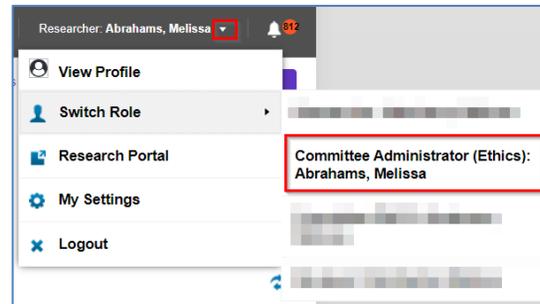


1 Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.



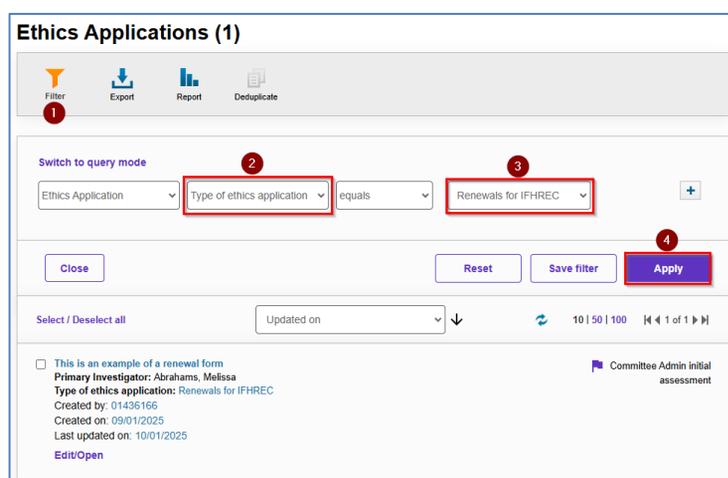
2 Once logged in, use the **drop-down arrow** to switch from the default **Researcher** role to **Committee Administrator (Ethics)** role.



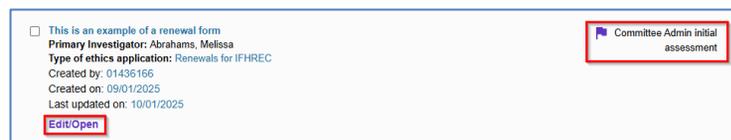
3 On your dashboard, under **Things to do**, renewal applications to review can be found under the heading **Ethics applications(s) require an initial review**.
Click **View All** for a list view of all applications under this heading.
Please note: This may include all initial full applications as well.



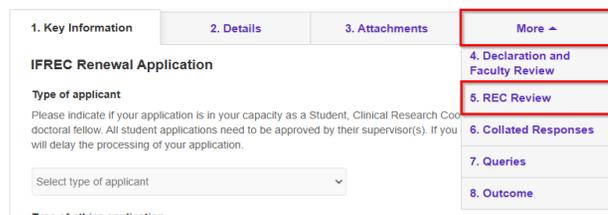
Alternatively, to specifically filter for renewal applications, from the left navigation, click **Ethics Management**, then **Ethics Applications** to display a list view of all ethics applications.
Using the filter function, create a query where the type of ethics application is a Renewal. Then click **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 correctness and accuracy.



2. The Ethics Admin will complete the required fields on the form for the initial assessment.

Ethics Admin Initial Review

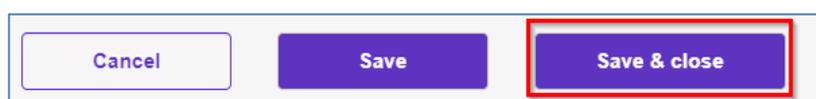
Is this application complete and ready for review by Committee EXCO?

Select yes or no

Comments (Ethics Admin Initial Review)

0/3950

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 return the form to the applicant if any corrections are needed by selecting **Returned for Clarification**.

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

Send the form to the **Committee EXCO initial assessment** step to allow the EXCO to conduct an initial assessment of the application.

Then, click **Done**.

