



University of Essex

ERAMS APPLICANT GUIDE

Ethics Review and Management System
Applicant Guide
Version 1.3 - September 2022

ABOUT THIS GUIDE

This guide describes the process of submitting and managing an application for Ethics Review

By the end of the guide you should be able to:

- **Login** to the System
- **Complete** your application
- **Respond** to requests for more information
- **Request** an amendment
- **Report** and adverse event

BEFORE YOU START

If this is your first application for ethical approval submitted at the University of Essex, completion of the Moodle course [Research Involving Human Participants](#) is recommended before commencing an application.

The course provides an overview of the responsibilities researchers have when conducting research involving human participants and outlines common ethical considerations. Further guidance and templates can be found on the [REO Governance](#) webpages.

STARTING AN APPLICATION

Login via:

<https://erams.essex.ac.uk>

Select to start an application via the option on the homepage

Choose

- a new Essex application
- register an external approval involving a body like the NHS

After reading the introductory notes, confirm that you want to *'Start ethics application.'*


The screenshot shows the ERAMS (Ethics Research and Approval Management System) interface for the University of Essex. The user is logged in as 'Phineas Wenlock' and is on the 'Start a new ethics application' page. The page has a purple header with the University of Essex logo and the user's name. Below the header is a navigation bar with a search box and buttons for 'Search', 'Browse', 'Recent', 'Add', and 'TESTING'. The main content area is titled 'Start a new ethics application' and contains two options, each with a green circular icon:

- University of Essex**: I wish to create an ethics application for a project with the University of Essex. Please note that some projects may require a favourable ethical opinion from an external review body, e.g. NHS Research Ethics Committee, Social Care Research Ethics Committee, Ministry of Defence Research Ethics Committee, HMPPS, or another research ethics committee if, for example, the research is based outside the UK. Please seek advice from the REO Research Governance Team (reo-governance@essex.ac.uk) if you are unsure or if you have any queries.
- Register a favourable opinion from an external review**: I have received a favourable ethical opinion from an ethics review body external to the University of Essex (e.g. another university's ethics committee, an NHS Ethics Committee, the MODREC) and I wish to register the external approval with the University of Essex. I am listed on the application for ethical approval, and / or named in the confirmation of ethical approval or favourable ethical opinion letter. Please seek advice from the REO Research Governance Team (reo-governance@essex.ac.uk) if you have any queries.

The left sidebar contains navigation links for 'Home', 'University of Essex' (with sub-links for Humanities, Science and Health, and Social Sciences), 'Committees' (with a link for Upcoming meetings), and 'Guides'.

