Faculty of Humanities

Humanities Research Ethics Application Process

2025

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Introduction

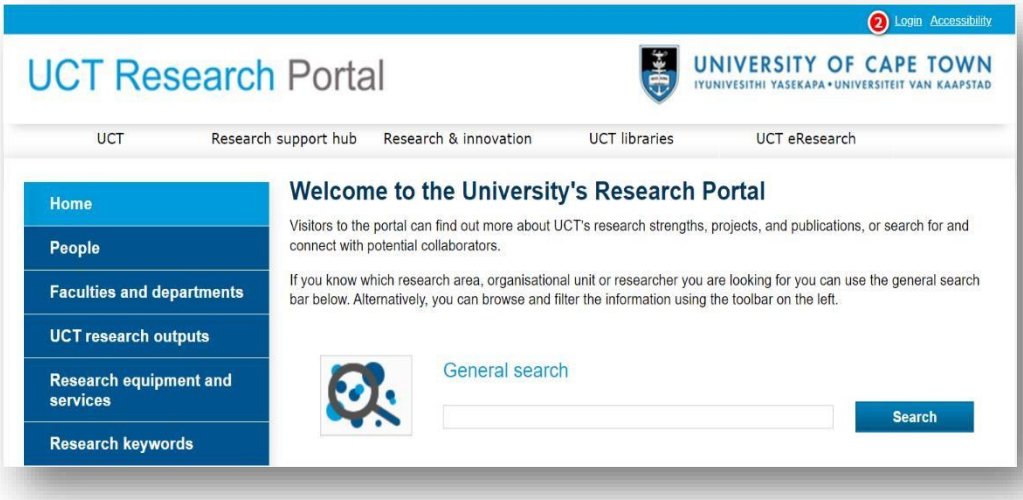
This document is a guide that provides configuration and customization of the online research ethics application form to the respective Humanities ethics committee(s).

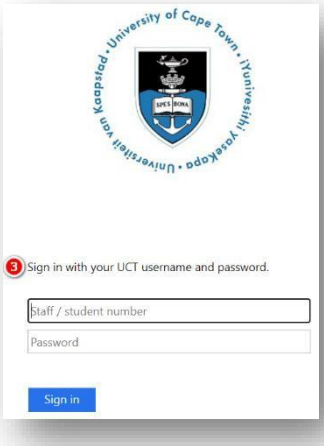
To access the eRA live environment to start your application, here are the details below:

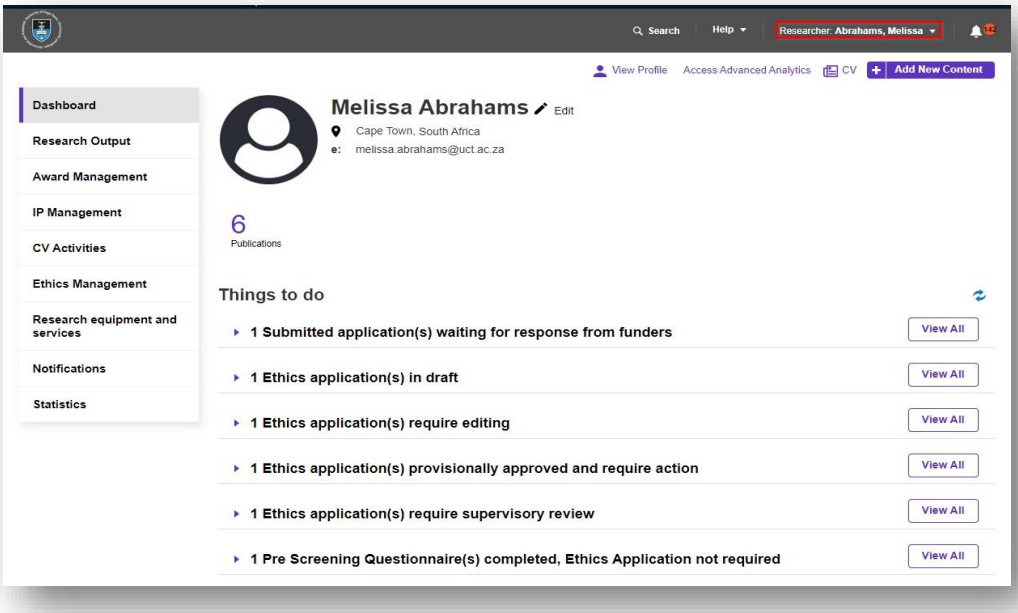
https://eraonline.uct.ac.za/converis/portal/overview?lang=en_GB

Logging in to the eRA System.

1. Access the eRA system by using this link: https://eraonline.uct.ac.za/converis/portal/overview?lang=en_GB , click on **Login** at the top right-hand corner.
2. If you are not already logged in to another UCT platform, you will be prompted to enter your UCT credentials to login.
3. Once you have logged in, ensure that you are on the **Researcher** role







