



University of Essex

ERAMS SUPERVISORS GUIDE

Ethics Review and Management System
Supervisor Guide
Version 1.0 - June 2019

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

REVIEWING AN 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.

University of Essex

Impersonating Simon Weidenholzer Finish

ERAMS

Quick search Search Browse Recent Add TESTING Tasks 5 denholzer Help

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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

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.

Reporting

Guidance

My record

My ethics applications

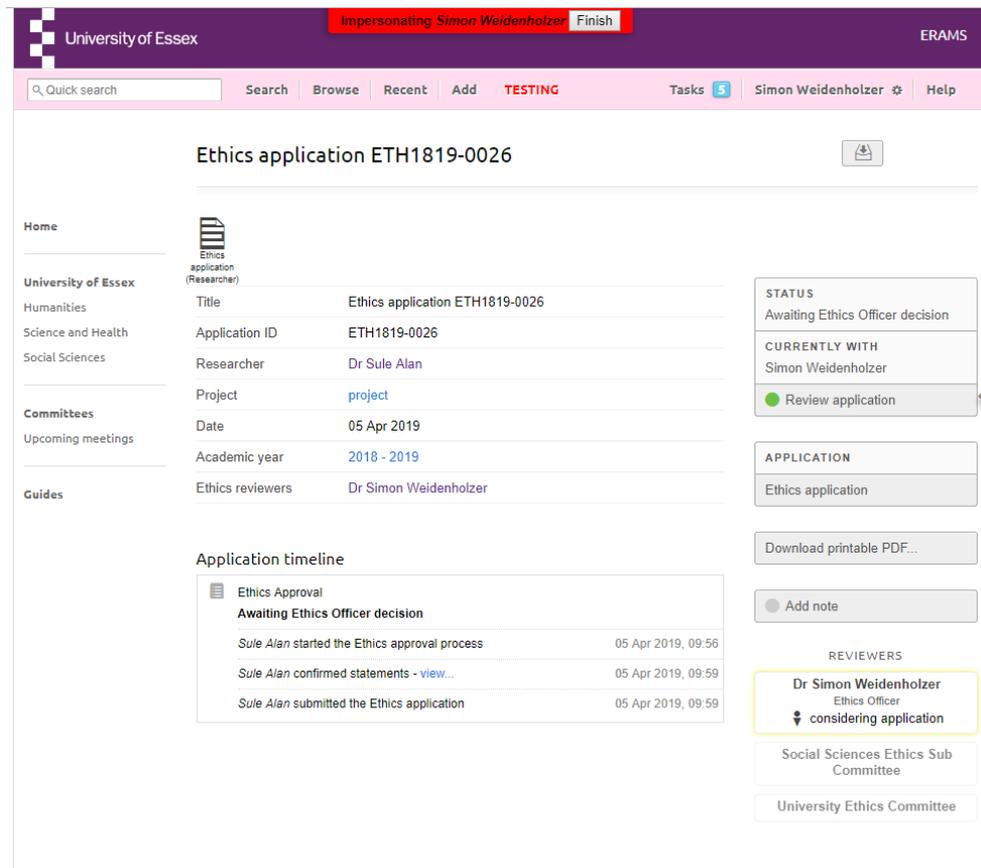
Recent additions

- FINAL CHANGES 3
- Test Date
- Ethics application ETH1819...
- Ethics application ETH1819...
- ASasa

More

REVIEW AN APPLICATION

The Supervisor 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 main content area with application details, and a right-hand sidebar with action buttons.

Navigation Menu:

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

Main Content Area:

Ethics application (Researcher)

Title	Ethics application ETH1819-0026
Application ID	ETH1819-0026
Researcher	Dr Sule Alan
Project	project
Date	05 Apr 2019
Academic year	2018 - 2019
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:

