

ERAMS COMMITTEE MEMBERS GUIDE

Ethics Review and Management System Committee Members Guide Version 1.0 - June 2019

ABOUT THIS GUIDE

This guide describes the process of managing an application for Ethics Review as a Committee Member

Committee members will be asked to review applications via ERAMS and sometimes leave comments and recommendations. As a committee member you have access to view all applications sent to the committee (except where conflict of interest rules apply.)

Your Committee Representative (normally a member of the REO Research Governance Team) will receive notification when an application is submitted to the committee. They can schedule the application for discussion at an upcoming in-person meeting.

By the end of the guide you should be able to:

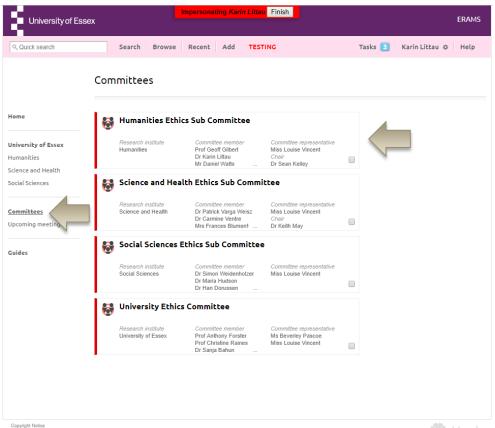
- Login to the System
- View scheduled committee meetings and applications
- Review applications where requested

COMMITTEE DIRECTORY

Login via:

https://erams.essex.ac.uk

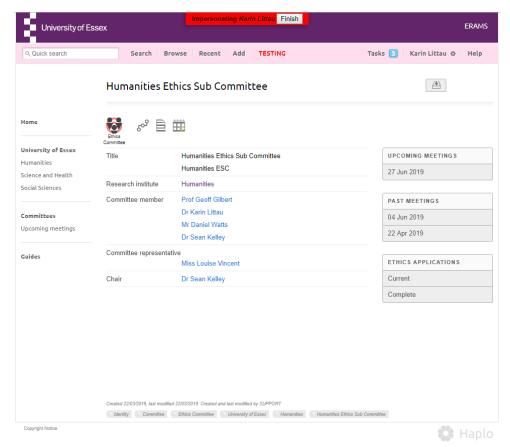
The committees will normally be listed in the directory of committees on the left of your system.



COMMITTEE MEETING DATES

Upcoming meeting dates are listed on the right of each committee record. Viewing a meeting date will display a list of applications which are scheduled for discussion at the committee meeting.

In addition, each committee member receives an email one week before the meeting date listing the applications scheduled for discussion. By selecting the application, they can view the full record of the application.



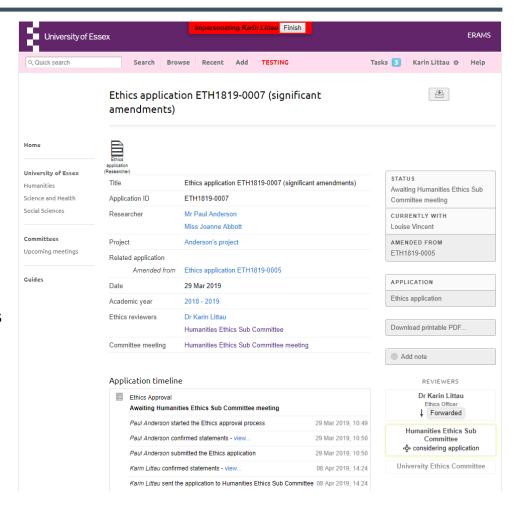
VIEWING AN APPLICATION

The ethics application record shows key information about the application, a timeline of previous actions, the current status of the application, likely routing, and access to the application form.

The Applicant's form is accessed under the APPLICATION options on the right of the ethics application record.

If the application has been revised and resubmitted, previous versions will be listed on the right of the application.

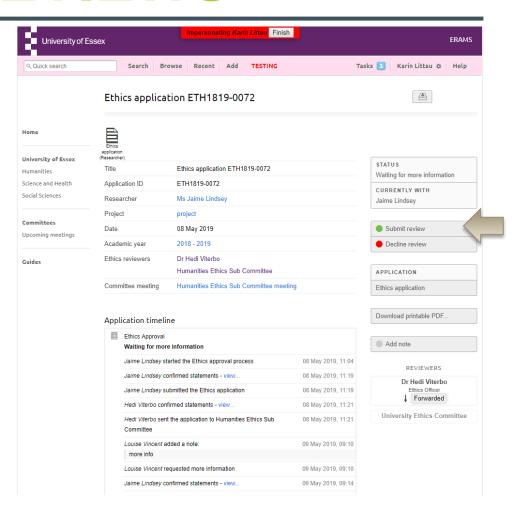
Comments from reviewers can be viewed inline against each answer. Comments can be added by any Committee Member