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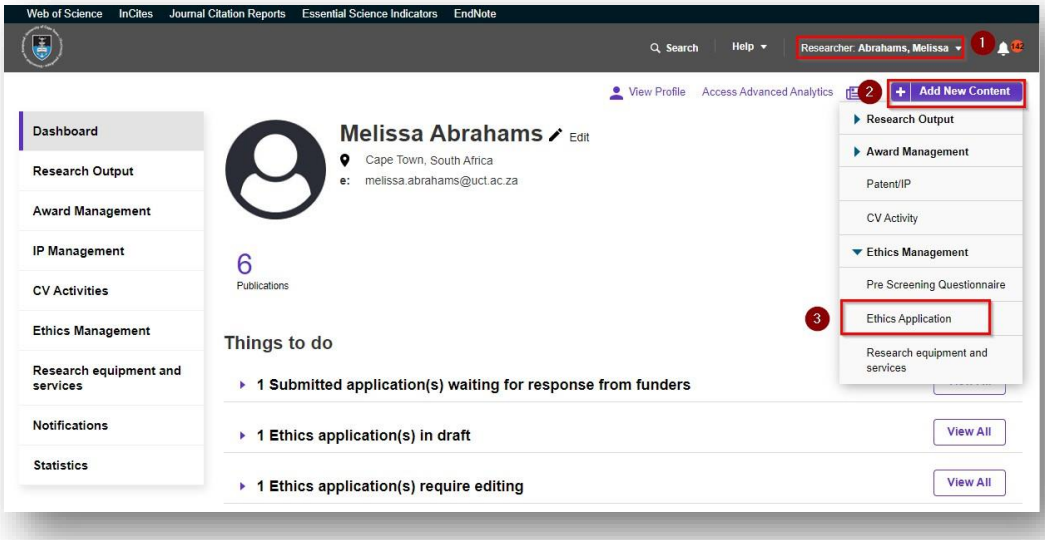
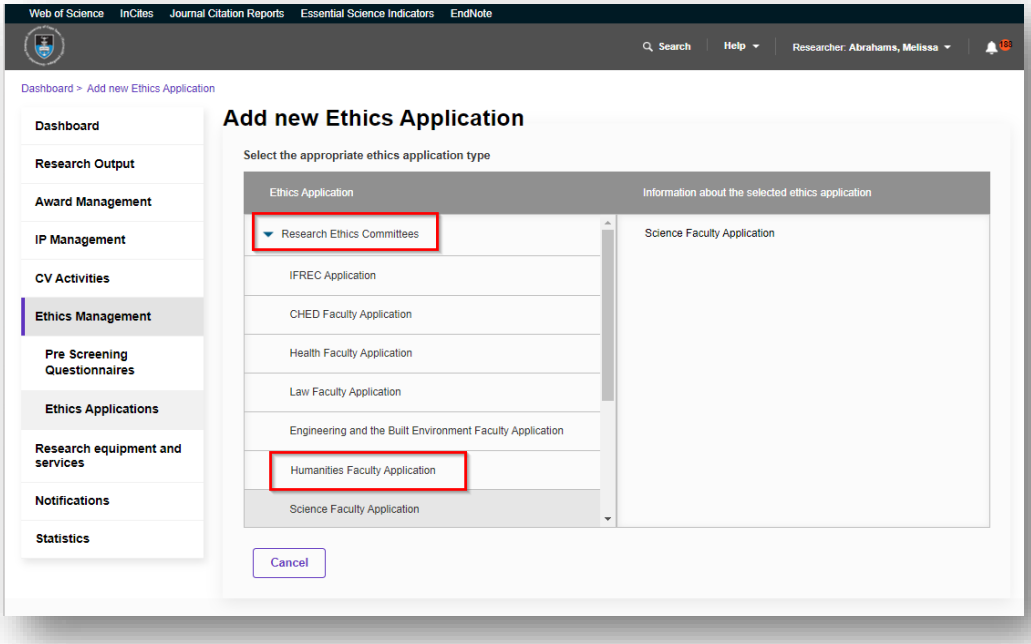
Initiating an Ethics application form

Selecting an Ethics application form
Selecting the applicable form type (Either the Pre-screening Student Questionnaire or the Full application form.

1. Click on the **Add New Content** button.
2. From the dropdown, click on the **Ethics Management** tab, then select **Ethics Application**.
3. A list of all the **Ethics application** form types will be displayed before you. From the list, scroll down and select the related **Humanities Faculty application** form.



