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 EXCO** role.
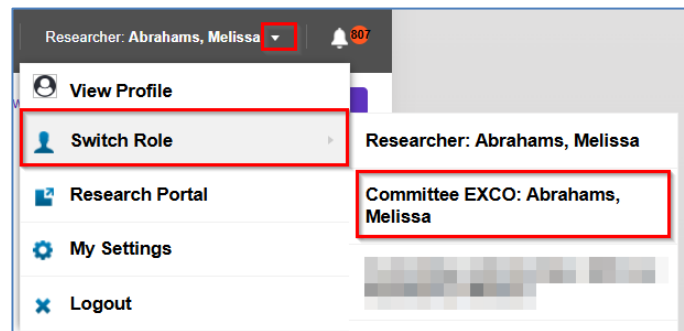

3 On your dashboard, under **Things to do**, amendment applications to review can be found under the heading **Ethics applications(s) require review**.
Click **View All** for a list view of all applications under this heading.
Please note: **This may include all initial full applications as well.**
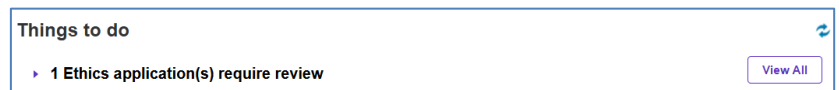
Alternatively, to specifically filter for amendment applications, from the left navigation, click **Ethics Management**, then **Ethics Applications** to display a list view of all ethics applications.
Using the filter function, create a query where the type of ethics application is an Amendment. Then click **Apply**.
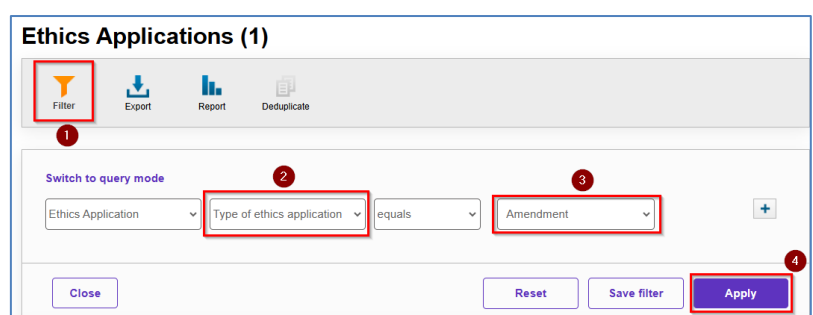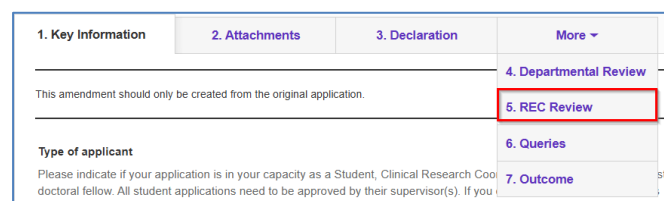

4 Find the application you would like to review from the list and click **Edit/Open** to open the application.
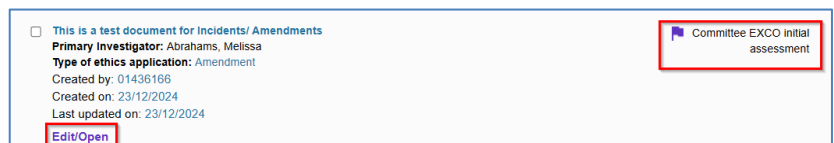
5 1. Navigate to the **REC Review** tab.
Complete the appropriate fields under the heading **Ethics Chair Initial Review**.

This includes the names of those who should be assigned as reviewers, whom the Committee Administrator will assign review sheets to at the next stage.

6 Click **Save & close** at the bottom of the form.
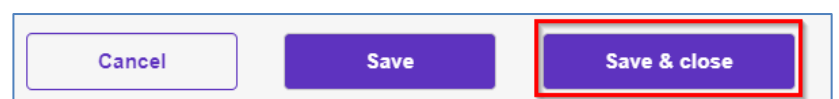
7 A popup box will appear.

The following options are available to you:

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

Send the form to the **Committee Admin post EXCO review** step to allow the Committee Administrator to complete review sheets and assign reviewers.

Then, click **Done**.