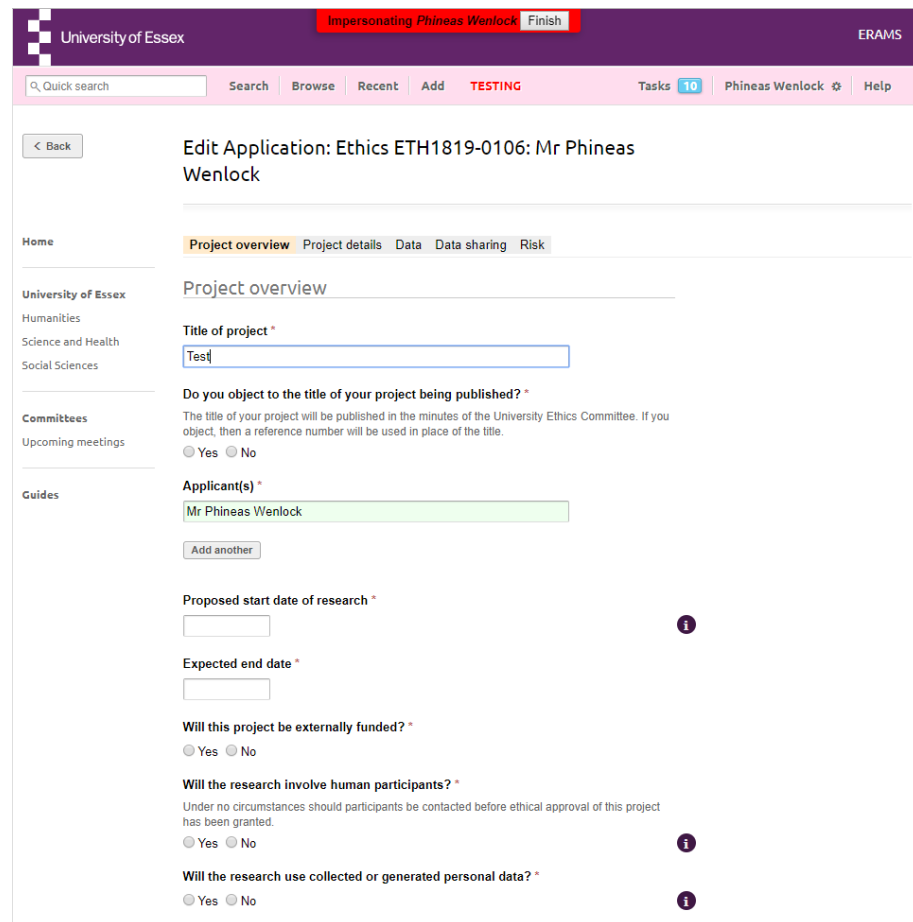
NAVIGATING THE APPLICATION FORM

The application is split into tabs. Mandatory questions are highlighted with a red asterisk *.

Guidance notes display to the side of relevant questions. Click the guidance note icon to read the guidance. 

Additional question or tabs may appear based on the answers provided to earlier questions.

Supporting documentation can be uploaded within the form wherever there is the option to 'Drag files here or choose file.' Multiple files can be uploaded in this file upload areas. There is no limitation on the file format.



The screenshot shows the ERAMS application form for the University of Essex. The page title is "Edit Application: Ethics ETH1819-0106: Mr Phineas Wenlock". The form is divided into several sections, each with a tab: "Project overview" (selected), "Project details", "Data", "Data sharing", and "Risk". The "Project overview" section contains the following questions and fields:

- Title of project ***: A text input field containing "Test".
- Do you object to the title of your project being published? ***: Radio buttons for "Yes" and "No".
- Applicant(s) ***: A text input field containing "Mr Phineas Wenlock". Below it is an "Add another" button.
- Proposed start date of research ***: A date input field with an information icon.
- Expected end date ***: A date input field.
- Will this project be externally funded? ***: Radio buttons for "Yes" and "No".
- Will the research involve human participants? ***: Radio buttons for "Yes" and "No". Below it is a small text box: "Under no circumstances should participants be contacted before ethical approval of this project has been granted." and an information icon.
- Will the research use collected or generated personal data? ***: Radio buttons for "Yes" and "No". Below it is an information icon.

The left sidebar contains navigation links: "Home", "University of Essex" (with sub-links for Humanities, Science and Health, and Social Sciences), "Committees" (with a link for Upcoming meetings), and "Guides". The top navigation bar includes "University of Essex", "ERAMS", a search bar, and buttons for "Search", "Browse", "Recent", "Add", "TESTING", "Tasks 10", "Phineas Wenlock", and "Help".

SAVING AND RETURNING TO DRAFTS

You can Save and continue at the bottom of each tab.

Draft applications can be saved for later using the 'Save for later' option at the bottom of any tab.

You can return to the application via 'My ethics' in the right of their homepage or the "My pending ethics applications" list

The screenshot displays the Haplo ethics application system interface. At the top, a question asks "Will any of the research take place outside the UK?" with radio buttons for "Yes" and "No". Below this are two buttons: "Save and continue" and "Save for later", with an arrow pointing to the latter. A navigation bar includes tabs for "Project overview", "Project details", "Data", "Data sharing", and "Risk".

The main interface features a purple header with the University of Essex logo and the text "Impersonating Phineas Wenlock Finish". Below the header is a navigation bar with a search box, "Search", "Browse", "Recent", "Add", "TESTING", "Tasks 2", "Phineas Wenlock", and "Help".

