(eRA electronic System Administration Ethics Mana	nagement – Exporting the outcome letter after review	
whi anc EBI	Log in to eRA with your UCT credentials using the following link: http://eraonline.uct.ac.za Click Login which can be found at the top right of the screen. You may be prompted to access the system once you've received an email notification of the outcome. e: This adjusted version is valid as per Feb 20 ch has improvements made to the visuals. The any updated version of these guidelines are E website at: ps://ebe.uct.ac.za/research/ethics-research	The original Results	
2	Once logged in, ensure that you are signed in with your <i>Researcher role</i> .	Researcher: Abrahams, Melissa View Profile Switch Role Switch Role Research Portal My Settings Logout	
3	On your dashboard, under <i>Things to</i> <i>do</i> , view your pre-screening questionnaire under the heading <i>Pre-Screening Questionnaire(s)</i> <i>completed</i> , and click on the applicable form. To retrieve/export the outcome letter, click on <i>View All</i> .		ew All
4	You can also find the Pre-Screening Questionnaire using the left navigation.	Ethics Management 1 Pre Screening 2 Questionnaires 2 Ethics Applications	
5	Find the application you would like to export the outcome letter for. Select it by ticking the box next to the title of the <i>Pre-</i> <i>Screening Questionnaire (PSQ</i>) form.	This is a test Primary Investigator: Abrahams, Melissa Created by: Melissa Abrahams Created on: 20/05/2022 Last updated on: 13/07/2022 Edit/Open	Application It required
6	Then, click the <i>Report</i> button. Leave the report criteria as is, click on <i>PreScreeningQuestionnaire,</i> then <i>Create</i> <i>Report.</i>	Filter Export Image: Cancel Filter Export Deduplicate Report items Report format @ Selected items only @ PDF @ PDF PreScreeningQuestionnare Cancel Create report	sort
7	The outcome letter will download as a PDF . Please check your Downloads folder to access the letter.		
8	This is a sample of what the outcome letter will look like.	EXPENSION OF CAPE TOWN PRE-SCREENING QUESTIONNAIRE OUTCOME LETTER 2022/07/13 Dear Your Ethics pre-screening questionnaire (PSQ) has been evaluated by your departmental ethics representative. Based on the information supplied in your PSQ, it has been dealered on make a full ethics application for the tesaench project in question. Your Ethics pre-screening questionnaire (PSQ) has been evaluated by your departmental ethics representative. Based on to need to make a full ethics application for the tesaench project in question. Your may proceed with your research project titled: This is a test Please note that should aspect(s) of your current project change, you should submit a new pipication and review process. Regards. Regards. Regards. Faculty Research Ethics Committee	

Instructions on the Pre-Awards Internal Approvals Process can also be seen in <u>this video</u>. More information on eRA is available via the <u>Research Support Hub</u>. For other system modules see our <u>How to guides</u>, <u>one pagers and videos</u>. If you require assistance or additional support, please log a call via <u>ServiceNow</u>.

