



University of Essex

# ERAMS

## **ETHICS OFFICERS GUIDE**

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Ethics Review and Management System  
Ethics Officer (EO) Guide  
Version 1.1 - April 2020

# ABOUT THIS GUIDE

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**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.

University of Essex

Impersonating Simon Weidenholzer Finish

ERAMS

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University of Essex

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Ethics application ETH1819...

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Welcome to the ERAMS test system  
SUPPORT, 22 Mar 2019

To get started testing this system, you will need to "impersonate" another user, which will log you in as the user so you can see what they will see in the live system.

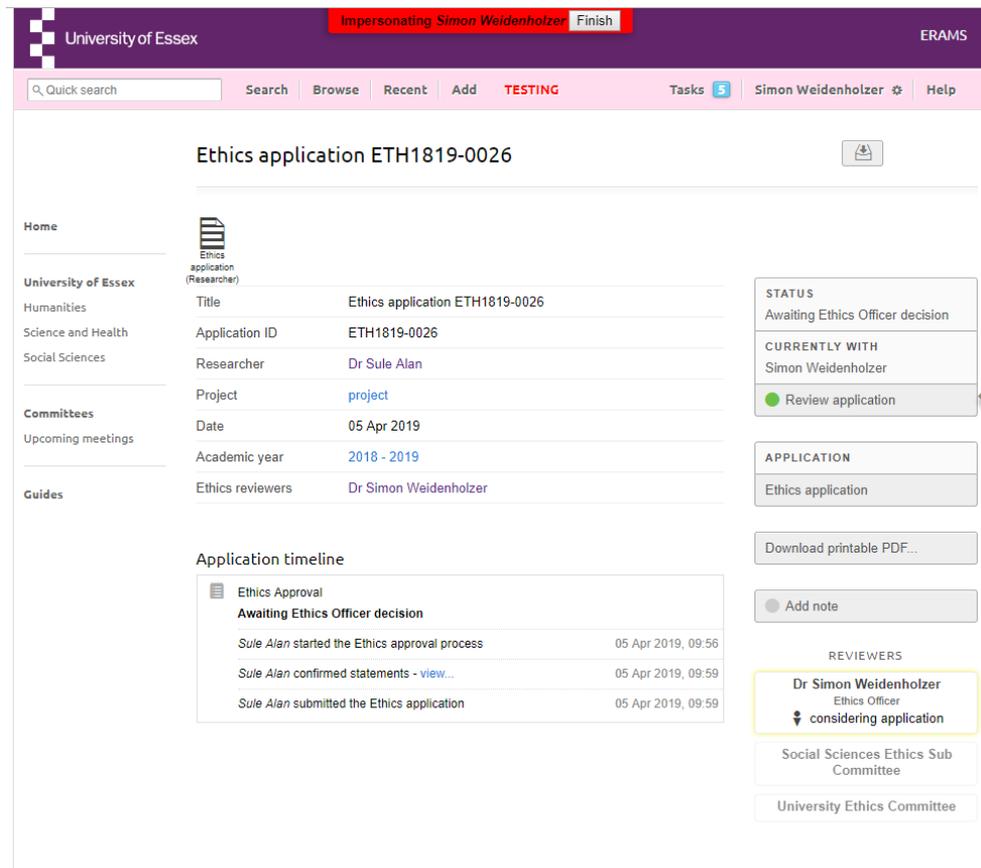
To do this, click your name in the top right hand corner, and choose "Impersonate user". You will be directed to a page where you will be able to type in the name of the person you wish to log in as.

For more guidance on how to test the system, please click "Guides" on the left.

Copyright Notice

# REVIEW AN APPLICATION

The Reviewer selects 'Review Application' on the right of the Application



The screenshot displays the ERAMS interface for reviewing an ethics application. The page title is "Ethics application ETH1819-0026". The interface includes a navigation menu on the left, a central details table, and a right-hand sidebar with action buttons.