The main content area is titled "University of Essex" and includes a sidebar with links for "Home", "University of Essex", "Humanities", "Science and Health", "Social Sciences", "Committees", "Upcoming meetings", and "Guides". The main content area has three sections: "Start new ethics application" (green dot), "Applications requiring attention" (yellow dot), and "My pending ethics applications" (grey dot). An arrow points to the "My pending ethics applications" section, which lists three applications: "Ethics application ETH1819-0099", "Ethics application ETH1819-0098", and "Ethics application ETH1819-0083".

On the right side, there are three red buttons: "Reporting", "Guidance", and "My record". An arrow points to the "My record" button, which has a sub-menu with "My ethics applications" and "Supervised applications".

SUBMITTING YOUR APPLICATION

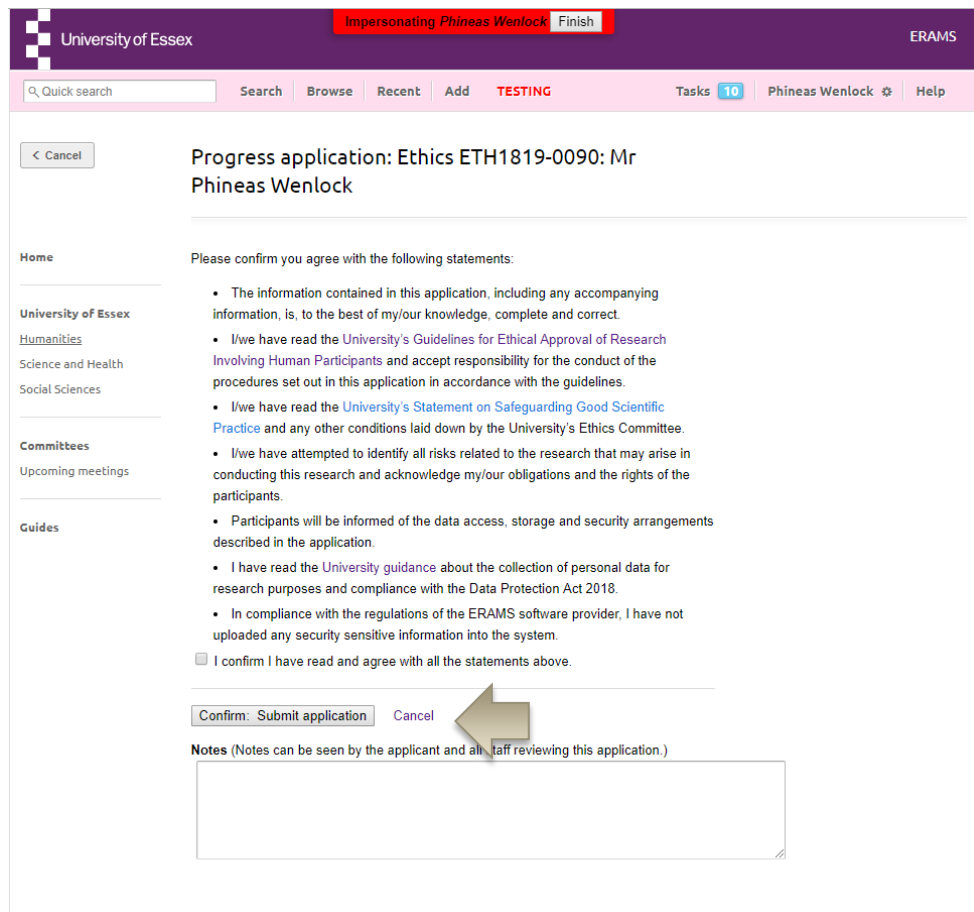
Once the application is complete you will be presented with confirmation statements.

If you agree click

Confirm: Submit Application

If you cancel, your application draft will be saved for later.

