making IT happen

## Ethical Review Manager – Correspondence Feature

Contents

1 Creating Correspondence

The ERM system features a mechanism called 'Correspondence' that allows messages to be exchanged between the Submission side of the system (applicants) and the Reviewer side of the system (reviewers).

> **Note:** Correspondence can only be used to send messages **from one** applicant or **one** reviewer but will be **visible to ALL** applicants and **ALL** reviewers of an application.

a. To create correspondence you must first locate the appropriate application from your Work Area.

b. Click on the application to open it.

c. Once inside, click on the '**Correspondence'** action button on the left hand side of the screen.

Correspond
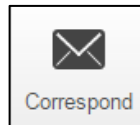
d. A pop-up window will appear and indicate at the top where your message will be sent. Please ensure you make the message as clear and meaningful as possible. You may also include any relevant attachments if you wish (such as track changed documents). When you're happy with your message, click the green '**Send'** button in the bottom right hand corner of the screen.
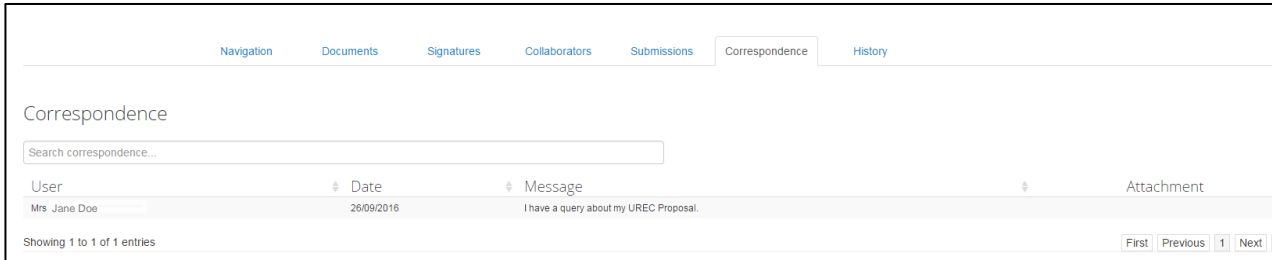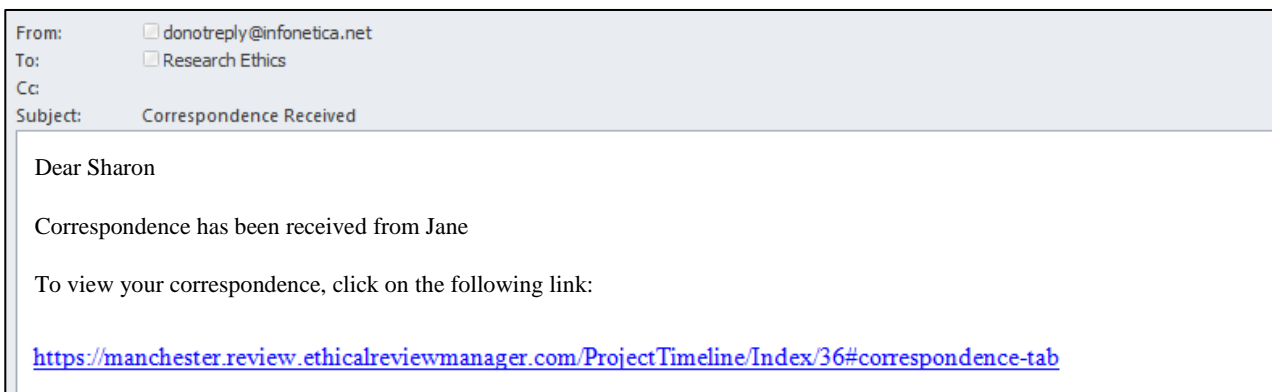
e. A note will then appear at the bottom of the Timeline to indicate that your message has been sent.

Note: Correspondence messages are visible to **all** applicants and **all** reviewers of a specific proposal.