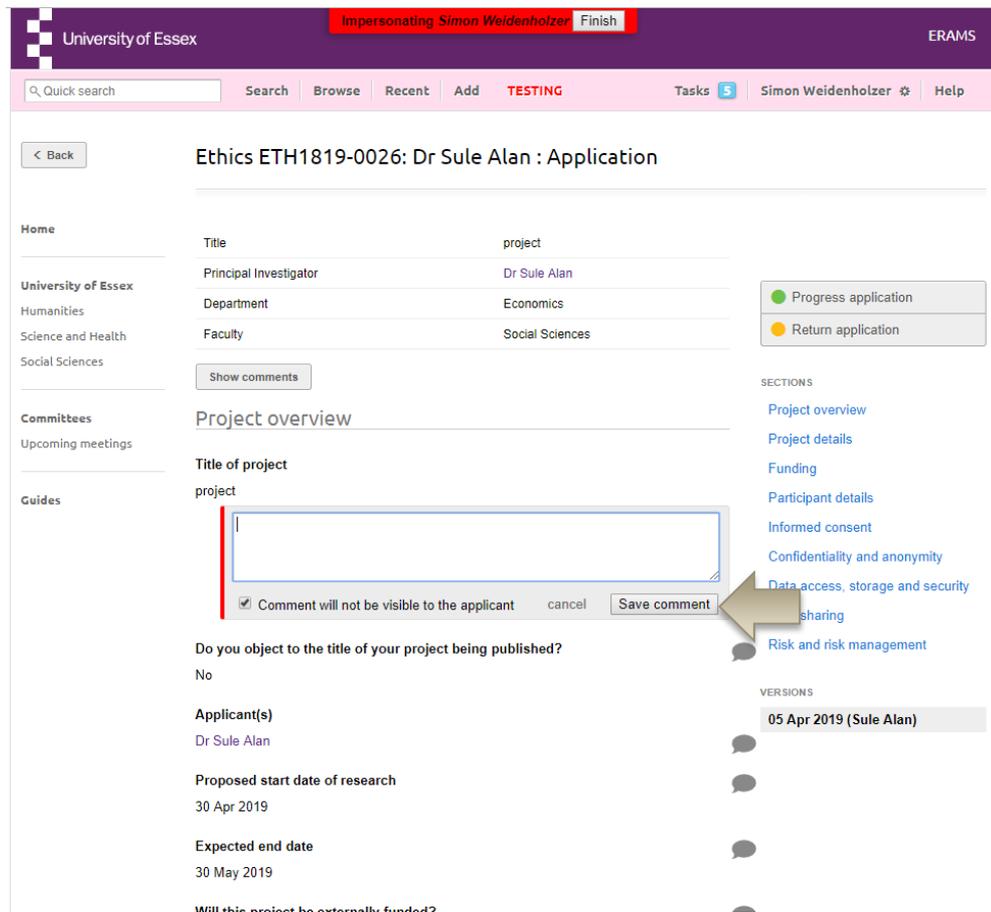
- STATUS:** Awaiting Ethics Officer decision
- CURRENTLY WITH:** Simon Weidenholzer
 - Review application
- APPLICATION:** Ethics application
- Download printable PDF...
- Add note
- REVIEWERS:**
 - Dr Simon Weidenholzer** (Ethics Officer) - **considering application**
 - Social Sciences Ethics Sub Committee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

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.



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Ethics ETH1819-0026: Dr Sule Alan : Application

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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 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.

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, the user 'Impersonating Simon Weidenholzer', and the 'Finish' button. The navigation bar contains a search bar, 'Search', 'Browse', 'Recent', 'Add', 'TESTING', 'Tasks 5', 'Simon Weidenholzer', and 'Help'. The main content area shows the application details: Title (project), Principal Investigator (Dr Sule Alan), Department (Economics), and Faculty (Social Sciences). A 'Show comments' button is visible. On the right side, 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. The page header is identical to the top screenshot. The main content area shows 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 left sidebar contains navigation links for 'Home', 'University of Essex', 'Humanities', 'Science and Health', 'Social Sciences', 'Committees', and 'Upcoming meetings'.

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.