**Navigation Menu:**

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

**Details Table:**

Ethics application (Researcher)	
Title	Ethics application ETH1819-0026
Application ID	ETH1819-0026
Researcher	Dr Sule Alan
Project	<a href="#">project</a>
Date	05 Apr 2019
Academic year	<a href="#">2018 - 2019</a>
Ethics reviewers	Dr Simon Weidenholzer

**Application timeline:**

- Ethics Approval**
  - Awaiting Ethics Officer decision**
  - Sule Alan started the Ethics approval process 05 Apr 2019, 09:56
  - Sule Alan confirmed statements - [view...](#) 05 Apr 2019, 09:59
  - Sule Alan submitted the Ethics application 05 Apr 2019, 09:59

**Right-hand Sidebar:**

- STATUS:** Awaiting Ethics Officer decision
- CURRENTLY WITH:** Simon Weidenholzer
  - Review application
- APPLICATION:** Ethics application
- Download printable PDF...
- Add note
- REVIEWERS:**
  - Dr Simon Weidenholzer** (highlighted)
    - Ethics Officer
    - considering application
  - Social Sciences Ethics Sub Committee
  - University Ethics Committee

# COMMENTING ON AN 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.

University of Essex ERAMS

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Quick search Search Browse Recent Add TESTING Tasks 5 Simon Weidenholzer Help

< Back

Ethics ETH1819-0026: Dr Sule Alan : Application

Title	project
Principal Investigator	Dr Sule Alan
Department	Economics
Faculty	Social Sciences

Show comments

Progress application  
Return application

SECTIONS

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

VERSIONS

- 05 Apr 2019 (Sule Alan)

Title of project

project

Comment will not be visible to the applicant cancel Save comment

Do you object to the title of your project being published?

No

Applicant(s)

Dr Sule Alan

Proposed start date of research

30 Apr 2019

Expected end date

30 May 2019

Will this project be externally funded?

# 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.

The image displays two screenshots of the University of Essex ERAMS system interface. The top screenshot shows the 'Ethics ETH1819-0026: Dr Sule Alan : Application' page. The page header includes the University of Essex logo, a red banner indicating 'Impersonating Simon Weidenholzer' with a 'Finish' button, and the ERAMS logo. The navigation bar contains a search box, 'Search', 'Browse', 'Recent', 'Add', 'TESTING', 'Tasks 5', 'Simon Weidenholzer', and 'Help'. The main content area shows application details: Title (project), Principal Investigator (Dr Sule Alan), Department (Economics), and Faculty (Social Sciences). A 'Show comments' button is visible. On the right, there are two buttons: 'Progress application' (green) and 'Return application' (yellow), with a grey arrow pointing to the 'Return application' button. The bottom screenshot shows the 'Progress application: Ethics ETH1819-0026: Dr Sule Alan' page. It features a 'Confirm: Request more information' button and a 'Cancel' button. Below this, there are two text input areas: 'Notes (Notes can be seen by the applicant and all staff reviewing this application.)' and 'Private notes (Seen only by staff reviewing this application, not seen by the applicant.)'. The page header and navigation bar are identical to the top screenshot.

# 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 be seen by only the supervisor can also be included in the separate box.

University of Essex ERAMS

Impersonating Simon Weidenholzer Finish

Quick search Search Browse Recent Add TESTING Tasks 5 Simon Weidenholzer Help

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### Ethics ETH1819-0026: Dr Sule Alan : Application

Title	project
Principal Investigator	Dr Sule Alan
Department	Economics
Faculty	Social Sciences

Show comments

Progress application  
Return application

Forward Impersonating Gill Green Finish

- Science and Health Ethics Sub Committee  
Faculty Ethics Committee (recommended route)
- University Ethics Committee  
University Ethics Committee
- Research and Enterprise Office  
REO Research Governance Team
- Forward to someone who's not listed here  
For most applications, you should only send to listed approvers. This option is intended to get advice from experts.
- Forward to committee outside recommended route  
If special circumstances require consideration by a committee with different expertise, you can forward it to a committee outside the normal approval route.

