

Reviewing an Ethics application as the Supervisor

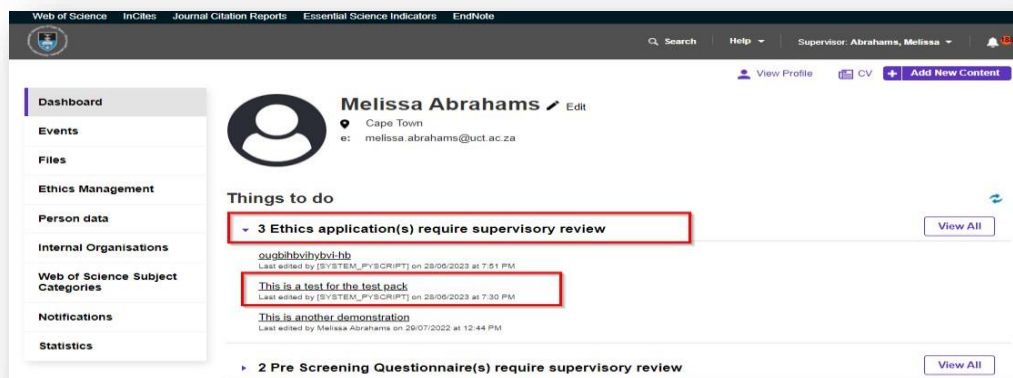
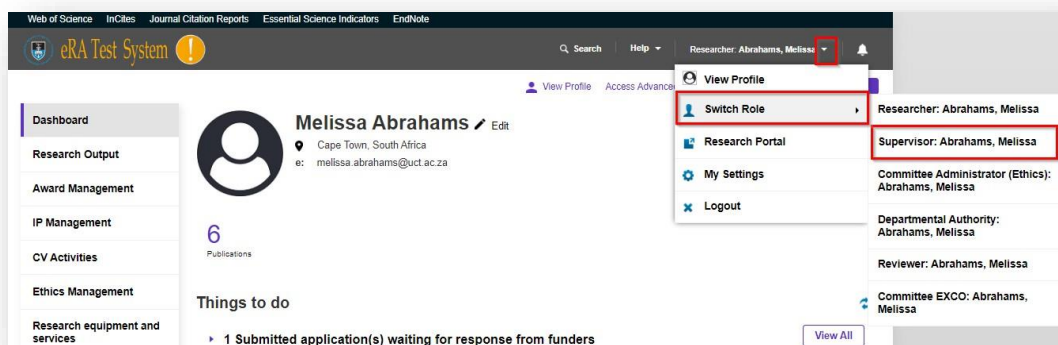
Reviewing an Ethics Application that has been submitted to the Supervisor - Reviewing information captured by the applicant (student)

Ensure that you switch roles to the **Supervisor** role in the eRA system.

PS: This role is assigned to all the eRA users who supervise students. If this role does not appear when you click 'switch role', then you need to log a call and request for the role to be assigned to you as supervisor.

Instructions:

1. You would have received an email notification alerting you to review an Ethics application submitted by a student.
2. **Login** to the eRA System
3. Access the **Switch role** function, by clicking the drop-down arrow at the top right corner next to your name. Select the **Supervisor** role from the available list.
4. You can select the respective application directly from your dashboard under the heading **Ethics application(s) require supervisory review**. Alternatively, you can select the application by using the left navigation, clicking on **Ethics Management**, then **Ethics Applications**, and once you've found the application you wish to review, click **Edit/Open**.
5. Navigate the first four tabs captured by the applicant.
6. To complete your review of the application, navigate to the end of the **Declaration and Faculty review** tab. Complete the Supervisor approval field, and ensure the correct Departmental Authority 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.
7. Then, click Save & close. A popup box will appear.
8. From the popup box, the following options are available:
 - In the ideal scenario, select **Committee Admin Post-EXCO review** workflow step
 - To return the form to the applicant (*Research role*), select the **Returned for clarification** workflow step.
9. Then, click **Done**



Alternatively:

Ethics Applications (7)

Filter Export Report Deduplicate

Select / Deselect all Updated on 10 | 50 | 100 1 of 1

- ougbihbvihybvi-hb** Supervisor review
Primary Investigator: Abrahams, Melissa
Type of ethics application: Commerce Faculty Application
Created by: Melissa Abrahams
Created on: 28/06/2023
Last updated on: 28/06/2023
[Edit/Open](#)
- This is a test for the test pack** Supervisor review
Primary Investigator: Abrahams, Melissa
Type of ethics application: Humanities Faculty Application
Created by: Melissa Abrahams
Created on: 28/06/2023
Last updated on: 28/06/2023
[Edit/Open](#)

1. Key Information 2. Project Details 3. Research Methodology **More ^**

Please note that you will not be able to proceed with a full ethics application while a pre-sc...

NB: All sections must be completed. If N/A please indicate so. If any section is left blank, your ap...

Student or Researcher application

Please indicate if your application is in your capacity as a student or as a researcher/post... applications need to be approved by their supervisor(s). If you choose the incorrect option... your application.

Student

- 4. Attachments
- 5. Declaration and Faculty Review**
- 6. REC Review
- 7. Outcome
- 8. Amendments
- 9. Renewals/Reporting Closeout

Supervisor Approval

Do you support this application?

I declare that to the best of my knowledge all the information provided by my research student is correct, and that I have reviewed the applicant's research project.

Select yes or no

Yes

No

Select next step

- Returned for clarification**
Send back to Applicant for clarification, additional information or outstanding documents.
- 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.