You have the option to add notes that can be seen by you and all staff reviewing the application



The screenshot shows the ERAMS (Ethics Research Approval Management System) interface for the University of Essex. The user is impersonating Phineas Wenlock. The page title is "Progress application: Ethics ETH1819-0090: Mr Phineas Wenlock".

The main content area contains the following text:

Please confirm you agree with the following statements:

- The information contained in this application, including any accompanying information, is, to the best of my/our knowledge, complete and correct.
- I/we have read the University's Guidelines for Ethical Approval of Research Involving Human Participants and accept responsibility for the conduct of the procedures set out in this application in accordance with the guidelines.
- I/we have read the University's Statement on Safeguarding Good Scientific Practice and any other conditions laid down by the University's Ethics Committee.
- I/we have attempted to identify all risks related to the research that may arise in conducting this research and acknowledge my/our obligations and the rights of the participants.
- Participants will be informed of the data access, storage and security arrangements described in the application.
- I have read the University guidance about the collection of personal data for research purposes and compliance with the Data Protection Act 2018.
- In compliance with the regulations of the ERAMS software provider, I have not uploaded any security sensitive information into the system.

I confirm I have read and agree with all the statements above.

At the bottom, there are two buttons: "Confirm: Submit application" and "Cancel". A grey arrow points to the "Cancel" button.

Below the buttons is a "Notes" section with a text area. The text above the area reads: "Notes (Notes can be seen by the applicant and all staff reviewing this application.)"

The left sidebar contains navigation links: Home, University of Essex, Humanities, Science and Health, Social Sciences, Committees, Upcoming meetings, and Guides.

AWAITING APPROVAL

Viewing the status of approval

Applicants can view the status of their application at all times. Choose the application from your “My pending ethics applications” on the home page or “My Ethics Applications” on the Right.

The status can be viewed via the STATUS panel in the top right of the application.

You can view who is currently reviewing the application (unless this is confidential, for instance individual committee members.)

Likely approval routing

The likely approval routing for the application shows on the bottom left of an application record. This is an indicative routing and the application may be shorter or can be routed outside of the normal expected routing.

The screenshot displays the ERAMS interface for an ethics application. The header shows the University of Essex logo, the user 'Impersonating Phineas Wenlock', and a 'Finish' button. The navigation bar includes a search box, 'Search', 'Browse', 'Recent', 'Add', 'TESTING', 'Tasks 10', 'Phineas Wenlock', and 'Help'. The main content area shows the application title 'Ethics application ETH1819-0083' with 'Edit' and 'Print' icons. A table lists application details: Title, Application ID (ETH1819-0083), Researcher (Mr Phineas Wenlock), Project (Test), Date (09 May 2019), Academic year (2018 - 2019), and Ethics reviewers (Research and Enterprise Office). An 'Application timeline' section shows three events: 'Ethics Approval - Awaiting REO Research Governance Team decision' (09 May 2019, 12:58), 'Phineas Wenlock confirmed statements - view...' (13 May 2019, 12:46), and 'Phineas Wenlock submitted the Ethics application' (13 May 2019, 12:46). On the right, a 'STATUS' panel indicates 'Awaiting REO Research Governance Team decision' and 'CURRENTLY WITH REO Research Governance Team'. Below this are buttons for 'Download printable PDF...', 'Add note', and a 'REVIEWERS' section highlighting 'Research and Enterprise Office' as 'considering application'. A left sidebar contains navigation links for Home, University of Essex, Humanities, Science and Health, Social Sciences, Committees, Upcoming meetings, and Guides.

| Field | Value |
|------------------|---------------------------------|
| Title | Ethics application ETH1819-0083 |
| Application ID | ETH1819-0083 |
| Researcher | Mr Phineas Wenlock |
| Project | Test |
| Date | 09 May 2019 |
| Academic year | 2018 - 2019 |
| Ethics reviewers | Research and Enterprise Office |

| Application timeline | | |
|--|--|--------------------|
| Ethics Approval | | |
| Awaiting REO Research Governance Team decision | | |
| Phineas Wenlock started the Ethics approval process | | 09 May 2019, 12:58 |
| Phineas Wenlock confirmed statements - view... | | 13 May 2019, 12:46 |
| Phineas Wenlock submitted the Ethics application | | 13 May 2019, 12:46 |

REQUESTS FOR MORE INFORMATION

Alerts to provide more information

Reviewers and approvers may return an application to you if they require changes or additional information. You will be alerted by a task in ERAMS and by email to the request.

