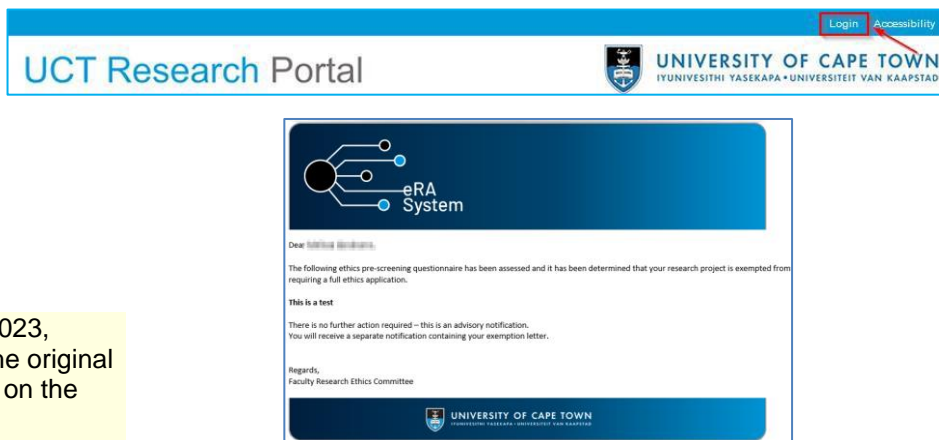


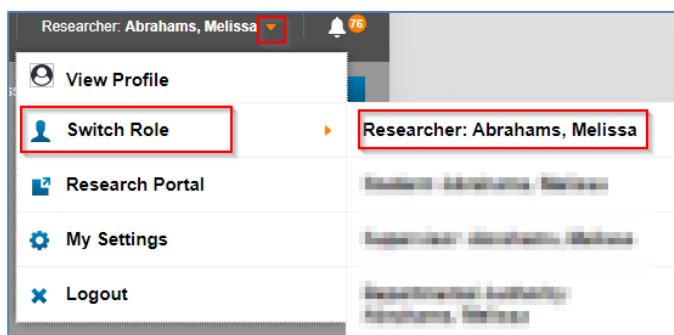
1 Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.

You may be prompted to access the system once you've received an email notification of the outcome.

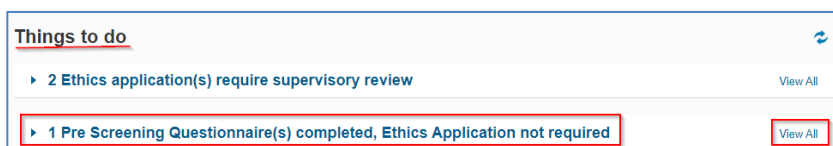
Note: This adjusted version is valid as per Feb 2023, which has improvements made to the visuals. The original and any updated version of these guidelines are on the EBE website at: <https://ebe.uct.ac.za/research/ethics-research>



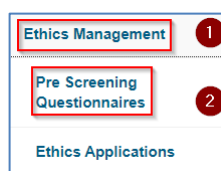
2 Once logged in, ensure that you are signed in with your **Researcher** role.



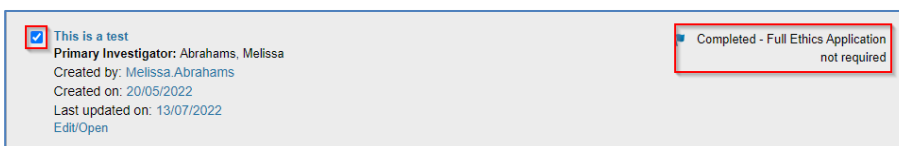
3 On your dashboard, under **Things to do**, view your pre-screening questionnaire under the heading **Pre-Screening Questionnaire(s) completed**, and click on the applicable form. To retrieve/export the outcome letter, click on **View All**.



4 You can also find the **Pre-Screening Questionnaire** using the **left navigation**.

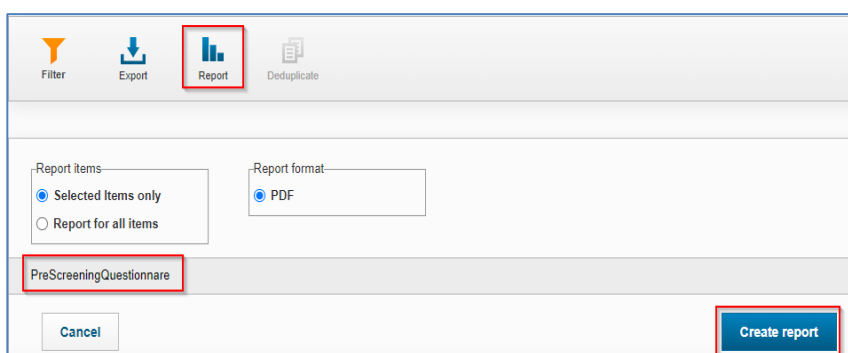


5 Find the application you would like to export the outcome letter for. Select it by ticking the box next to the title of the **Pre-Screening Questionnaire (PSQ)** form.

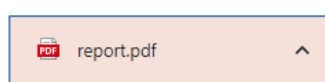


6 Then, click the **Report** button.

Leave the report criteria as is, click on **PreScreeningQuestionnaire**, then **Create Report**.



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.