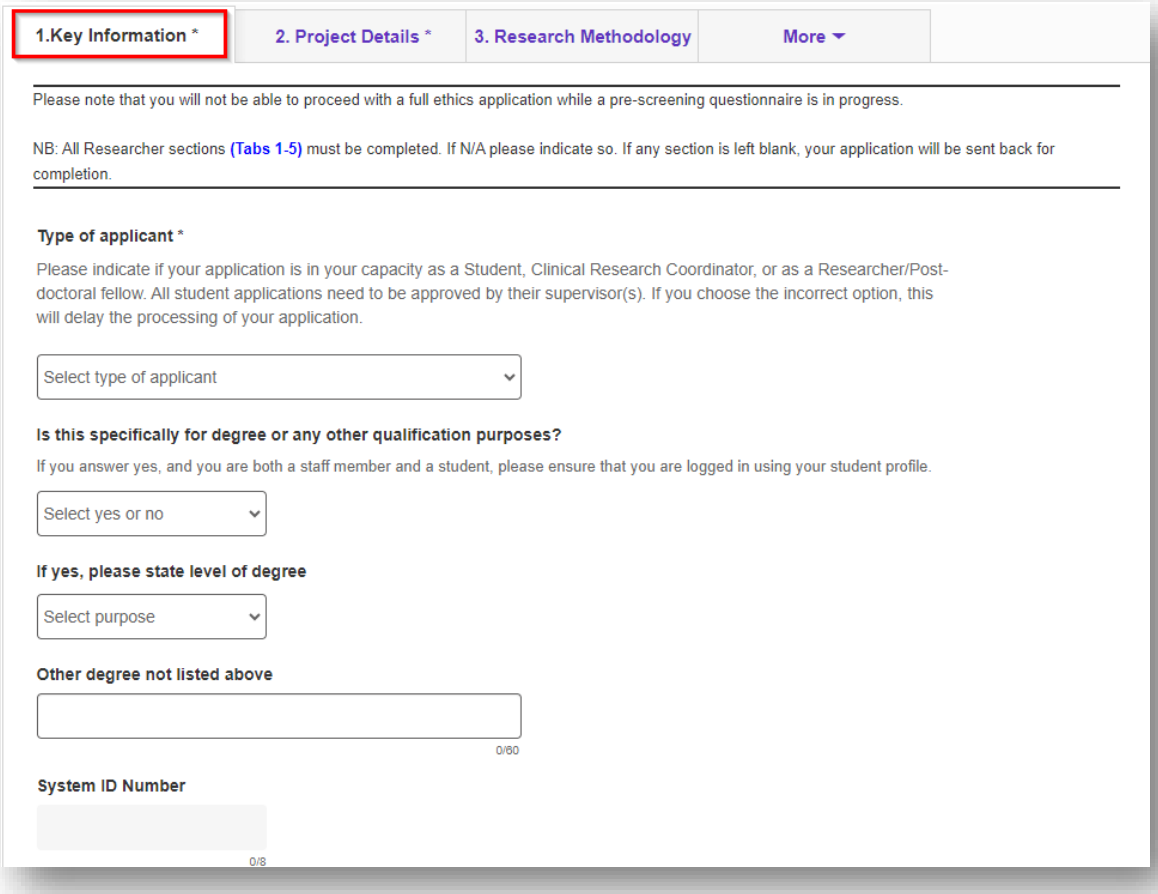


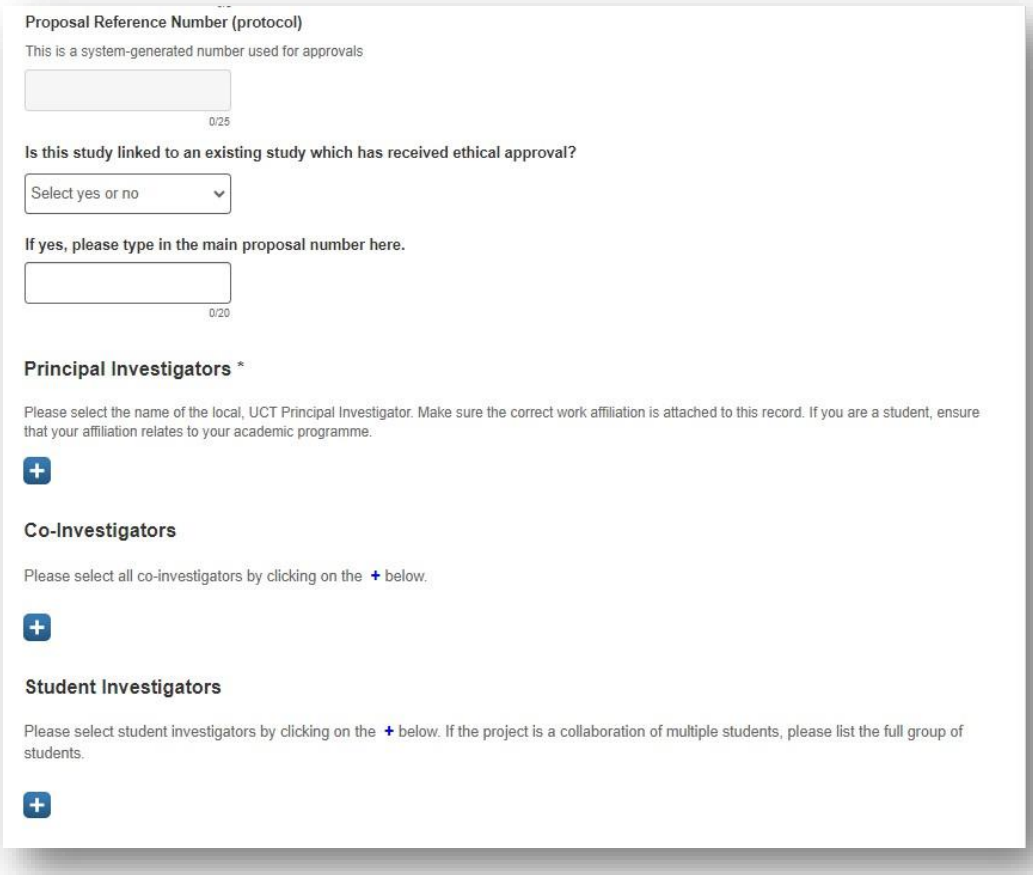
Capturing an Ethics Application (Part 1)

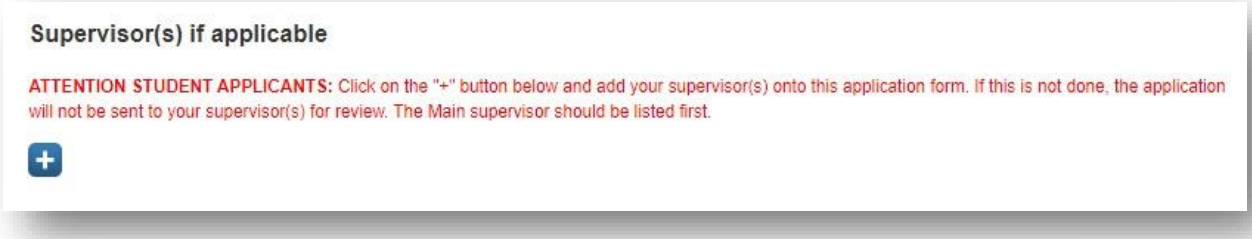
Completing an Ethics application form for review - Capturing information (Key Information tab)

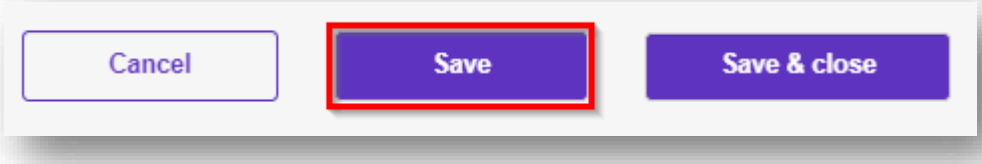
Instructions:

1. Once the relevant form type has been selected, you may go ahead and complete the respective tabs as required.
2. The first tab to be completed is the **Key Information** tab. Please read carefully through the requirements of each field and pay special attention to the areas where hint text is provided as a guide to completing the form.
3. If the applicant is a student, ensure that the Supervisor is tagged on the form in the field provided, by clicking on the *plus icon* to search and add the name of the respective person.
4. Once you have completed all the information on the first tab, please click **Save** at the bottom of the screen. This will allow for the system to generate and assign a **System ID** and **Proposal Reference number** for this application.




Proposal Reference Number (protocol)
This is a system-generated number used for approvals
0/25
Is this study linked to an existing study which has received ethical approval?
Select yes or no
If yes, please type in the main proposal number here.
0/20
Principal Investigators *
Please select the name of the local, UCT Principal Investigator. Make sure the correct work affiliation is attached to this record. If you are a student, ensure that your affiliation relates to your academic programme.
Co-Investigators
Please select all co-investigators by clicking on the + below.
Student Investigators
Please select student investigators by clicking on the + below. If the project is a collaboration of multiple students, please list the full group of students.


Supervisor(s) if applicable
ATTENTION STUDENT APPLICANTS: Click on the "+" button below and add your supervisor(s) onto this application form. If this is not done, the application will not be sent to your supervisor(s) for review. The Main supervisor should be listed first.