Viewing comments

The reviewer or approver may have left comments in line against questions on the application form, or in a cover note which is included in the email to the applicant and visible in the timeline history at the bottom of the application record.

Editing the application form

You can edit the returned application form and resubmit.

Version control

Previous versions of the submitted form are kept and available on the right hand side of the ethics application.

Highlighting changes

After resubmitting an application, the reviewer or approver is automatically alerted and can view and compare the changes made to answers on the form.

THE OUTCOME OF YOUR APPLICATION

Once the application has been reviewed you will be informed of the outcome via email. The application and outcome will also be stored in ERAMS.

- An approval will include all details of the approval including any conditions or reporting requirements
- Unsuccessful applications will include details of the outcome and any next steps.

AMMENDMENTS AND ADVERSE EVENTS

Following approval of the original ethics application, you can submit an application to amend the approval or notify an adverse event

First select your original approval by selecting 'My ethics applications' from 'My Record' on the right hand side of the home screen. Then click the application number of the approved application on the following screen.

The screenshot displays the University of Essex ERAMS interface. The top navigation bar includes the University of Essex logo, a search bar, and navigation links: Search, Browse, Recent, Add, TESTING, Tasks (19), Phineas Wenlock, and Help. The main content area shows the 'University of Essex ERAMS' header and a sidebar with 'Home', 'University of Essex', 'Humanities', and 'Science and Health'. The main area contains 'Start new ethics application' (green dot) and 'Applications requiring attention' (yellow dot). On the right, there are red buttons for 'Reporting', 'Guidance', and 'My record'. The 'My record' button is highlighted with a grey arrow. Below the 'My record' button, there are links for 'My ethics applications' and 'Supervised applications'. A second screenshot is overlaid on the bottom, showing the 'Ethics applications: Miss Louise Vincent' page. This page has a '< Back' button and a 'Create new application' button. It features a table with the following data:

| Application | Project | Date submitted | Date of outcome | Status | Principle Investigator |
|--------------|------------------|----------------|-----------------|-------------|------------------------|
| ETH2021-0009 | | 04 Sep 2020 | | In progress | Mrs Emma Appleton |
| ETH2021-0008 | | 04 Sep 2020 | | In progress | Miss Louise Vincent |
| ETH2021-0007 | testing meetings | 04 Sep 2020 | | In progress | Miss Louise Vincent |
| ETH2021-0004 | testing meetings | 28 Aug 2020 | | In progress | Miss Louise Vincent |
| ETH2021-0024 | ings | 20 Nov 2020 | 21 Sep 2021 | Signed off | Miss Louise Vincent |

A grey arrow points to the application number 'ETH2021-0004' in the table.

