ABOUT THIS GUIDE

This guide describes the process of managing applications for Ethics Review as a Department Ethics Administrator

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

- **Login** to the System
- **Report** on department level applications
- **View** Individual Applications
ACCESS DASHBOARD

Login via: https://erams.essex.ac.uk

Department Administrators will have access to dashboards to report on department ethics review activity via the Reporting button on the right hand side.
THE APPROVAL PROCESS

A series of dashboard to monitor the process, status, time, adverse events and suspensions and cancellations is available.
Dashboards are pre-filtered according to your permissions. You will only see applications for the staff and students of the department you are responsible for. To check your permissions contact: reors@essex.ac.uk

Dashboards allow ‘drill-down’ wherever blue links show

You may also export to Excel using the export link.
Drilling down and selecting an individual Application will allow you to view all details including the status, timeline, review route and who the application is currently with.

You can also download the application (once it has been submitted).
NEED HELP?

You should now be able to:

• **Login** to the System
• **Report** on department level applications
• **View** Individual Applications

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](mailto:reo-governance@essex.ac.uk)

For technical support contact the Research Systems Team in the REO [reors@essex.ac.uk](mailto:reors@essex.ac.uk)