Cancel
Save
Save & close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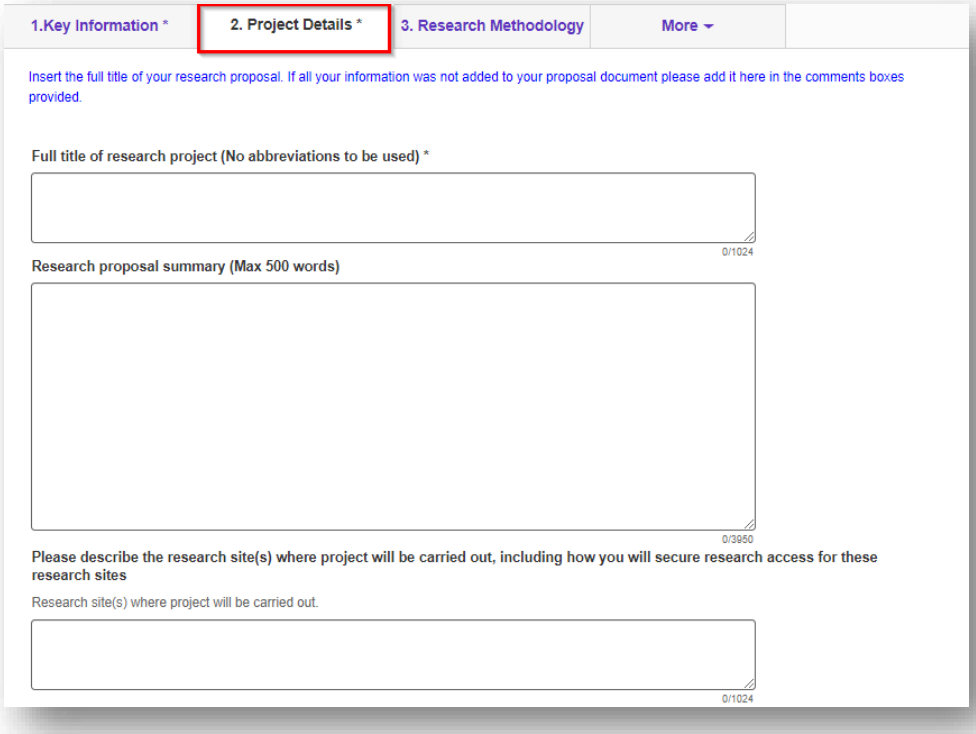
Capturing an Ethics Application (Part 2)

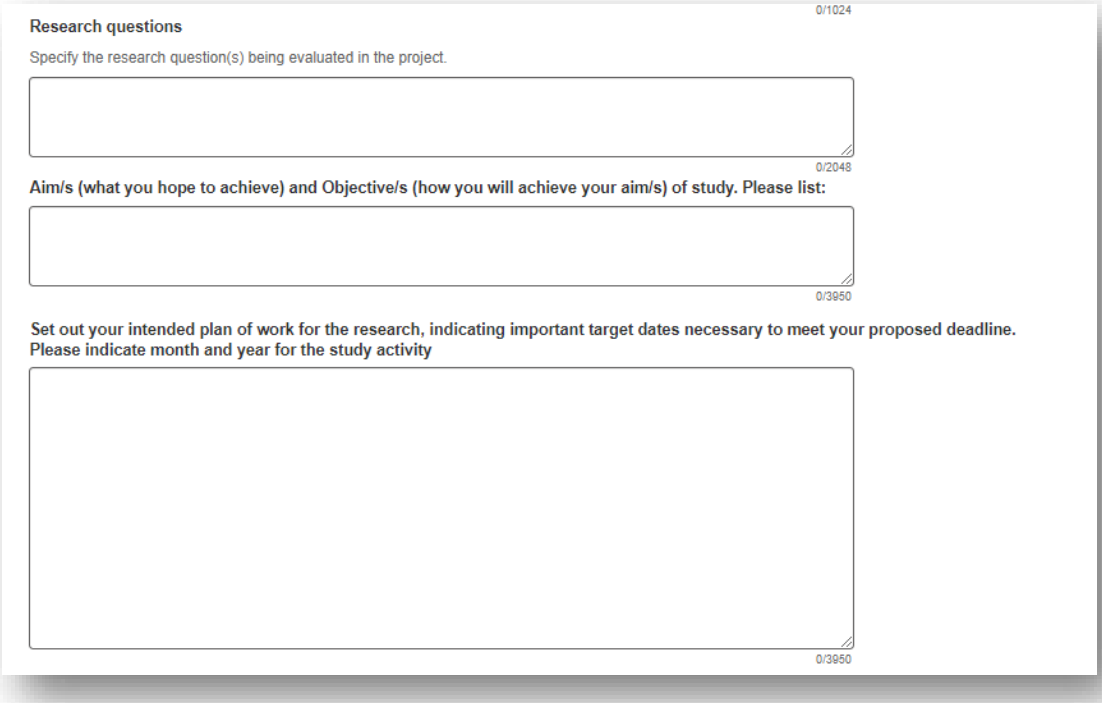
Completing an Ethics Application form for review

Capturing Information (Project Details tab)

Instructions:

1. Since you have completed the first tab, you may now click on the **Project Details** tab.
2. Complete the fields as required. Once you have completed all the relevant fields, click Save at the bottom of the screen to save the captured information.