Send back

- Ms Vikki-Jo Scott  
Supervisor

# 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.

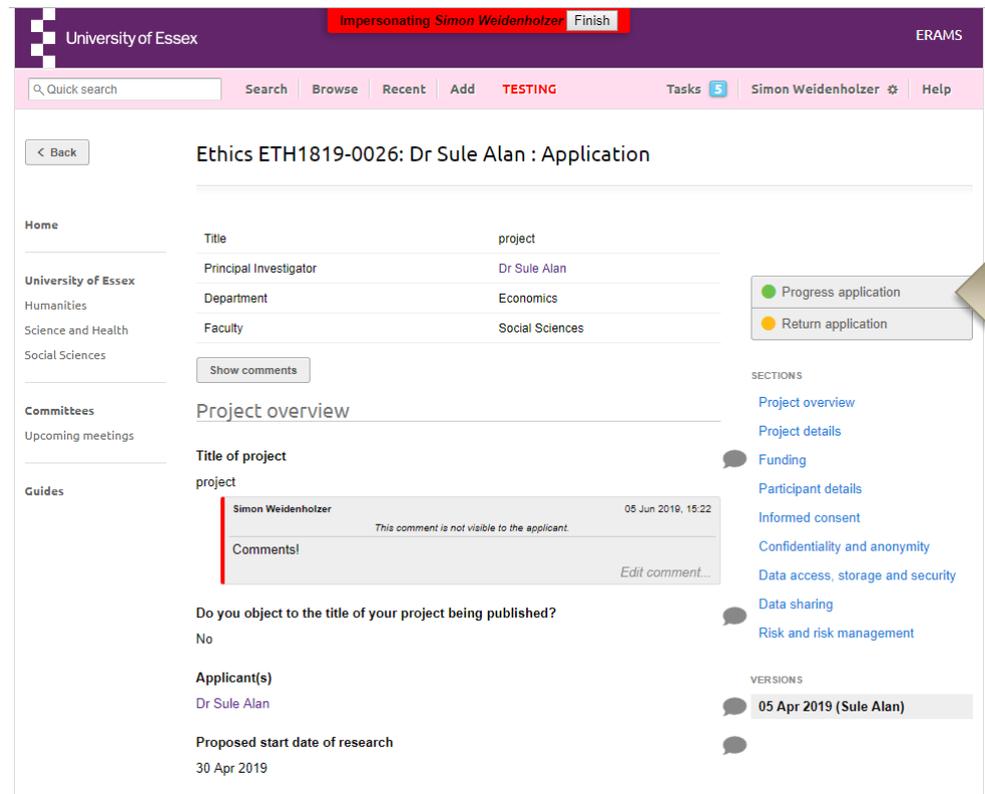
The screenshot displays a web interface for a project overview. At the top, there are tabs for 'Faculty' and 'Social Sciences'. Below these are buttons for 'Showing comments', 'Changes from: 04 Apr 2019', and 'Filter questions'. A message box states 'No comments to display'. The main section is titled 'Project overview' and contains several fields:

- Title of project:** project
- Do you object to the title of your project being published?:** No
- Applicant(s):** Dr Michaela Benzeval
- Proposed start date of research:** A list with two entries: '+ 29 Apr 2019' (highlighted in green) and '- 30 Apr 2019' (highlighted in red).
- Expected end date:** 30 May 2019
- Will this project be externally funded?:** No

On the right side, there are buttons for 'Decline review' (with a red dot) and 'Online decision' (with a green dot). Below these are 'SECTIONS' including 'Project overview', 'Project details', 'Participant details', 'Informed consent', 'Confidentiality and anonymity', 'Data access, storage and security', 'Data sharing', and 'Risk and risk management'. At the bottom right, there is a 'VERSIONS' section with two entries: '04 Apr 2019 (Michaela Benzeval)' (highlighted in grey) and '04 Apr 2019 (Michaela Benzeval)'. A left sidebar contains navigation links for 'Science and Health', 'Social Sciences', 'Committees', 'Upcoming meetings', and 'Guides'.

