This guide describes the process of managing an application for Ethics Review as an Ethics Officer

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

- **Login** to the System
- **Review an** application
- **Request** more information or changes
- **Progress** the application
- **Access** Reports
Reviewing an Application

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

Ethics Officers will receive a task and email asking them to review applications.

From the Home Screen you can click to your Tasks or ‘Applications requiring attention’

The Ethics Officer automatically has permission to view the applications and associated files.
REVIEW AN APPLICATION

The Reviewer selects ‘Review Application’ on the right of the Application
The EO can add comments inline against each question provided and select whether the comments should be visible to the applicant.

Note: By default comments are not visible to the applicant, only other reviewers. If you wish the applicant to see the comment, please untick the relevant box.

Comments can be edited until the application is progressed to the next stage.
RETURNING TO THE APPLICANT

The EO can return the application to the applicant to request further information or to request changes.

You will be given the opportunity to add notes that will be included for the applicant, both in the system and the email notification they will receive. Private notes for other reviewers can also be included in a separate box.

Upon re-submission the Reviewer is prompted by email and task to review the resubmitted application.

**Note:** If this is a student project and you need to return to the Supervisor please ‘Progress the Application’ (see the next page). The Return Application button always sends back to the applicant.
RETURNING TO THE SUPERVISOR

For Student applications The EO may return the application to the supervisor instead of the applicant to suggest further information or to highlight changes to be requested from the applicant.

Choose ‘Progress Application’ instead of ‘Return Application’ then choose the Supervisor from the ‘Send Back’ section toward the bottom of the list.

You will be given the opportunity to add notes that will be included for the applicant, both in the system and the email notification they will receive. Private notes to been seen by only the supervisor can also be included in the separate box.
VIEW CHANGES MADE BY THE APPLICANT

Changes made by the applicant are highlighted in green, with deleted text highlighted in red.

You can view changes from different versions and filter to show only the questions where changes have been made.
The EO selects ‘Progress application’ to move the application to the next approval stage.
A Decision to Sign off under Annex B or a recommended route for a committee will be presented to the EO, dependant on your department.

Other options will also be possible including sending to a different committee, another person or the REO.
When progressing the application you will be asked to confirm some statements. The opportunity to add notes that will be included for the applicant, both in the system and the email notification they will receive. Private notes for other reviewers can also be induced.
If you are approving under Annex B a template will be presented for the confirmation email which you can edit as required.

You can save to send later or review and then send immediately.
REPORTING FOR ETHICS OFFICERS

Reports can be accessed by clicking the Reporting button on the home page.

You can also jump directly to the applications that are being considered by your Ethics Committee.
You should now be able to:

- Login to the System
- Review an application
- Request more information or changes
- Progress the application
- Access Reports

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