Ethics Management – Capturing the outcome of the reported incident by the Committee Administrator



1 Log in to eRA with your UCT	Login Accessibility
credentials using the following link:	UCT Research Portal
Click Login which can be found at the	
top right of the screen.	
2) Once logged in, use the <i>drop-down arrow</i> to	Resourcher Abrahams Melisso
switch from the default <i>Researcher</i> role to	O View Profile
Committee Administrator role.	1 Switch Role
	Research Portal
	Committee Administrator (Ethics): X Logout
	2
3 On your dashboard, under <i>Things to</i>	
<i>do,</i> incidents to review can be found	1 Ethics Incident(s) require Committee Admin Final Review View All
under the heading <i>Ethics Incident(s)</i>	
require Sub-Committee Review.	Dashboard
Click <i>View All</i> for a list view of all the	Ethios Management
forms under this heading.	
Alternatively, you can open up a list	Pre Screening Questionnaires
view of incident forms from the left	
navigation. Click Ethics Management,	Ethics Applications
then <i>Incidents</i> to display a list view of	Incidents
all incident forms.	
4 Find the form you would like to update and click Edit/Open to open the application	Incidents (2)
click Eurly Open to open the application.	
	Filter Export Report Deduplicate
	Select / Deselect all Updated on V 2 10 50 100 4 1 of 1)
	Incident canturer: Abrahams Mejissa Compilting Admin Engl
	Incident number: Faculty REC: Interfaculty
	Created by: 01436166 Created on: 09/01/2025
5 At this stage, the Committee Administrator is	
required to reflect the outcome of the	1. Key Information 2. Details of Incident 3. Declaration More 🔺 1
application. Navigate to the REC Review tab by clicking on	4. Departmental Review
More and ensuring that all the information	PLEASE NOTE: If you wish to remain anonymous, please contact the Whistle-blowing hotline at 0800 650 000
and feedback has been captured accurately.	
	Outcome
Reflect the outcome of the incident in the	Outcome
fields provided.	Select outcome V
	Comment
	0/3850
6	
Click <i>Save & close</i> at the bottom of the form.	
	Gancel Save Save & close

7 A popup box will appear.

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The following options are available to you:

You can leave the form on the *Committee Admin Final Review* step if you would like to return to it later.

Send the form to the *Noted/Resolved* step if the incident has been thoroughly discussed and the matter has been resolved and concluded.

The form can also be sent to the **Study on hold pending resolution** step if the matter has not yet been fully addressed and required further investigation.

Then, click Done.

More information on eRA is available via the <u>Research Support Hub.</u> For other system modules see our <u>How to guides, one pagers and videos.</u> If you require assistance or additional support, please log a call via <u>ServiceNow</u>.



