

Post Authorisation Notification (PAN) – RGO

Processing of any documents for a research project by the Research Governance Officer (RGO) cannot commence until initiated by the Investigator/Coordinator in the Ethics Review Manager (ERM) via a Post Authorisation Notification (PAN). The link to ERM is <https://au.forms.ethicalreviewmanager.com/>.

For ERM technical support, please contact the ERM Helpdesk by emailing ERMhelpdesksupport@health.qld.gov.au.

- Please create a separate sub-form **Post Authorisation Notification (PAN)** for each notification.
 - If you wish to submit an amendment and an annual report, please complete two separate PAN forms.
 - Please include a form reference number (see below screenshot) when asked for the purpose of the submission (eg. PAN Protocol v2 or PAN02 Progress report 2025).

Please indicate the purpose of this form submission. (e.g.: Date range, keyword)

The description will be displayed next to the **Form Reference** in the Project tree. (Max 30 chars)

PAN22 Progress Report 2025

Documents to be uploaded:

- Cover letter* addressed to the RGO listing documents for review (**mandatory** for every PAN).
- Progress or Final Reports: Progress or Final report submitted to the approving HREC and the HREC acknowledgement email/letter.
- HREC approved Amendments: HREC approval letter or email, relevant amended study documents as listed on the approval letter # (tracked and clean copies if applicable).
- Contract Amendments: Partially executed contract/agreement
- Other: Insurance Certificates, GCP certificates, PHA extension, CTN etc

* A detailed cover letter addressed to the RGO listing all the documents, with version numbers and dates where applicable and any relevant information regarding the nature of your PAN submission. Please email RGO_CHHHS@health.qld.gov.au for a template.

For multi-site studies:

- Clean and tracked copies of the Master study documents are required.
- Site-specific study documents are required and should include local contact information. Please email RGO_CHHHS@health.qld.gov.au for further advice.

Please note: Both clean and tracked change versions of each document are required for study amendments.

As of the 1st March 2026, hard (paper) copies of PAN submissions are no longer required. Please email RGO_CHHHS@health.qld.gov.au once the PAN has been submitted.



COMPASSION



ACCOUNTABILITY



RESPECT



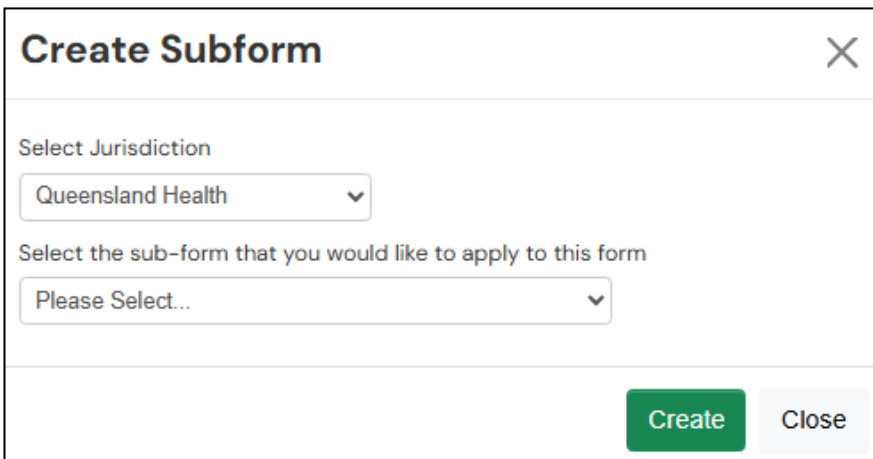
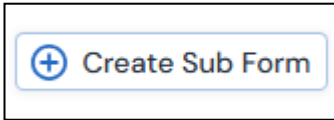
INTEGRITY