2 Viewing Correspondence

a. You will be notified via email when new correspondence has been sent to you regarding a project in ERM.

b. Click on the URL to access the correspondence directly in the ERM system.

c. Alternatively, log into the ERM system and navigate to the Notifications tile (at the top of the screen) in your Work Area.

d. All new correspondence will be highlighted for your attention. Click on the **Reference Number** of the piece of correspondence that you wish to view.

e. You will be taken to the Timeline of the project and the correspondence message will be highlighted for your attention. Click on the message to open it.

f. A pop-up window will appear and feature the correspondence message as well as any attachments that have been sent to you. You can download any attachments to the preferred location of your computer.

3 Replying to Correspondence

a. If you wish to reply to a piece of correspondence in ERM, you must first locate the message that you wish to reply to. For how to retrieve pieces of correspondence, please refer to **Section 2** on **Page 2** of this guide.
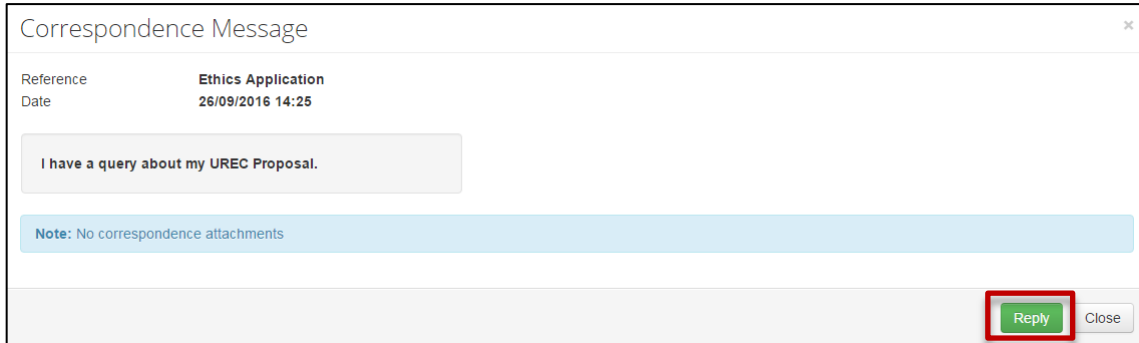
b. Once you have opened the correct message, click on the green '**Reply'** button on the bottom right hand corner of the pop-up window.

c. A new pop-up window will now appear and will indicate at the top of the screen who the message will be sent to. Type the message you wish to send, being sure to be as clear and detailed as possible. You may also wish to attach any relevant supporting documents.
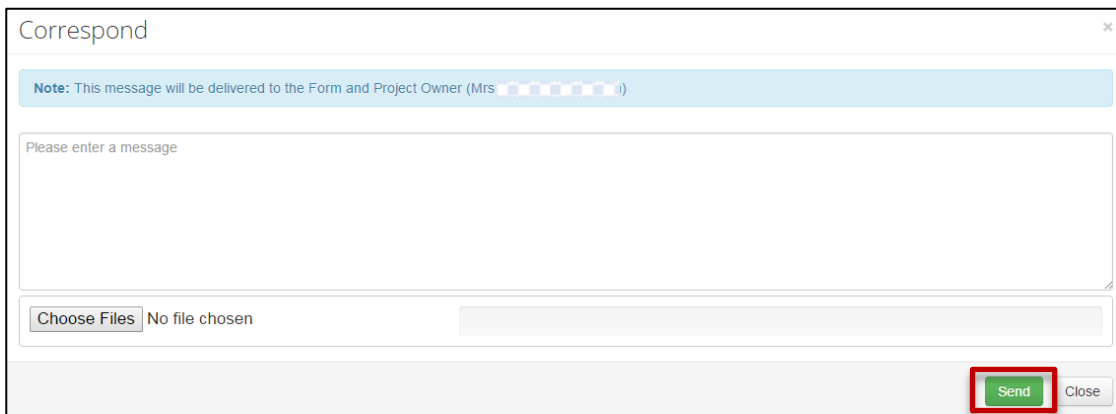
d. Once you're happy with your message, click the green '**Send'** button in the bottom right hand corner of the screen. Your message will now be sent via ERM and a relevant email notification will be sent to the recipients.

Ethics Research Management ✉ For any queries relating to ERM or the ethics procedure please contact: **Research.ethics@manchester.ac.uk**

*Please note that Research Ethics will only accept queries from supervisors and members of staff. Students should contact their supervisors directly with any queries