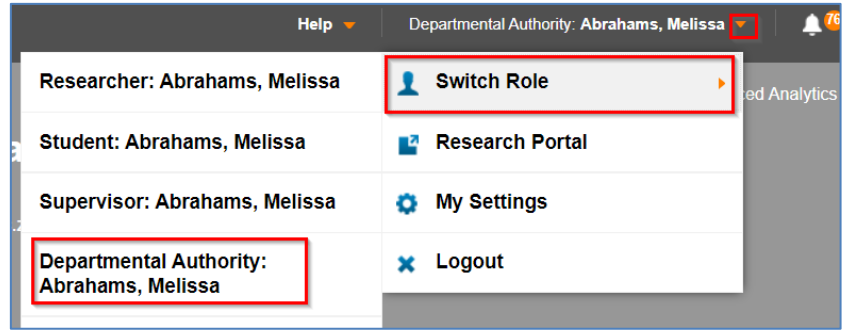


**1** Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>  
Click **Login** which can be found at the top right of the screen.



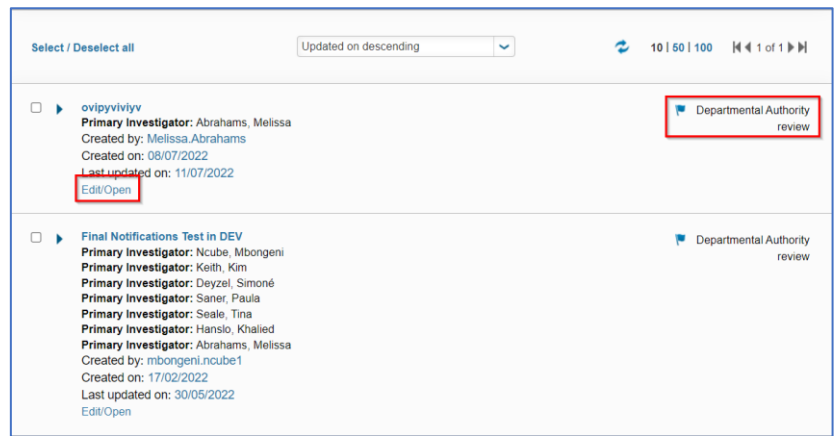
**2** Once logged in, use the **orange drop down arrow** to switch from the default **Researcher** role to **Departmental Authority** role.



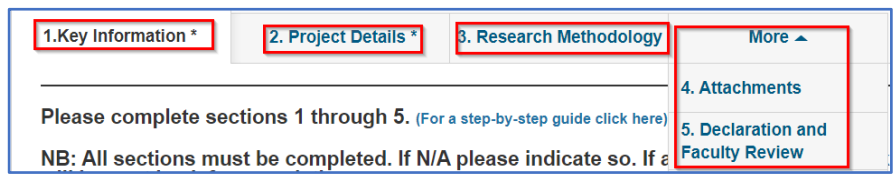
**3** On your dashboard, under **Things to do**, view your applications to review under the heading **Ethics applications(s) require review**. For a list view, click on **View All**.



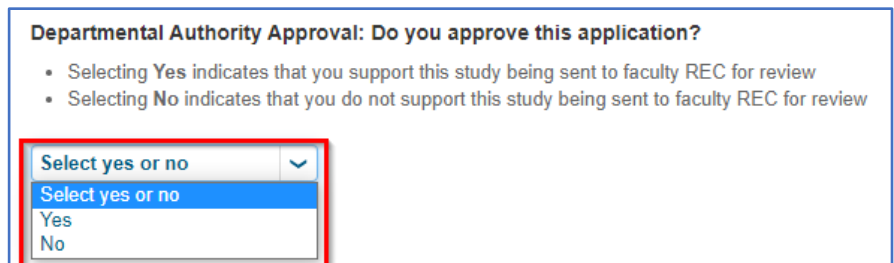
**4** Find the application you would like to review from the list. To open the application, click **Edit/Open**.



**5** Navigate through the respective tabs (1-5).  
If you are ready to indicate your support of the application or otherwise, on the Declaration and Faculty Review tab, scroll to the **Departmental Authority Review** section.



Using the dropdown, select the applicable option.



**6** Then, click **Save & close**.



**7** A popup box will appear.  
The following options are available to you:  
Return the application to the applicant by selecting the **Return for clarification** stage if further clarity is required.  
If there is anything you wish to clarify with the Supervisor, you can move the form back to the **Supervisor Review** stage.  
Should you wish to come back to the application later to reflect your decision, the application can remain on the **Departmental Authority review** stage.  
Ideally, if the review of the application is successful and you've inserted your support of the application, you can then move the form to the **Committee Admin post EXCO review** stage. Then, click **Done**.

