

ERM Quick Guides

Submitting and responding to requests for further information

Target audience: ERM users who have applicant roles in the ERM system.

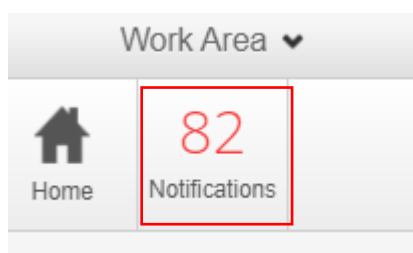
Summary

This quick guide will help you understand what you need to do when the Ethics Administrator or Research Governance Officer requests further information after you have submitted your application form.

Responding to request for further information

Often the Ethics Administrator or Research Governance Officer will request further information from you.

When this occurs, you will receive a Notification. You can view the notification by selecting the Notification button in the Work Area.



Click on the notification below, a message will be displayed.

Notifications ?

Search

Start End

Display 100 notifications
Please note that only the specified number of notifications will show after searching.

Message	Attachment	Project Short Title	Time
<input checked="" type="checkbox"/> Further Info Requested	None	Completeness checker TEST HIRO	11:24 AM
<input checked="" type="checkbox"/> Ms Louise Klop has assigned you a role in their project	None	IK (7)	8:36 AM
<input checked="" type="checkbox"/> Mr APPLICANT TEST has requested a signature from you	None	Beta HIRO Notes & Docs form example	02/09/2019
<input checked="" type="checkbox"/> Mr APPLICANT TEST has requested a signature from you	None	Beta HIRO Notes & Docs form example	02/09/2019
<input checked="" type="checkbox"/> Your HIRO Test 2016 0209 has been requested	None	HIRO Test 2016 0209	02/09/2019

From this message you can view your application form.

Message x

Project Short Title Completeness checker TEST HIIRO
Date 11/09/2019 11:24 AM

Further Info Requested

[View Form](#)

[Close](#)

Your Ethics Administrator or Research Governance Officer will send you Correspondence in ERM or by an Outlook email to let you know the details of what needs to be provided in the Further Information Request.

When “Further Information Requested” action occurs it will unlock your application form so the required changes can be made. The Form can be reopened by clicking on the link under Navigation tab

Navigation Documents Signatures Collaborators **Submissions** Correspondence History

HREA

Section	Questions
ERM Module	ERM Filter Questions
HREA Introduction	Introduction HREC Directory
Project Overview	Project Overview
Project Team	Project Team
Disclosure of Interests	Disclosure of Interests
Restrictions	Restrictions
Evaluations	Evaluations
Location	Location
Methods	Methods
Participants	Participants

To upload new or amended supporting documents, go to the section where the documents can be uploaded in the form.

Navigation Documents Signatures Collaborators **Submissions** Correspondence History

LNR Form

Section	Questions
Low or Negligible Risk Research Application Information	INSTRUCTIONS FOR THE PRINCIPAL INVESTIGATOR
Submission Details	PRE LNR QUESTIONS. Start here.
The Application Form	LNR QUESTIONS
Signatures and Declarations	SIGNATURES AND DECLARATIONS

Advertising materials							
Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Advertising material	Mid YEAR	Mid YEAR.pdf	02/07/2020	9	368.7 KB	Download	Delete
Upload Document							
Curriculum vitae							
Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Curriculum vitae	CV	CV.pdf	01/07/2020	4	1,011.8 KB	Download	Delete
Upload Document							
Report forms							
Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Report forms	Reports	Reports.pdf	01/07/2020	3	2.7 MB	Download	Delete
Upload Document							

Once you have made these changes you will need to sign or seek signatures (if applicable) in the declarations section of the application and then submit the form again through the **“Submit” button**.

The application will become a new version and your previous application will be archived in the system.

Actions ▾

Previous

Next

Navigate

Print

Documents

Signatures

Save

Share

Roles

Collaborators

Completeness Check

Submit

HREA

Declaration - CI/CPI/Lead Investigator

Coordinating Principal Investigator/Researcher

I, (insert name)

certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Q4.7 How will the Coordinating Principal Investigator/Researcher agree to these terms?

- You can use the ERM 'request/sign' function to electronically sign this application.
- Select 'Upload other evidence' to upload and attach other evidence, such as an email.
- Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).

Electronic signature (in place of HREA 'sign on screen')
 Upload other evidence
 Wet ink sign after printing

Electronic signature

[Add Another Signature](#)

For further information, please contact:

HIIRO_REG@health.qld.gov.au

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