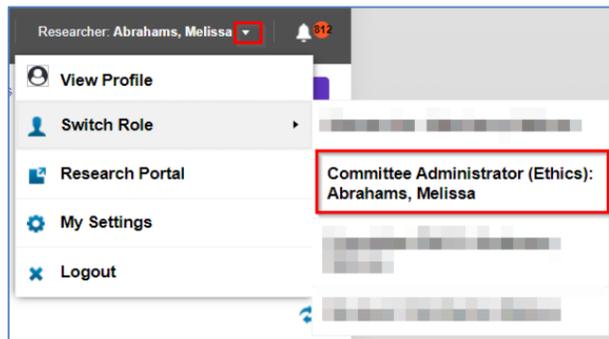


1 Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.



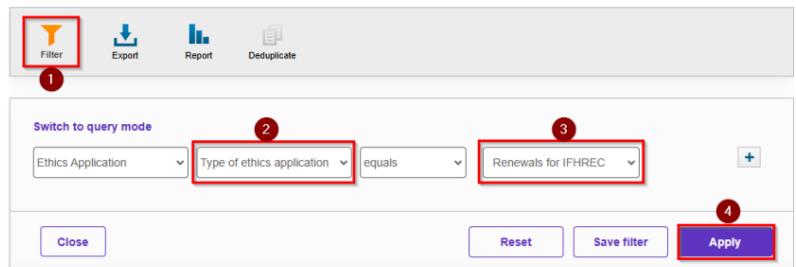
2 Once logged in, use the **drop-down arrow** to switch from the default **Researcher** role to **Committee Administrator (Ethics)** role.



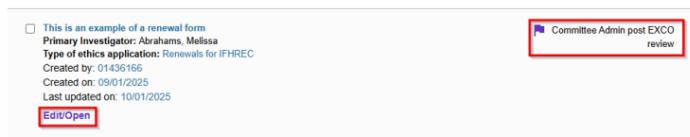
3 On your dashboard, under **Things to do**, view the applications to review under the heading **Ethics application(s) require post-EXCO review**.
For a list view, click on **View All**.
Click **View All** for a list view of all applications under this heading.
Please note: This may include all initial full applications as well.



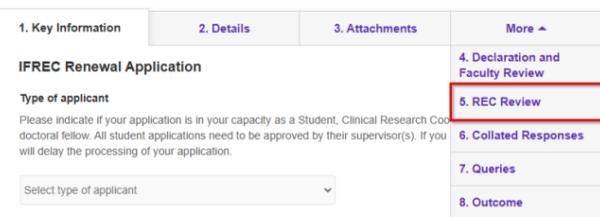
Alternatively, to specifically filter for renewal applications, from the left navigation, click **Ethics Management**, then **Ethics Applications** to display a list view of all ethics applications.
Using the filter function, create a query where the type of ethics application is Renewals for (faculty name). Then click **Apply**.



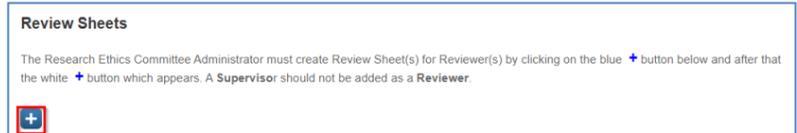
4 Find the application you would like to review from the list and click **Edit/Open** to open the application.



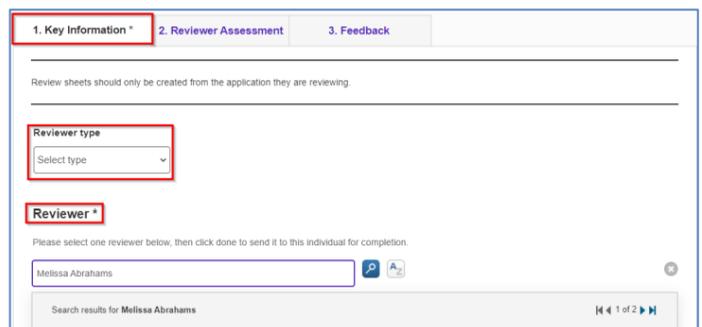
5 1. Navigate to the **REC Review** tab After checking the form for completeness.



2. Under the **Review Sheets** section, click the **blue plus icon** then the **white plus icon** to add/create a new review sheet.



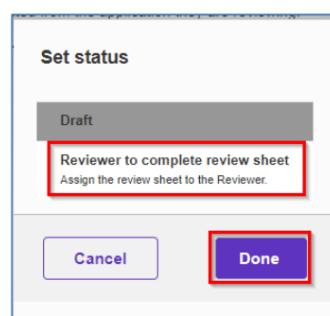
6 Complete the required fields on the **Key Information** tab of the Review sheet. In the **Reviewer** section, click the **blue plus icon**, then type and search for the name of the identified reviewer.



Then click **Done**.

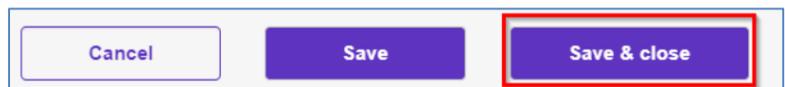


When the popup box appears, select **Reviewer to complete review sheet**, then click **Done** again.



7 You'll be returned to the renewal project form.

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



8 A popup box will appear.

The following options are available to you:

You can leave the application on the **Committee Admin post EXCO review** step if you would like to return to the form later.

Send the form to the **Committee Review** step to make the review sheets accessible to the Reviewer.

Then, click **Done**.

