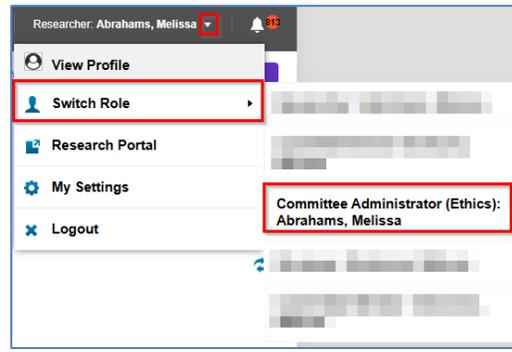


1 Log in to eRA with your UCT credentials using the following link:
<http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.



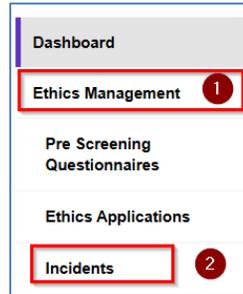
2 Once logged in, use the **drop-down arrow** to switch from the default **Researcher** role to **Committee Administrator** role.



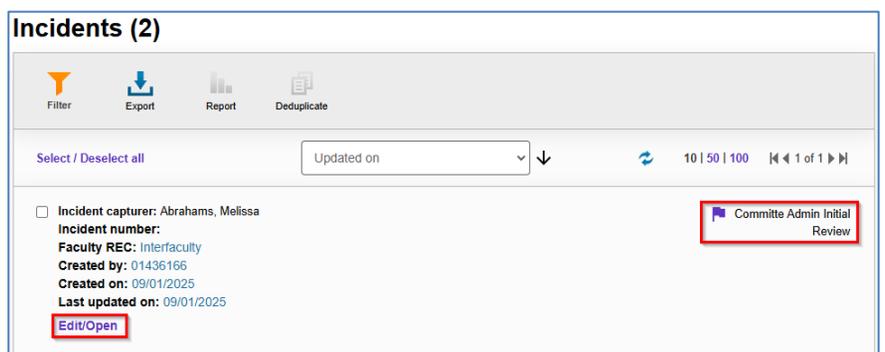
3 On your dashboard, under **Things to do**, incidents to review can be found under the heading **Ethics Incident(s) require an Initial Review**.
Click **View All** for a list view of all applications under this heading.



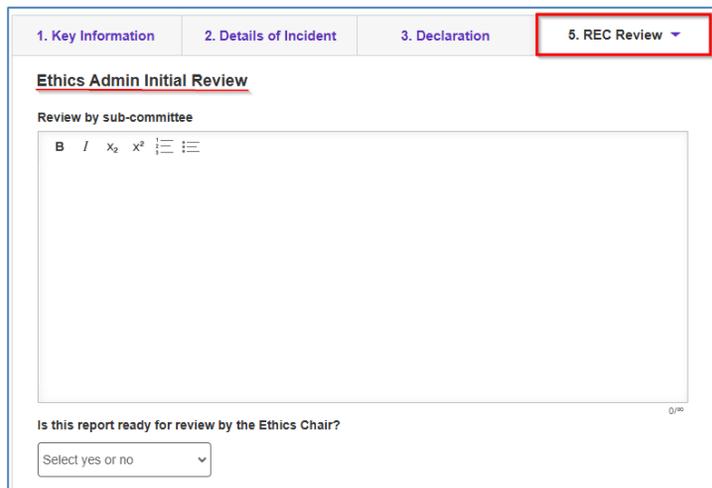
Alternatively, you can open up a list view of incident forms from the left navigation. Click **Ethics Management**, then **Incidents** to display a list view of all incident forms.



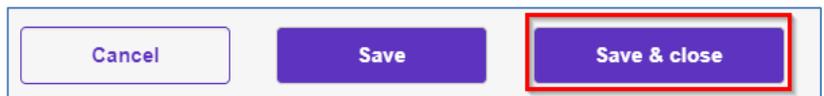
4 Find the application you would like to review from the list and click **Edit/Open** to open the application.



5 The Committee Administrator will check that all the required details have been captured on the form before a review is conducted by the entire committee.
If there are any details to be added before the sub-committee meeting, click **More** to navigate to the **REC Review** tab and add what is appropriate.



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



7 A popup box will appear.

The following options are available to you:

The form can be returned to the incident reporter by selecting **Returned for editing**.

The form can remain on the **Committee Admin Initial Review** stage should they wish to add details at a later stage.

Move the form to the **Incident Sub-Committee Review** if the sub-committee is ready to assemble and discuss the incident.

Then, click **Done**.

