

Faculty of Humanities eRA Ethics

<p>1. Researcher / Student – Submit Application</p> <p>Actions</p> <ul style="list-style-type: none"> • Log into eRA → Ethics Management → Ethics Applications. • Create and complete Ethics Application. • Ensure all declarations are selected and relevant declarers are named. • Submit application. <p>Outcome</p> <ul style="list-style-type: none"> • If student-led: application is routed to Supervisor review. • If staff-led: application routes directly to Committee Administrator. 	<p>5. Committee Administrator – Process Reviews</p> <p>Actions</p> <ul style="list-style-type: none"> • Switch back to Committee Administrator. • Dashboard → <i>Ethics applications require Committee review</i>. • Open application. • Review completed Review Sheet(s) under REC Review tab. • Save & Close → select <i>Committee Admin post-Committee Review</i>. <p>Outcome</p> <ul style="list-style-type: none"> • Application enters post-committee decision stage.
<p>2. Supervisor – Mandatory Student Sign-off (Critical Step)</p> <p>Actions</p> <ul style="list-style-type: none"> • Switch role to Supervisor. • Dashboard → <i>Ethics applications require Supervisory review</i>. • Open application and verify completeness and compliance. • Navigate to Declaration / Faculty Review tab. • Tick Supervisor Approval declaration. • Save & Close → choose: <ul style="list-style-type: none"> ○ <i>Returned for clarification</i> (if changes needed), or ○ <i>Committee Administrator post-EXCO review</i> (if approved). <p>Outcome</p> <ul style="list-style-type: none"> • Application progresses to Committee Administrator. 	<p>6. Committee Administrator – Post-Committee Routing</p> <p>Actions</p> <ul style="list-style-type: none"> • Dashboard → <i>Ethics applications require post-reviewer assessment</i>. • Open application. • Navigate to Queries tab. • Capture committee discussions / conditions. • Save & Close → choose one: <ul style="list-style-type: none"> ○ <i>Returned for clarification</i> (applicant action required), or ○ <i>Committee EXCO final review</i> (ready for decision). <p>Outcome</p> <ul style="list-style-type: none"> • Application routed either back to applicant or to EXCO.
<p>3. Committee Administrator – Assign Reviewers</p> <p>Actions</p> <ul style="list-style-type: none"> • Switch role to Committee Administrator (Ethics). • Dashboard → <i>Ethics applications require post-EXCO review</i>. • Open application. • Navigate to REC Review tab. • Create Review Sheet(s): <ul style="list-style-type: none"> ○ Add Review Type. ○ Tag Reviewer(s) by name. • Done → select <i>Reviewer to complete the review</i>. • Save & Close → select <i>Committee review</i>. <p>Outcome</p> <ul style="list-style-type: none"> • Reviewer(s) receive notification to complete review. 	<p>7. Committee EXCO – Final Decision</p> <p>Actions</p> <ul style="list-style-type: none"> • Switch role to Committee EXCO. • Dashboard → <i>Ethics applications require a final review</i>. • Open application. • Navigate to Outcome tab. • Select final decision and provide notes if required. • Save & Close → confirm final outcome. <p>Outcome</p> <ul style="list-style-type: none"> • Applicant is notified of decision. • Application status is finalised.

4. Reviewer – Complete Review Sheet

Actions

- Switch role to **Reviewer**.
- Dashboard → *Review sheets to be completed*.
- Open review sheet.
- (Optional) Open full application via pencil icon.
- Complete **Review Assessment** sections.
- Select review rating.
- **Save & Close** → choose:
 - *Review complete by reviewer* (when finished), or
 - *keep at Reviewer to complete* (if continuing later).

Outcome

Completed review is returned to **Committee Administrator**.

8. Applicant – Generate Outcome Letter

Actions

- Switch role to **Researcher**.
- Ethics Management → Ethics Applications.
- Select approved application.
- Click **Report** → *Selected items only* → *PDF*.
- Choose **Ethics Outcome Letters** → *Create Report*.

Outcome

- Outcome letter downloads as PDF.

Table 1

Support (If Needed)

Actions

- Check **eRA FAQ** via Research Support Hub.
- Log ServiceNow call if unresolved.
- Include:
 - Date/time of issue
 - Role used
 - Steps taken
 - Screenshot(s)

Outcome

- Ticket reference issued for tracking.

Key Bottlenecks to Watch

- Supervisor approval not completed (most common delay).
- Reviewer not tagged correctly on Review Sheet.
- Application left in post-committee stage without routing to EXCO.