Far North Queensland HREC (EC00157)

Quick Guide - Creating a Sub-Form

Below is a guide for submitting amendments, progress / final reports, study updates, change of investigators, requesting an extension of your HREC approval etc.

A Post Approval Amendment/Reporting Form must be submitted via Ethics Review Manager (ERM).

To create a Post Approval Amendment/Report Form:

1. Log in to ERM and click on the relevant project.
2. Once the project has loaded, click the HREA in the Project tree so it is highlighted grey. A "Create sub form" button will appear located in the Action pane on the left-hand side of the screen. Select Queensland Health as the Jurisdiction and select the appropriate form (E.g. HREC Amendments, Project Progress Report, Project Final Report etc).
3. Complete the questions in the ERM form, upload the required documents as listed below, sign the form and click the submit button.

Once the form has been submitted in ERM, please provide an electronic copy via email to the HREC Coordinator FNQ_HREC@health.qld.gov.au

Here is a video guide on how to create a sub form:

https://www.health.qld.gov.au/hiiro/html/regu/regu_home/erm-ethics-review-manager/erm-quick-guides

Guidance with screenshot examples:

Log in to the project. To initiate a sub form, the HREA bubble should be highlighted grey under the Project tab. You can do this by clicking your mouse on it once. Then, on the left-hand side, a create sub form tile should appear.
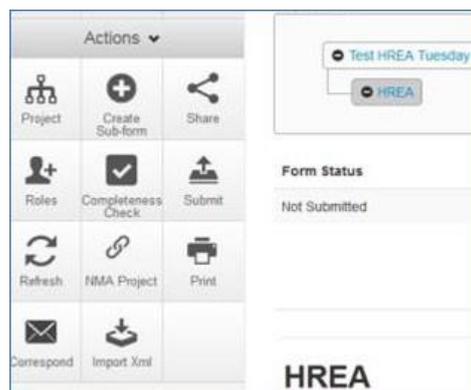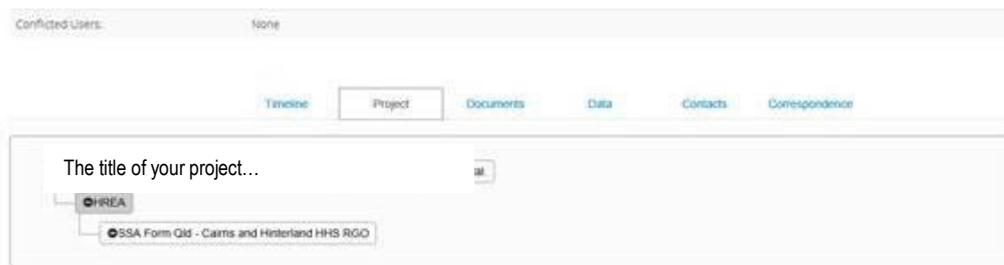
These are the options that should appear once you press the create sub form tile:

Create Sub-form

Select Jurisdiction

Queensland Health ▾

Select the sub-form that you would like to apply to this form

Please Select... ▾

Please Select...
SSA Form Qld
Breach - Serious or Suspected - Report Form (HREC)
HREC Amendments
Safety Report Form
Annual Safety Report
Project Progress Report
Site Closure Report Form Multi Centre Research
Project Final Report

Please remember once you have completed the form and uploaded your document/s, sign the form *then* press the submit button.
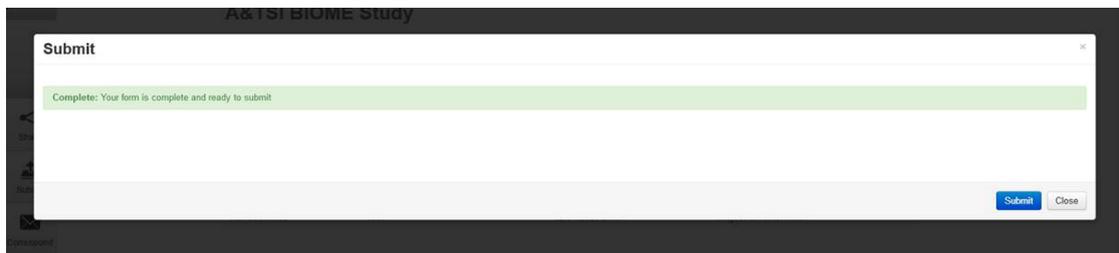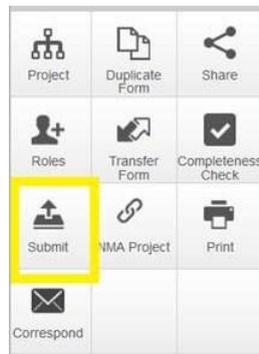
You will know you have successfully submitted your sub-form if you see this screen:
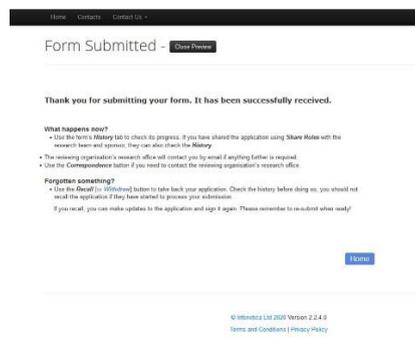
Need help with the ERM system?
Please contact the ERM helpdesk support team on:
Tel: 07 3082 0629 | Email: ERMhelpdesksupport@health.qld.gov.au

Queensland
Government