Cairns and Hinterland

Hospital and Health Service



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 <u>FNQ_HREC@health.qld.gov.au</u>

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:

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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.

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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 HREC Amendments Safety Report Form Annual Safety Report	Form (HREC)
Project Progress Report Site Closure Report Form Multi Centre R Project Final Report	esearch

Please remember once you have completed the form and uploaded your document/s, sign the form *then* press the submit button.



	×
Submit	Close
	Submit

You will know you have successfully submitted your sub-form if you see this screen:

Form Sul	bmitted - Close Preview
Thank you for s	submitting your form. It has been successfully received.
What happens now • Use the form's Hist research learn and	? ary tab to check its progress. If you have shared the application using Share Roles with the spread, they can slave direck the Waldery
The reviewing organizat Use the Corresponden	ion's research office will contact you by email if anything father to required, see batter if you need to contact the reviewing organisation's research office.
Forgotten somethin • Use the Recall (or l recal the applicatio	ng? Withdraw] butten to take back your application. Check the history before doing as, you should not a Titley take started to process your submission.
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Need help with the ERM system? Please contact the ERM helpdesk support team on: Tel: 07 3082 0629 | Email: <u>ERMhelpdesksupport@health.qld.gov.au</u>