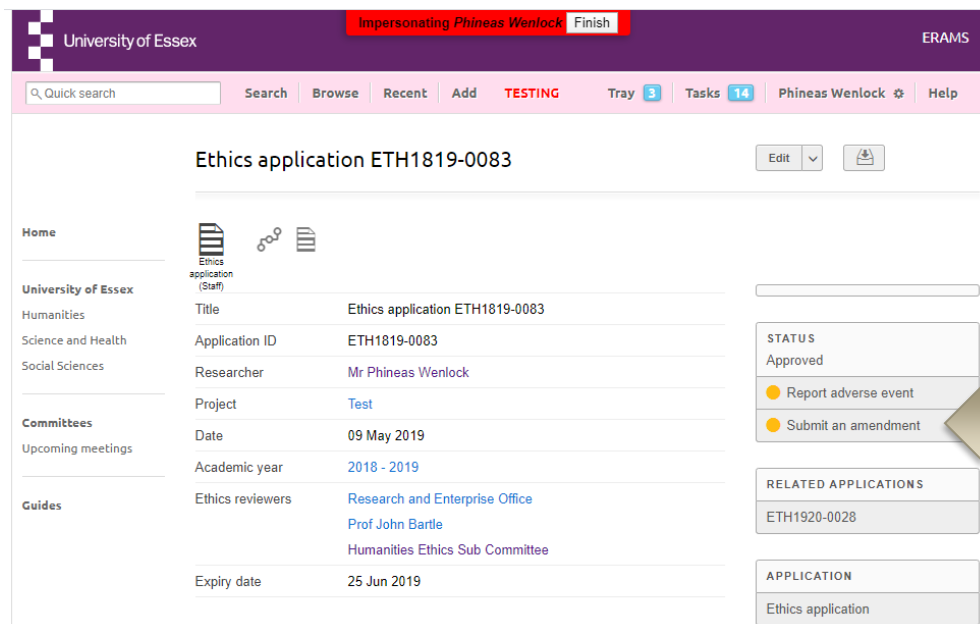
APPLYING FOR AN AMMENDMENT

The amendments form is available on the right of approved applications.

Upon submission the amendments approval form is routed to the appropriate reviewers and approvers

You can view the status of an amendment application on the right of the amendments record.

You will be informed by email of the outcome decision.



The screenshot displays the ERAMS interface for an ethics application. The header includes the University of Essex logo, a user impersonation bar for 'Phineas Wenlock', and navigation links. The main content area shows the application details for 'Ethics application ETH1819-0083'. A sidebar on the left provides navigation options. On the right, a 'STATUS' section shows the application is 'Approved' and includes a 'Submit an amendment' button, which is highlighted by a grey arrow. Below this, there are sections for 'RELATED APPLICATIONS' and 'APPLICATION'.

| Ethics application ETH1819-0083 | |
|---------------------------------|---|
| Title | Ethics application ETH1819-0083 |
| Application ID | ETH1819-0083 |
| Researcher | Mr Phineas Wenlock |
| Project | Test |
| Date | 09 May 2019 |
| Academic year | 2018 - 2019 |
| Ethics reviewers | Research and Enterprise Office Prof John Bartle Humanities Ethics Sub Committee |
| Expiry date | 25 Jun 2019 |

STATUS
Approved

- Report adverse event
- Submit an amendment

RELATED APPLICATIONS
ETH1920-0028

APPLICATION
Ethics application

REPORTING ADVERSE EVENTS

The researchers named on the ethics application form, can report adverse events related to the approved project. Do not use this option for amendments.

The adverse events reporting option is available on the right of the approved ethics application form.

The REO Governance Team will be notified of the adverse event report. This may result in the suspension or cancellation of previously approved ethical approval. You will be informed by email of the outcome.

University of Essex ERAMS

Impersonating Phineas Wenlock Finish

Quick search Search Browse Recent Add TESTING Tasks 2 Phineas Wenlock Help

Ethics application ETH1819-0083 Edit

Home

University of Essex

Humanities

Science and Health

Social Sciences

Committees

Upcoming meetings

Guides

Ethics application (Staff)

| | |
|------------------|---|
| Title | Ethics application ETH1819-0083 |
| Application ID | ETH1819-0083 |
| Researcher | Mr Phineas Wenlock |
| Project | Test |
| Date | 09 May 2019 |
| Academic year | 2018 - 2019 |
| Ethics reviewers | Research and Enterprise Office Dr John Bartle Humanities Ethics Sub Committee |
| Expiry date | 25 Jun 2019 |

Application timeline

- Ethics Approval
Phineas Wenlock started the Ethics approval process 09 May 2019, 12:58

STATUS
Approved

- Report adverse event
- Significant amendment to protocol

APPLICATION
Ethics application

NOTIFICATIONS
Decision

Download printable PDF...

NEED HELP?

You should now be able to:

- **Login** to the System
- **Complete** your application
- **Respond** to requests for more information
- **Request** an amendment
- **Report** and adverse event

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