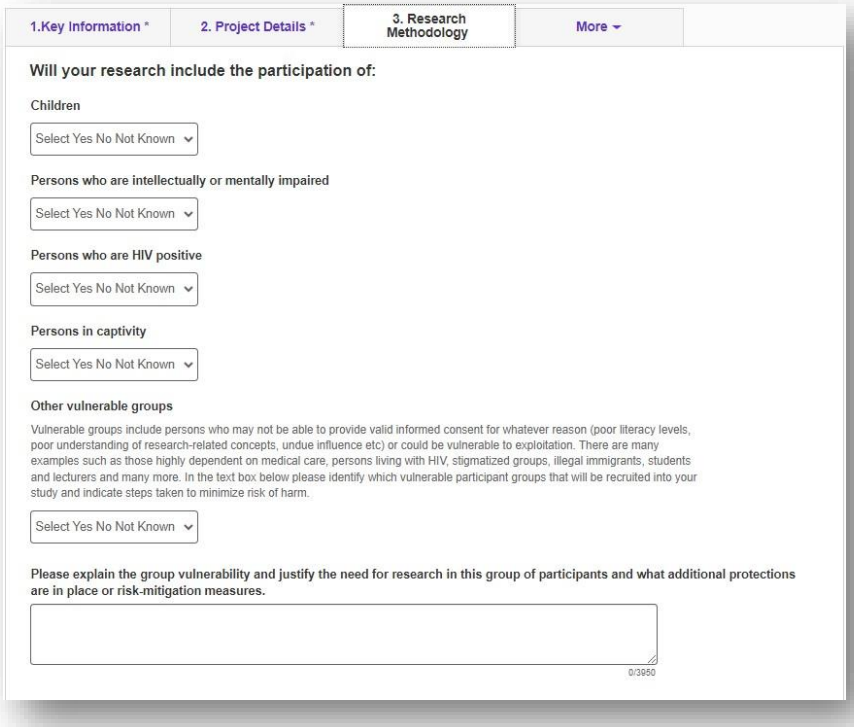

Cancel
Save
Save & close

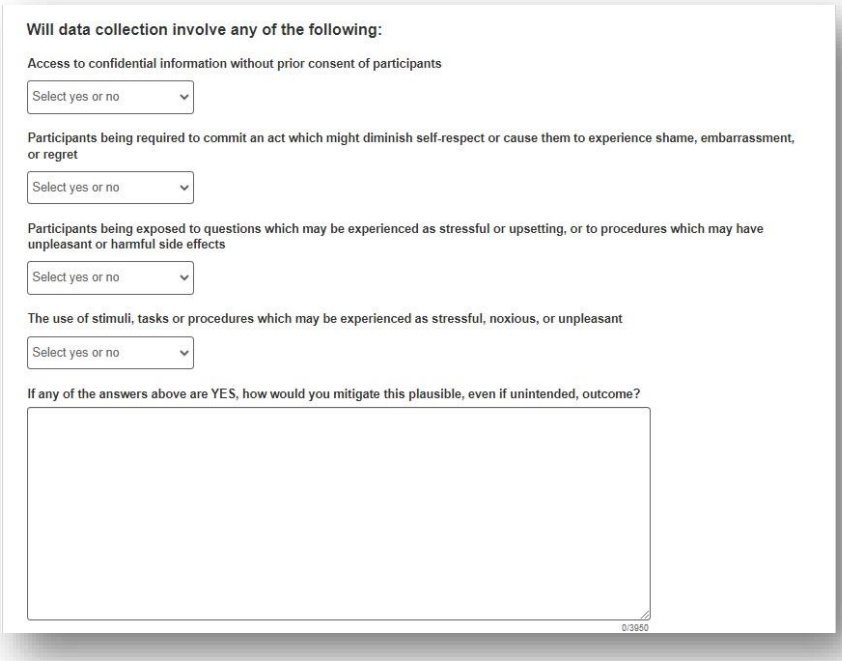
Completing an Ethics Application (Part 3)

Category: Capturing Information **(Research Methodology tab)**

Instructions:

1. Navigate to the **Research Methodology** tab.
2. Complete all the fields provisioned on this tab. Once you have captured all the required information, click **Save** at the bottom of the screen to save the captured information.





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If you are working with contentious materials and/ or practices, please explain why you consider them important to your research

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Any form of deception

Select yes or no

Explain Yes answers below

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Will data collection involve any of the following:

Questionnaire

A questionnaire requires the respondents to read, understand and fill out the answers themselves.

Select yes or no

Survey schedule

A schedule is a set of questions that the interviewer asks and records the answers personally. While the order and language of the questions nor the arrangements of the sections of the schedule may not be changed, the interviewer is allowed to explain the questions if the respondent requires clarity.

Select yes or no

Interview schedule

Note: An interview schedule can include focus group discussions, key research participant interviews, structured and semi-structured interviews, etc.

Select yes or no

Observation schedule

Select yes or no

Psychometric test

Select yes or no

Other/ equivalent assessment instrument

Select yes or no

Explain the instrument used

For example, social media participation

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Please describe alternate methodologies and motivation for the use, for example, structured interviews, open-ended, group discussions, oral histories, etc.

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Will the autonomy of participants be protected through the use of an informed consent form, which specifies (in language that respondents will understand).

The nature and purpose/s of the research

Select yes or no

The identity and institutional association of the researcher and supervisor/project leader and their contact details

Select yes or no

The fact that participation is voluntary

Select yes or no

That responses will be treated in a confidential manner

Select yes or no

Any limits on confidentiality which may apply

Select yes or no

That anonymity will be ensured where appropriate (e.g. coded/ disguised names of participants/ respondents/ institutions)

Select yes or no

The fact that participants are free to withdraw from the research at any time without any negative or undesirable consequences to themselves

Select yes or no

The nature and limits of any benefits participants may receive as a result of their participation in the research

Select yes or no

If NO to any of the above: (a) please justify/explain, and (b) indicate what measures will be adopted to ensure that the respondents fully understand the nature of the research and the consent that they are giving.

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Please describe whether the study will use translated informed consent documents (for example, in community-based research or where the participants will be interviewed in a different language). Where/how will these be translated? What quality assurance mechanisms will be used to ensure rigour?

0/3950

Do the participants know where to report misconduct?

Select yes or no

Data Management: How will data security be ensured? How will your supervisor have access to the stored data? How will the data be stored and disposed of?

NB A separate Data management Plan is advisable and might in some instances be required. The plan should be added on the attachments tab. A template DMP can be found here.

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Will data be shared more widely?

Select yes or no

If Yes, how will the data be shared?

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How will the research participants' anonymity or confidentiality be maintained?

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How will you give feedback to your research participants once the study has been completed?

0/3950

Is this research supported by funding that is likely to inform or impact in any way on the design, outcome and dissemination of the research?

Select yes or no

If yes, please explain and provide justification.

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Has any organization/company participating in the research or funding the project, imposed any conditions to the research?

Select yes or no

If yes, please indicate what the conditions are.

