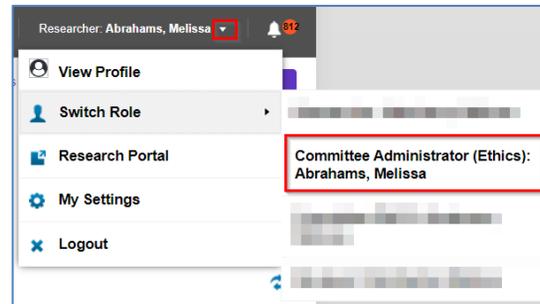


**1** Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>  
Click **Login** which can be found at the top right of the screen.



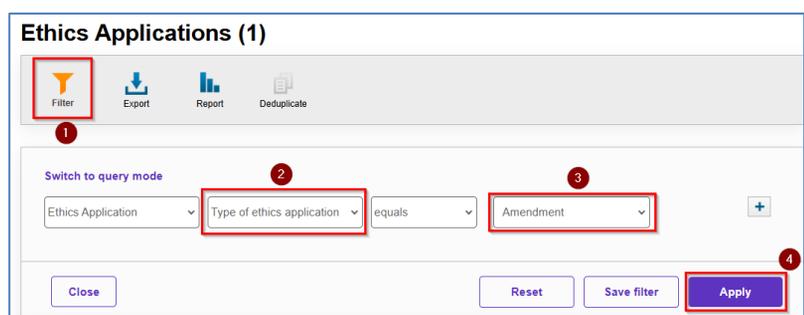
**2** Once logged in, use the **drop-down arrow** to switch from the default **Researcher** role to **Committee Administrator (Ethics)** role.



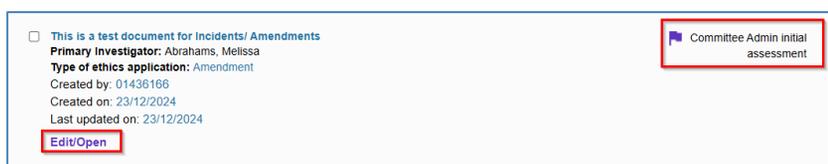
**3** On your dashboard, under **Things to do**, amendment applications to review can be found under the heading **Ethics applications(s) require an initial review**.  
Click **View All** for a list view of all applications under this heading.  
**Please note:** This may include all initial full applications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



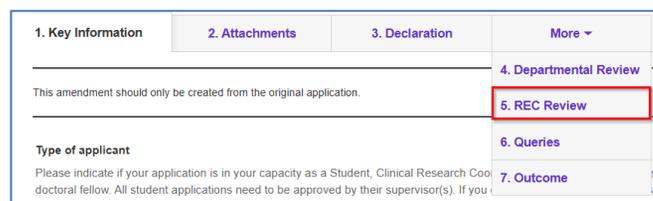
Alternatively, to specifically filter for amendment applications, from the left navigation, click **Ethics Management**, then **Ethics Applications** to display a list view of all ethics applications.  
Using the filter function, create a query where the type of ethics application is an Amendment. Then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

