

# RUAREC step-by-step

## How to produce an Annual Report

**Step 1:** Log onto the ERAS system using your Rhodes University log in details (<https://rhodes.forms.ethicalreviewmanager.com/>)

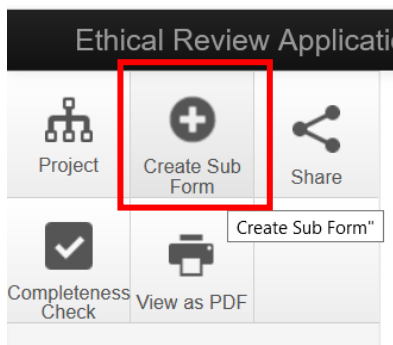
**Step 2:** Go to your Project list (list of projects that you have previously created, including those that have been approved). Click the project that you would to produce an Annual Report for.

Projects

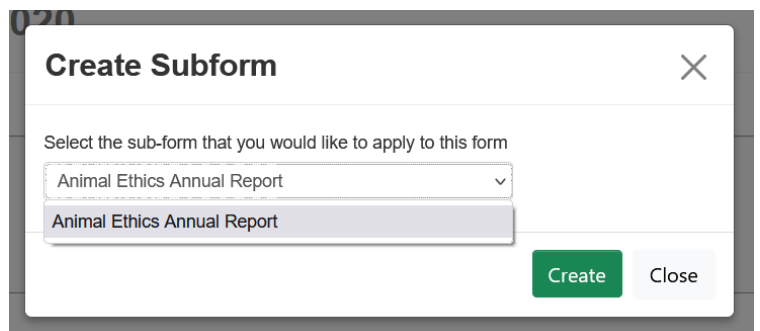
| Project Title       | Project ID | Owner              | Date Created     | Date Modified    | Transfer Status |
|---------------------|------------|--------------------|------------------|------------------|-----------------|
| > title test        | 5227       | Dr Shelley Edwards | 24/08/2021 16:32 | 24/08/2021 16:34 |                 |
| > NHREC walkthrough | 5169       | Dr Shelley Edwards | 19/07/2021 15:59 | 24/08/2021 10:24 |                 |

**Step 3:** If there is a banner at the top of the page that states “There is a newer update to the form”, please click **<Update>** to ensure that you are using the current version of the forms.

**Step 4:** Go to the tiles on the left-hand side. Click the “Create subform” tile.



**Step 5:** A pop-up window should appear. Choose the subform that you would like to create from the drop-down list (“Animal Ethics Annual Report”). Click **<Create>**.



You should now have the Annual Report subform in the project structure tree.

The screenshot shows the 'Ethical Review Application System' interface. At the top, there is a navigation bar with 'Work Area', 'Contacts', and 'Help'. Below this is a toolbar with icons for 'Project', 'Duplicate Form', 'Delete Form', 'Share', 'Transfer Form', 'Completeness Check', and 'View as PDF'. The main content area is titled 'test for Dec2021' and contains a 'Project Tree' section. The tree shows a hierarchy: 'test for Dec2021' (expanded) -> 'Animal Ethics' (expanded) -> 'Animal Ethics Annual Report'. A red arrow points to the 'Animal Ethics Annual Report' node.

**Step 6:** Click the “Section 1 – Project Details” option, and fill out the Annual Report.

The screenshot shows the 'Animal Ethics Annual Report' form. At the top, there is a navigation bar with 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Centre', and 'History'. Below this is a header section with the title 'Animal Ethics Annual Report' and a checkbox for 'Show Inactive Sections'. The main content area is titled 'Section' and contains a list of sections: 'Annual Report - Animal Ethics', 'Section 1 - Project Details', 'Section 2 - Report on project activities', 'Section 3 - Animal Subjects', 'Section 4 - Final monitoring', and 'Section 5 - Signatures'. The 'Section 1 - Project Details' option is highlighted with a red box.

**Step 7:** After filling out the form, be sure to sign the form (this is the submission step).

*END OF STEPS*