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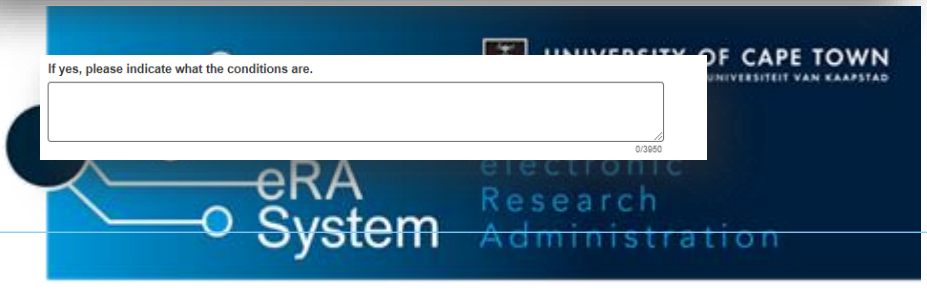
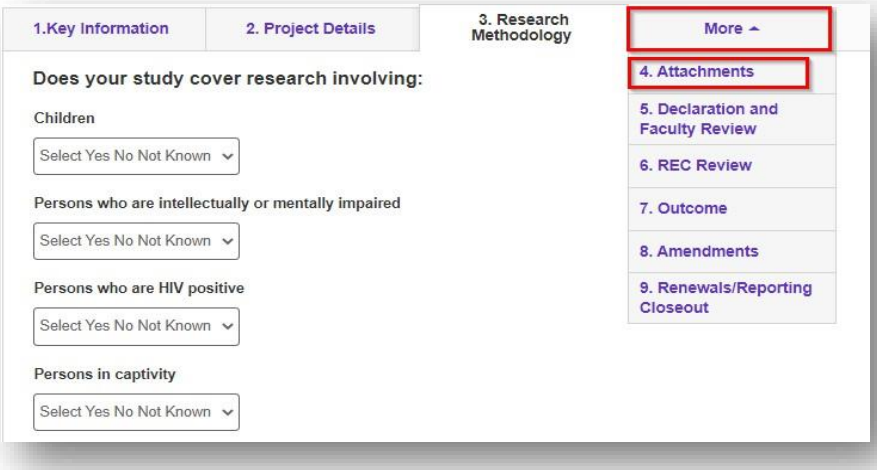
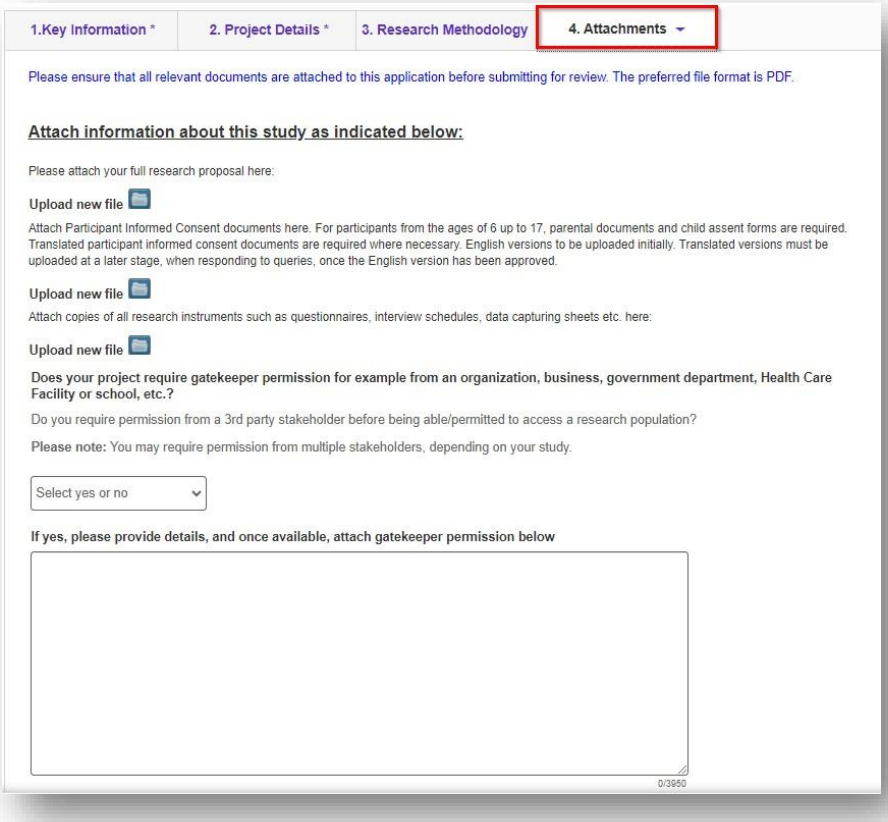
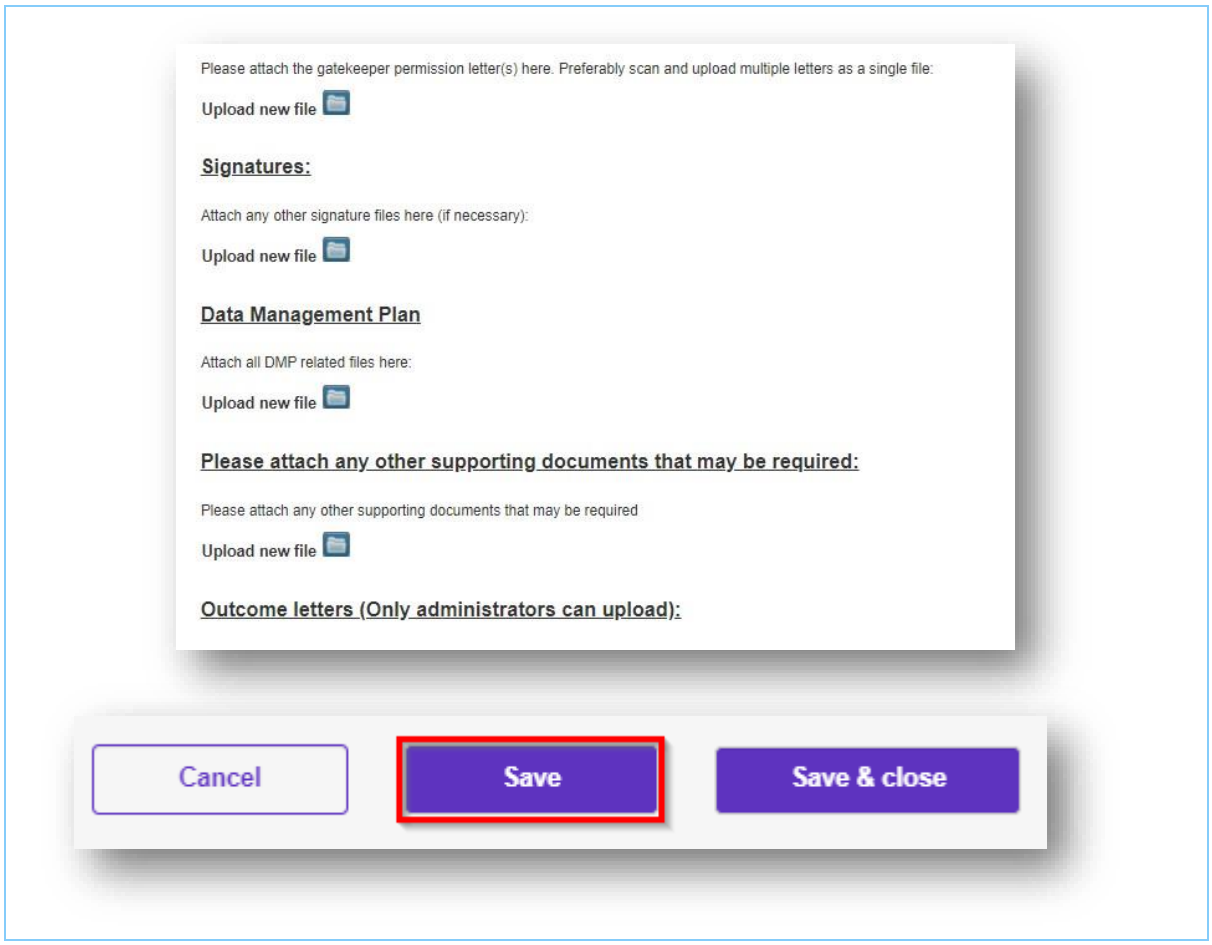


Instructions:

1. Navigate to the next tab by clicking on the word **More** (or guided by the blue drop down arrow), then select the tab called **Attachments**.
2. Complete the form as required, attaching the required documentations in the prescribed file format. You will do this by clicking on the **File icon** under the specified heading and searching for the file that you would like to upload.
3. Once you have uploaded all the required attachments and completed the form to the best of your ability, click **Save**.