# PROGRESSING AN APPLICATION

The EO selects 'Progress application' to move the application to the next approval stage.



The screenshot displays the ERAMS interface for an ethics application. The header includes the University of Essex logo, a user impersonation bar for Simon Weidenholzer, and a 'Finish' button. The navigation bar contains a search box and menu items: Search, Browse, Recent, Add, TESTING, Tasks (5), Simon Weidenholzer, and Help. The main content area is titled 'Ethics ETH1819-0026: Dr Sule Alan : Application'. On the left, a sidebar lists navigation options: Home, University of Essex (Humanities, Science and Health, Social Sciences), Committees (Upcoming meetings), and Guides. The application details table shows: Title (project), Principal Investigator (Dr Sule Alan), Department (Economics), and Faculty (Social Sciences). Below this is a 'Show comments' button. The 'Project overview' section includes the project title 'project' and a comment from Simon Weidenholzer dated 05 Jun 2019, 15:22, which is marked as not visible to the applicant. A question asks 'Do you object to the title of your project being published?' with the answer 'No'. The applicant is listed as 'Dr Sule Alan' and the proposed start date is '30 Apr 2019'. On the right, two buttons are visible: 'Progress application' (highlighted with a green dot and a grey arrow) and 'Return application' (highlighted with a yellow dot). A 'SECTIONS' menu lists various application components like Project overview, Project details, Funding, etc. A 'VERSIONS' section shows the current version as '05 Apr 2019 (Sule Alan)'.

# PROGRESSING AN APPLICATION

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.

The screenshot displays the ERAMS interface for the University of Essex. The user is impersonating Simon Weidenholzer. The main heading is "Progress application: Ethics application ETH1819-0026".

The interface is divided into sections:

- Home:** A navigation menu with links for University of Essex, Humanities, Science and Health, and Social Sciences.
- Committees:** A section for "Upcoming meetings" with a "Guides" link.
- Decision:** A section with a green circle icon and the text "Sign off under Annex B". A grey arrow points to this option.
- Forward:** A section with a green circle icon and the text "Social Sciences Ethics Sub Committee" (Faculty Ethics Committee - recommended route). Below it are two other options: "University Ethics Committee" and "Research and Enterprise Office" (REO Research Governance Team).
- Forward to someone who's not listed here:** A section with a grey circle icon and text explaining that this option is for getting advice from experts.
- Forward to committee outside recommended route:** A section with a grey circle icon and text explaining that this option is for special circumstances requiring consideration by a committee with different expertise.
- Not ready for approval:** A section with a grey circle icon and the text "Return application" (Send the application back to the researcher to request more information).

# PROGRESSING AN APPLICATION

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.

University of Essex Impersonating Simon Weidenholzer Finish ERAMS

Quick search Search Browse Recent Add TESTING Tasks 5 Simon Weidenholzer Help

[Cancel](#)

### Progress application: Ethics ETH1819-0026: Dr Sule Alan

Home

University of Essex

- Humanities
- Science and Health
- Social Sciences

Committees

Upcoming meetings

Guides

Please confirm you agree with the following statements:

- I have reviewed this project and consider the methodological/technical aspects of the proposal to be appropriate to the tasks proposed.
- I consider that the investigator(s) has/have the necessary qualifications, experience and facilities to conduct the research set out in this application, and to deal with any emergencies and contingencies that may arise.

I confirm I have read and agree with all the statements above.