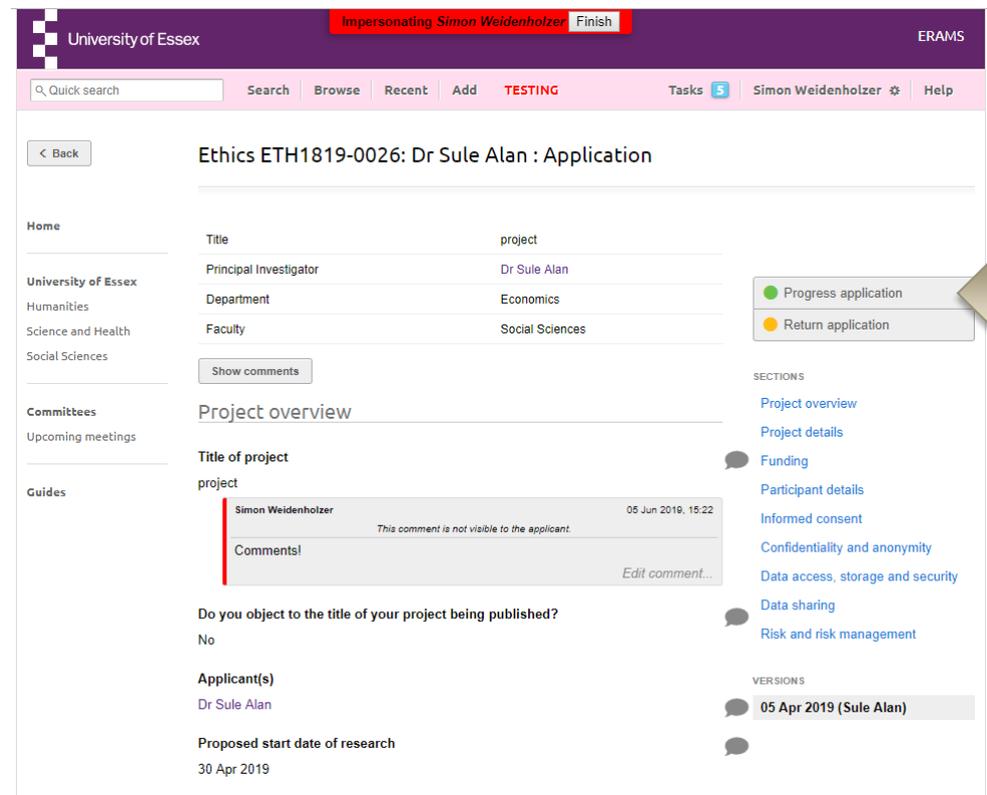
The screenshot displays a web interface for a project overview. At the top, there are tabs for 'Faculty' and 'Social Sciences'. Below these are buttons for 'Showing comments', 'Changes from: 04 Apr 2019', and 'Filter questions'. A message box states 'No comments to display'. The main section is titled '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 sidebar on the left contains links for 'Science and Health', 'Social Sciences', 'Committees', 'Upcoming meetings', and 'Guides'.

PROGRESSING AN APPLICATION

The Supervisor 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 the ERAMS logo. 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, there is a sidebar with navigation links: Home, University of Essex (Humanities, Science and Health, Social Sciences), Committees (Upcoming meetings), and Guides. The main content area shows a table of application details: 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 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 is asked: '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 side, there are two buttons: 'Progress application' (highlighted with a grey arrow) and 'Return application'. Below these are 'SECTIONS' (Project overview, Project details, Funding, Participant details, Informed consent, Confidentiality and anonymity, Data access, storage and security, Data sharing, Risk and risk management) and 'VERSIONS' (05 Apr 2019 (Sule Alan)).

PROGRESSING AN APPLICATION

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.

The screenshot displays the ERAMS interface for the University of Essex. The top navigation bar includes the university logo, the user name 'Impersonating Katy Wheeler', and a 'Finish' button. Below this is a search bar and navigation links for 'Search', 'Browse', 'Recent', 'Add', and 'TESTING'. The main content area is titled 'Progress application: Ethics application ETH1819-0108' and features a 'Back' button. A sidebar on the left contains navigation links for 'Home', 'University of Essex' (with sub-links for Humanities, Science and Health, and Social Sciences), 'Committees' (with 'Upcoming meetings'), and 'Guides'. The main content area lists several options for forwarding the application: 'Forward' (with a sub-option for 'Dr Sandya Hewamanne', Ethics Officer, recommended route, highlighted by a grey arrow), 'Social Sciences Ethics Sub Committee' (Faculty Ethics Committee), 'University Ethics Committee', and 'Research and Enterprise Office' (REO Research Governance Team). Below these are two informational sections: 'Forward to someone who's not listed here' and 'Forward to committee outside recommended route'. At the bottom, there is a section for 'Not ready for approval' with a 'Return application' option.

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Impersonating Katy Wheeler Finish

ERAMS

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Progress application: Ethics application ETH1819-0108

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Forward

▶ Dr Sandya Hewamanne
Ethics Officer (recommended route)

▶ Social Sciences Ethics Sub Committee
Faculty Ethics Committee

▶ 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.

Not ready for approval

◀ 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 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 included.

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Impersonating Katy Wheeler Finish

ERAMS

Quick search Search Browse Recent Add TESTING Tasks 1 Katy Wheeler Help

< Cancel

Progress application: Ethics ETH1819-0108: Miss Kayleigh Mackay

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Sending to

Dr Sandya Hewamanne

I have read and approved the quality of both the research proposal and this application.

Confirm: Send to reviewer 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.)

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