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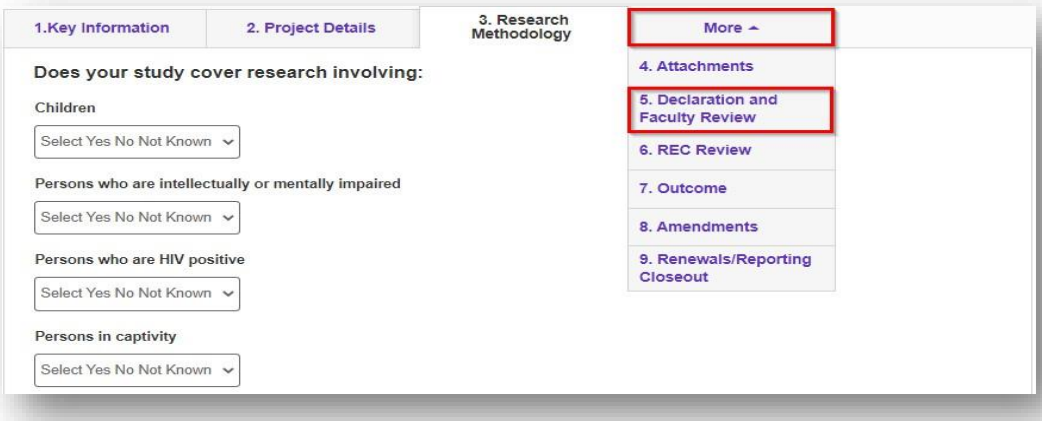
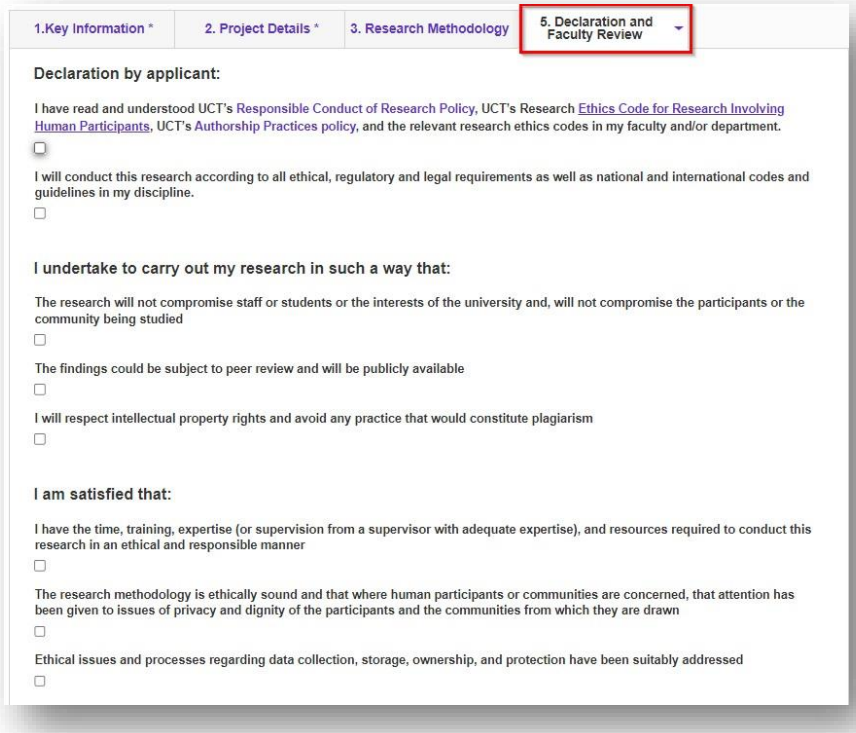
Capturing an Ethics Application (Part 5)

Category: Capturing Information (**Declaration and Faculty Review tab)**

Instructions:

4. Navigate to the next tab by clicking on the word **More** (or guided by the purple drop down arrow), then select the tab called **Declaration and Departmental Review.**
5. Completed the relevant declarations by ticking the associated box.
6. Then, click **Save & Close**. A popup box will appear.
7. From the popup box, select the following option:
   - If the applicant is a Student, select the ***Supervisor review*** workflow step.
   - If the applicant is a Researcher, select the ***Committee Admin Post-EXCO review*** workflow step.
8. Then, click **Done**.
9. You will be returned to the **Dashboard**.





Conflict of Interest:

Researchers are expected to declare the presence of any potential or existing conflict of interest or commitment that may potentially pose a threat to the scientific integrity and ethical conduct of this research. The committee will decide whether such conflicts are sufficient as to warrant consideration of their impact on the ethical conduct of the study. UCT's Conflicts of Interest policy is available here.

Disclosure of conflict of interest or commitment does not imply that a study will be deemed unethical, as the mere existence of a conflict does not mean that a study cannot be conducted ethically. However, failure to declare a conflict of interest or commitment known to the researcher at the outset of the study will be deemed as unethical conduct.