[Confirm: Sign off application under Annex B](#) [Cancel](#)

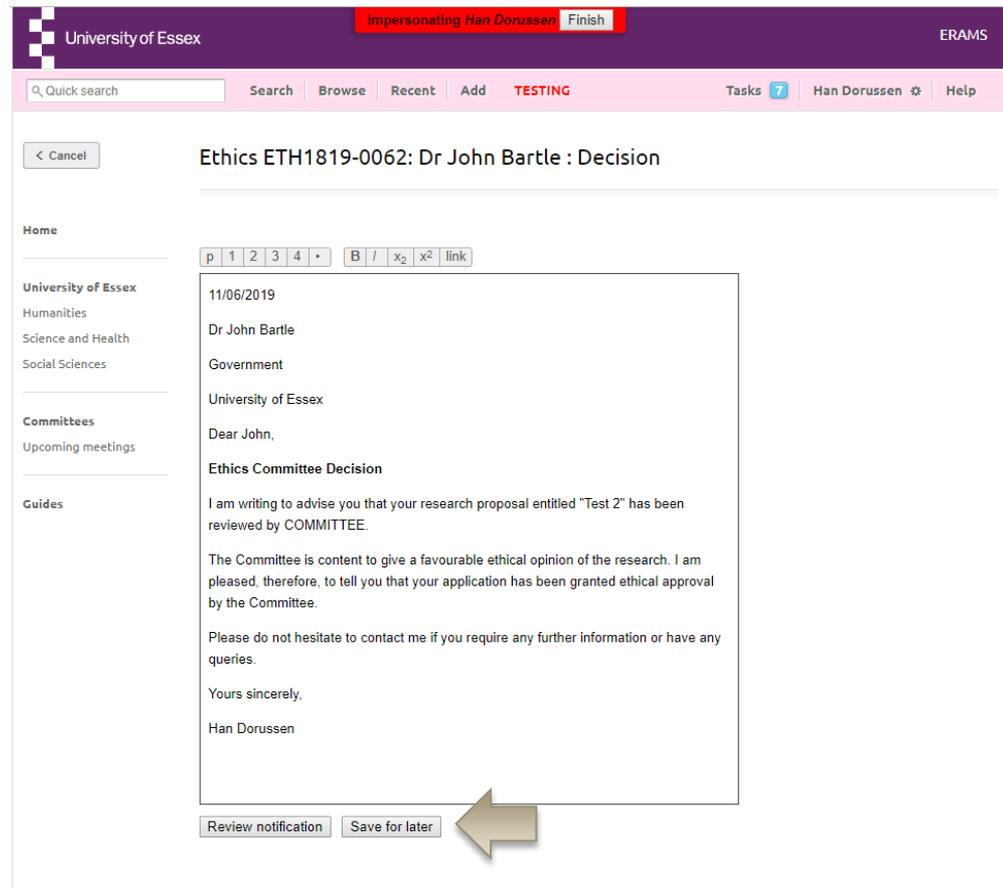
Notes (Notes can be seen by the applicant and all staff reviewing this application.)

Private notes (Seen only by staff reviewing this application, not seen by the applicant.)

# APPROVING UNDER ANNEX B

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.



The screenshot displays the ERAMS interface for the University of Essex. The top navigation bar includes the university logo, the name 'University of Essex', and the user's name 'Impersonating Han Dorussen' with a 'Finish' button. A search bar and navigation links (Search, Browse, Recent, Add) are also present. The main content area shows an email template for 'Ethics ETH1819-0062: Dr John Bartle : Decision'. The template includes a date (11/06/2019), recipient (Dr John Bartle), and a message from Han Dorussen regarding the approval of a research proposal titled 'Test 2'. At the bottom of the template, there are two buttons: 'Review notification' and 'Save for later', with a large arrow pointing to the 'Save for later' button.

# 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

University of Essex

Impersonating Simon Weidenholzer Finish

ERAMS

Quick search Search Browse Recent Add TESTING Tasks 5 Simon Weidenholzer Help

University of Essex

Home

- Start new ethics application
- Applications requiring attention

Ethics applications by committee

- Social Sciences ESC

Noticeboard

Welcome to the ERAMS test system  
SUPPORT, 22 Mar 2019

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Reporting

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- Test Date
- Ethics application ETH1819...
- Ethics application ETH1819...
- ASasa

More

# NEED HELP?

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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](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)**