REVIEWS

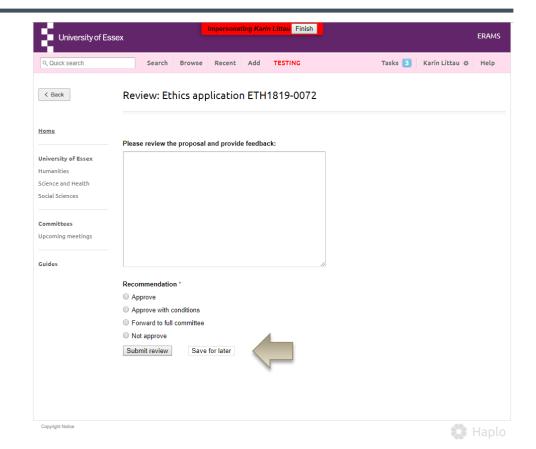
The Committee
Representative (A Member of
the REO Research
Governance Team) may
request one or more people
to review the application in
detail.

Members will receive an email and task requesting they provide feedback via a short form. The Committee Representative is notified when feedback is submitted, and can view which reviewers have submitted feedback.



REVIEWS

Feedback, with a recommendation can be recorded in advance of the schedule meeting.

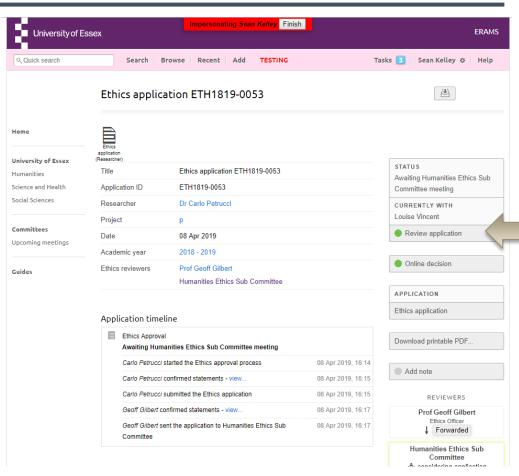


ONLINE REVIEWS

In some instance the REO may arrange for the application to be considered by the committee via an Online decision in preference to an in-person committee meeting.

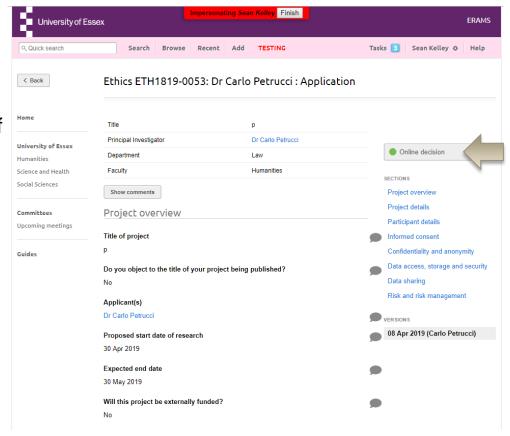
All selected committee members receive an email notification requesting they review the application.

You can 'Review application' by selecting this option on the right of the application record.



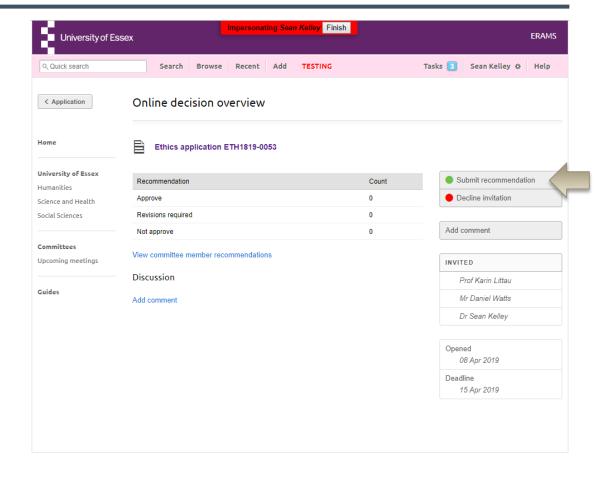
ONLINE REVIEWS

Following review you choose 'Online decision' on the right of the application to submit a recommendation. Any comments added form part of the online discussion.



ONLINE REVIEWS

Participants in the Online decision process can change their recommendation and respond to comments left by other selected committee members before the dealine.



NEED HELP?

You should now be able to:

- Login to the System
- View scheduled committee meetings and applications
- Review applications where requested

You can find extra help by clicking the help button in ERAMS

Please contact the REO Research Governance Team if you have any questions about the ethics review process or ERAMS.

reo-governance@essex.ac.uk

For technical support contact the Research Systems Team in the REO

reors@essex.ac.uk