A) As the principal researcher in this study, I hereby declare that I am not aware of any current or future conflicts of interests

☐

OR

B) As the principal researcher in this study, I hereby declare that I am aware of any current or future conflicts of interest which may influence my ethical conduct of this study

☐

If you, or any collaborators on this research project, have or foresee any potential conflicts of interest or commitment, please provide details here:

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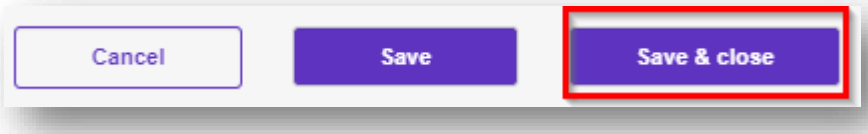
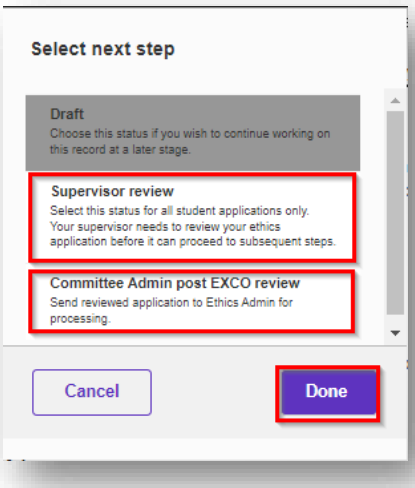
Proposed start of project:

Proposed end of project:

Ethics application submission date:

This date will be automatically generated after submission


Cancel
Save
Save & close


Select next step
Draft
Choose this status if you wish to continue working on this record at a later stage.
Supervisor review
Select this status for all student applications only. Your supervisor needs to review your ethics application before it can proceed to subsequent steps.
Committee Admin post EXCO review
Send reviewed application to Ethics Admin for processing.
Cancel
Done

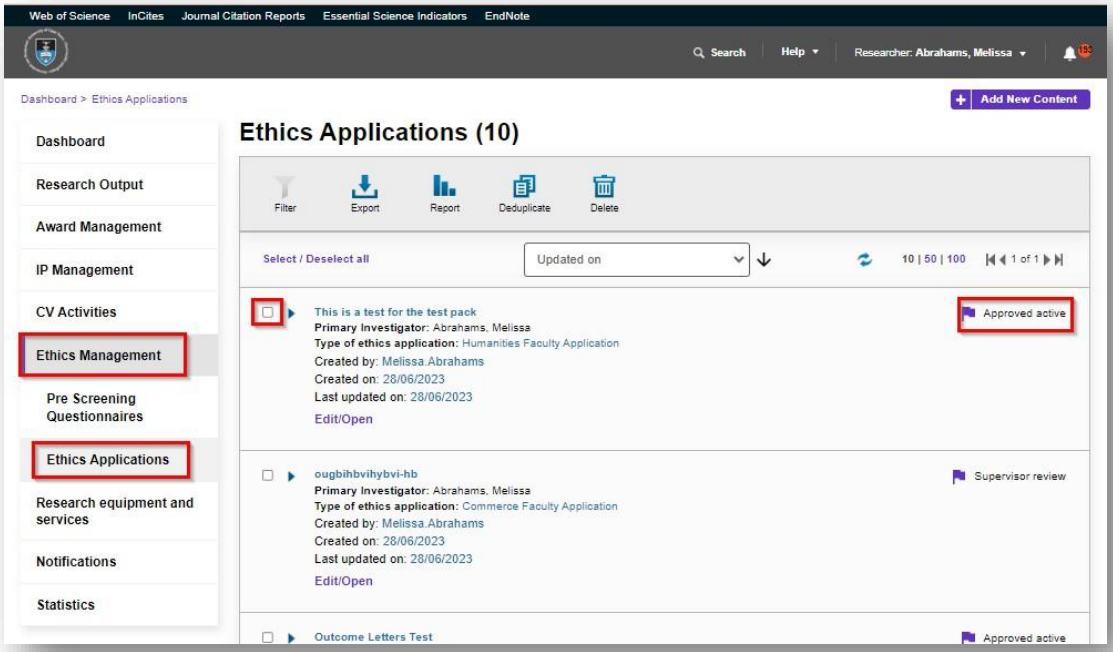
Retrieving the Outcome letter

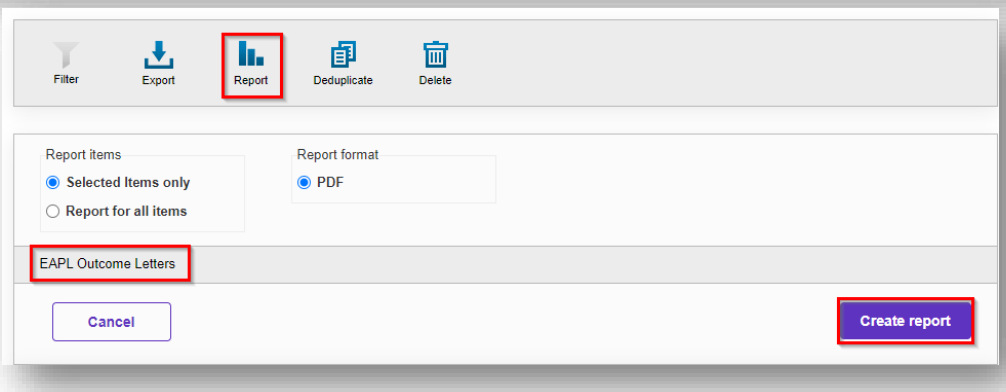
Applicant should be able to retrieve an outcome letter once a decision has been taken

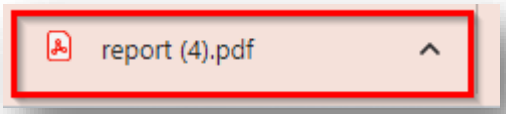
Category: Generating an **outcome letter**

Instructions:

1. Access the **Switch role** function, by clicking the drop-down arrow at the top right corner next to your name. Select the **Researcher** role from the available list.
2. You can select the application by using the left navigation by clicking on **Ethics Management**, then the **Ethics Applications** tab**.** A list of Ethics applications will be displayed.
3. Tick the box relative to the application you would like an outcome letter for.
4. Then, in the action bar, click on **Report**. Click **EAPL Outcome Letters**, then **Create report**.
5. Your Outcome letter will be generated in a PDF format and can be found in your Downloads folder, or at the bottom of your screen.







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2023/06/28

HUM/00000/2023

RE: Research Ethics Committee Project Approval Letter

Dear Melissa Abrahams,

Your application for ethics review of your project titled

This is a test for the test pack

has been reviewed and evaluated by the

Humanities Research Ethics Committee.

You may proceed with your research project titled:

This is a test for the test pack

Please note that should:

(i) any serious or adverse effects to participants occur and/or,

(ii) aspect(s) of your current project change and/or

(iii) any unforeseen events that might affect continued ethical acceptability of the project occur then you should immediately report this to the approving REC. You may be required to submit an amendment to this application, in order to determine whether the changed aspects increase the ethical risks of your project.

Based on the information supplied your application has been successful and is approved.

Please note the following additional conditions associated with this approval:

(i) rherherhe

Regards,

Humanities Research Ethics Committee.