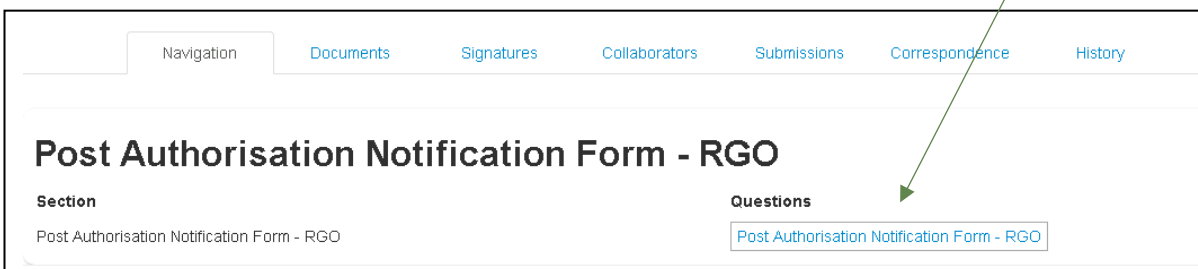
Queensland
Government

How to create a sub-form in ERM

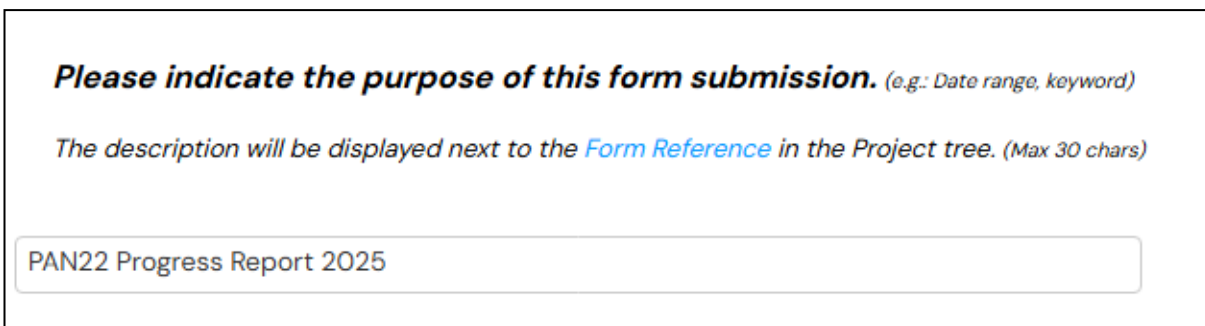
Once you have logged in to ERM and clicked on the relevant SSA for the project, click on the Create Sub-Form button, and select Queensland Health as the Jurisdiction and then select 'Post Authorisation Notification Form – RGO' as the sub-form type.

A dialog box titled "Create Subform" with a close button (X) in the top right corner. It contains two dropdown menus. The first is labeled "Select Jurisdiction" and has "Queensland Health" selected. The second is labeled "Select the sub-form that you would like to apply to this form" and has "Please Select..." selected. At the bottom right, there are two buttons: a green "Create" button and a grey "Close" button.

Scroll down to the bottom of the screen and click on the blue hyperlink '[Post Authorisation Notification Form – RGO](#)'.



Please include a **form reference number** when asked for the purpose of the submission (eg. PAN01 Protocol v2 or PAN02 Progress report 2025).

A form with a white background and a thin black border. It contains two lines of italicized text: "Please indicate the purpose of this form submission. (e.g.: Date range, keyword)" and "The description will be displayed next to the Form Reference in the Project tree. (Max 30 chars)". Below the text is a text input field containing the text "PAN22 Progress Report 2025".

Only select one option - Do not submit multiple notifications on one sub-form. Please create a separate sub-form for each notification. Eg. if you wish to submit an amendment and an annual report, please complete **two** separate sub-forms.

Please tick what types of documents you are sending to research governance

- Progress Report
- Final Report
- HREC approved Amendment
- Contract Amendment
- Other

Once the form has been completed and all the relevant documents have been uploaded, the sub-form needs to be submitted by clicking on the **Submit** button located at the top of the page.



Please note: Both clean and tracked change versions of each document is required for study amendments.

Please do not hesitate to contact our office if you require any additional information to assist you submit your correspondence.

Telephone: 07 4226 5512

Email: RGO_CHHHS@health.qld.gov.au