



University of Essex

ERAMS

DEPARTMENT ADMINISTRATION GUIDE

Ethics Review and Management System
Department Administration Guide
Version 1.0 - June 2019

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 DASHBOARDS

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

University of Essex ERAMS

Home

Start new ethics application

Ethics applications by committee

- Humanities ESC
- Science and Health ESC
- Social Sciences ESC
- University

Noticeboard

Welcome to ERAMS
Phineas Wenlock, 03 Jun 2019

Welcome to the new Ethics Review Application and Management System (ERAMS). This system will go live on Monday 10 June 2019. ERAMS will handle all applications for ethics review from staff and students and will replace the current Word document forms which are circulated by e-mail and in hardcopy format.

[Add notice](#)

Reporting

Guidance

My record

- My ethics applications
- Supervised applications

Recent additions

- Ethics application ETH1819...

More

THE APPROVAL PROCESS

A series of dashboard to monitor the process, status, time, adverse events and suspensions and cancellations is available.

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Research governance & ethics

Home

University of Essex

- Humanities
- Science and Health
- Social Sciences

Committees

- Upcoming meetings

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GUIDES »

ETHICS APPROVAL PROCESS

- All applications
- Ethics applications by status
- Ethics applications by module
- Days to decision
- Adverse event overview
- Suspensions and cancellations

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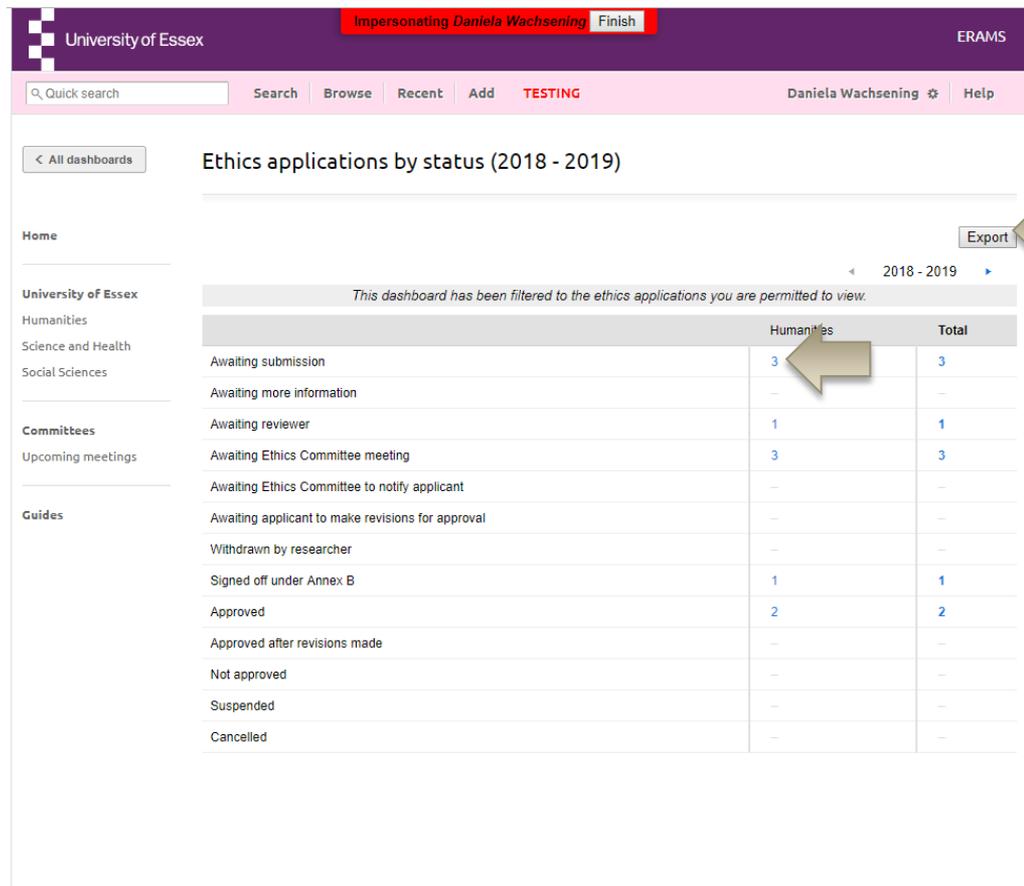
Haplo

DASHBOARDS

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



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< All dashboards

Ethics applications by status (2018 - 2019)

Home

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Export

2018 - 2019

This dashboard has been filtered to the ethics applications you are permitted to view.

	Humanities	Total
Awaiting submission	3	3
Awaiting more information	-	-
Awaiting reviewer	1	1
Awaiting Ethics Committee meeting	3	3
Awaiting Ethics Committee to notify applicant	-	-
Awaiting applicant to make revisions for approval	-	-
Withdrawn by researcher	-	-
Signed off under Annex B	1	1
Approved	2	2
Approved after revisions made	-	-
Not approved	-	-
Suspended	-	-
Cancelled	-	-

APPLICATIONS

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 (one it has been submitted).

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Ethics application ETH1819-0002

Field	Value
Title	Ethics application ETH1819-0002
Application ID	ETH1819-0002
Researcher	Mr Aaranan Arulvannan
Project	Student Test - PW#2
Date	28 Mar 2019
Academic year	2018 - 2019
Supervisor	Ms Susan Oliver
Ethics reviewers	Ms Susan Oliver Dr Karin Littau
Expiry date	01 May 2023

Application timeline

- Ethics Approval
 - Aaranan Arulvannan started the Ethics approval process 28 Mar 2019, 14:41
 - Aaranan Arulvannan confirmed statements - view... 28 Mar 2019, 14:44
 - Aaranan Arulvannan submitted the Ethics application 28 Mar 2019, 14:44
 - Susan Oliver confirmed statements - view... 28 Mar 2019, 14:47
 - Susan Oliver added a note: Done! 28 Mar 2019, 14:47
 - Susan Oliver added a private note: Utter Tosh 28 Mar 2019, 14:47
 - Susan Oliver sent the application to Dr Karin Littau (acting as Ethics Officer) 28 Mar 2019, 14:47

STATUS
Signed off under Annex B

APPLICATION
Ethics application

NOTIFICATIONS
Decision

Download printable PDF...

REVIEWERS

- Ms Susan Oliver
Supervisor
↓ Forwarded
- Dr Karin Littau
Ethics Officer
Signed off

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

For technical support contact the Research Systems Team in the REO

reors@essex.ac.uk