



University of Essex

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.

University of Essex

Impersonating Karin Littau Finish

ERAMS

Quick search Search Browse Recent Add TESTING Tasks 3 Karin Littau Help

Committees

- Home
- University of Essex
- Humanities
- Science and Health
- Social Sciences
- Committees**
- Upcoming meeting
- Guides

Research institute	Committee member	Committee representative
Humanities	Prof Geoff Gilbert Dr Karin Littau Mr Daniel Watts ...	Miss Louise Vincent Chair Dr Sean Kelley
Science and Health	Dr Patrick Varga Weisz Dr Carmine Ventre Mrs Frances Blumenf ...	Miss Louise Vincent Chair Dr Keith May
Social Sciences	Dr Simon Weidenholzer Dr Maria Hudson Dr Han Dorussen ...	Miss Louise Vincent
University of Essex	Prof Anthony Forster Prof Christine Raines Dr Sanja Bahun ...	Ms Beverley Pascoe Miss Louise Vincent

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.

The screenshot shows the ERAMS interface for the Humanities Ethics Sub Committee. The page includes a navigation menu on the left, a main content area with committee details, and a right-hand sidebar with meeting and application information.

UPCOMING MEETINGS
27 Jun 2019

PAST MEETINGS
04 Jun 2019
22 Apr 2019

ETHICS APPLICATIONS
Current
Complete

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

The screenshot displays the ERAMS interface for viewing an ethics application. The header includes the University of Essex logo, a user impersonation bar for 'Karin Littau', and navigation tabs for Search, Browse, Recent, Add, and TESTING. The main content area is titled 'Ethics application ETH1819-0007 (significant amendments)'. A left-hand navigation menu lists various sections like Home, University of Essex, Humanities, and Committees. The central panel provides a detailed overview of the application, including its title, ID, researcher names, project name, and a list of related applications. A right-hand sidebar contains status information, current reviewers, and application options. At the bottom, an application timeline shows a sequence of events from the start of the approval process to the submission of the application.

Field	Value
Title	Ethics application ETH1819-0007 (significant amendments)
Application ID	ETH1819-0007
Researcher	Mr Paul Anderson Miss Joanne Abbott
Project	Anderson's project
Related application	Amended from: Ethics application ETH1819-0005
Date	29 Mar 2019
Academic year	2018 - 2019
Ethics reviewers	Dr Karin Littau Humanities Ethics Sub Committee
Committee meeting	Humanities Ethics Sub Committee meeting

Category	Item
STATUS	Awaiting Humanities Ethics Sub Committee meeting
CURRENTLY WITH	Louise Vincent
AMENDED FROM	ETH1819-0005
APPLICATION	Ethics application

Application timeline

- Ethics Approval**
 - Awaiting Humanities Ethics Sub Committee meeting**
 - Paul Anderson started the Ethics approval process (29 Mar 2019, 10:49)
 - Paul Anderson confirmed statements - view... (29 Mar 2019, 10:50)
 - Paul Anderson submitted the Ethics application (29 Mar 2019, 10:50)
 - Karin Littau confirmed statements - view... (08 Apr 2019, 14:24)
 - Karin Littau sent the application to Humanities Ethics Sub Committee (08 Apr 2019, 14:24)

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.

The screenshot displays the ERAMS interface for an ethics application. The header shows the University of Essex logo and the user 'Impersonating Karin Littau' with a 'Finish' button. The navigation bar includes 'Search', 'Browse', 'Recent', 'Add', 'TESTING', 'Tasks 3', 'Karin Littau', and 'Help'. The main content area is titled 'Ethics application ETH1819-0072'. On the left, a sidebar menu lists 'Home', 'University of Essex' (with sub-items: Humanities, Science and Health, Social Sciences), 'Committees' (with sub-item: Upcoming meetings), and 'Guides'. The application details table shows: Title: Ethics application ETH1819-0072; Application ID: ETH1819-0072; Researcher: Ms Jaime Lindsey; Project: project; Date: 08 May 2019; Academic year: 2018 - 2019; Ethics reviewers: Dr Hedi Viterbo (Humanities Ethics Sub Committee); Committee meeting: Humanities Ethics Sub Committee meeting. To the right of the details is a 'STATUS' box indicating 'Waiting for more information' and 'CURRENTLY WITH Jaime Lindsey'. Below this are two buttons: 'Submit review' (highlighted with a green dot and a yellow arrow) and 'Decline review' (with a red dot). Further down are buttons for 'APPLICATION' (Ethics application), 'Download printable PDF...', and 'Add note'. The 'REVIEWERS' section shows 'Dr Hedi Viterbo' as the 'Ethics Officer' with a 'Forwarded' status. At the bottom, the 'University Ethics Committee' is listed. The 'Application timeline' section shows a list of events: 'Waiting for more information', 'Jaime Lindsey started the Ethics approval process' (08 May 2019, 11:04), 'Jaime Lindsey confirmed statements - view...' (08 May 2019, 11:19), 'Jaime Lindsey submitted the Ethics application' (08 May 2019, 11:19), 'Hedi Viterbo confirmed statements - view...' (08 May 2019, 11:21), 'Hedi Viterbo sent the application to Humanities Ethics Sub Committee' (08 May 2019, 11:21), 'Louise Vincent added a note: more info' (09 May 2019, 09:10), 'Louise Vincent requested more information' (09 May 2019, 09:10), and 'Jaime Lindsey confirmed statements - view...' (09 May 2019, 09:14).

