ABOUT THIS GUIDE

This guide describes the process of managing an application for Ethics Review as a Supervisor.

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

Supervisors 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 Supervisor automatically has permission to view the application and associated files.
REVIEW AN APPLICATION

The Supervisor selects ‘Review Application’ on the right of the Application
COMMENTING ON AN APPLICATION

The Supervisor 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 Supervisor 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 Supervisor is prompted by email and task to review the resubmitted application.
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 Supervisor selects ‘Progress application’ to move the application to the next approval stage.
A recommended route to forward to the Ethics Officer will be presented to the Supervisor, dependant on their department.

Other options will also be possible including sending to a committee, another person or the REO.
When progressing the application you will be asked to confirm that you approve the quality of both the research proposal and the application.

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.
NEED HELP?

You should now be able to:

• Login to the System
• Review an application
• Request more information or changes
• Progress the application

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