REVIEWS

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

The screenshot shows the ERAMS (Ethics Review and Approval Management System) interface for the University of Essex. The page title is "Review: Ethics application ETH1819-0072". The user is impersonating Karin Littau. The page contains a navigation menu on the left with sections for Home, University of Essex (Humanities, Science and Health, Social Sciences), Committees (Upcoming meetings), and Guides. The main content area has a heading "Please review the proposal and provide feedback:" followed by a large text input field. Below this is a "Recommendation *" section with four radio button options: "Approve", "Approve with conditions", "Forward to full committee", and "Not approve". At the bottom of the recommendation section are two buttons: "Submit review" and "Save for later". A large grey arrow points to the "Submit review" button.

ONLINE REVIEWS

In some instances 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.

The screenshot displays the ERAMS interface for an ethics application. The header includes the University of Essex logo, the user name 'Impersonating Sean Kelley', and the 'Finish' button. The main content area shows the application details for 'Ethics application ETH1819-0053'. A sidebar on the left contains navigation links for Home, University of Essex, Humanities, Science and Health, Social Sciences, Committees, Upcoming meetings, and Guides. The application details table lists the following information:

Field	Value
Title	Ethics application ETH1819-0053
Application ID	ETH1819-0053
Researcher	Dr Carlo Petrucci
Project	p
Date	08 Apr 2019
Academic year	2018 - 2019
Ethics reviewers	Prof Geoff Gilbert Humanities Ethics Sub Committee

Below the details is an 'Application timeline' section with the following entries:

- Ethics Approval
- Awaiting Humanities Ethics Sub Committee meeting
- Carlo Petrucci started the Ethics approval process (08 Apr 2019, 16:14)
- Carlo Petrucci confirmed statements - [view...](#) (08 Apr 2019, 16:15)
- Carlo Petrucci submitted the Ethics application (08 Apr 2019, 16:15)
- Geoff Gilbert confirmed statements - [view...](#) (08 Apr 2019, 16:17)
- Geoff Gilbert sent the application to Humanities Ethics Sub Committee (08 Apr 2019, 16:17)

On the right side, there are several action buttons: 'Review application' (highlighted with a grey arrow), 'Online decision', 'Download printable PDF...', 'Add note', and 'Forwarded' (under the reviewer 'Prof Geoff Gilbert'). The bottom right corner shows the reviewer's name and the application status: 'Humanities Ethics Sub Committee' and 'A: considering application'.

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.

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< Back

Ethics ETH1819-0053: Dr Carlo Petrucci : Application

Title	p
Principal Investigator	Dr Carlo Petrucci
Department	Law
Faculty	Humanities

Show comments

Project overview

Title of project
P

Do you object to the title of your project being published?
No

Applicant(s)
Dr Carlo Petrucci

Proposed start date of research
30 Apr 2019

Expected end date
30 May 2019

Will this project be externally funded?
No

SECTION 5

- Project overview
- Project details
- Participant details
- Informed consent
- Confidentiality and anonymity
- Data access, storage and security
- Data sharing
- Risk and risk management

VERSIONS

- 08 Apr 2019 (Carlo Petrucci)

Online decision

ONLINE REVIEWS

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

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< Application Online decision overview

Home

Ethics application ETH1819-0053

Recommendation	Count
Approve	0
Revisions required	0
Not approve	0

[View committee member recommendations](#)

Discussion [Add comment](#)

Submit recommendation

Decline invitation

Add comment

INVITED

- Prof Karin Littau
- Mr Daniel Watts
- Dr Sean Kelley

Opened 08 Apr 2019

Deadline 15 Apr 2019

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