

ERM Quick Guide

Creating the HREC Amendment Form Qld

Target audience: Applicant users in ERM

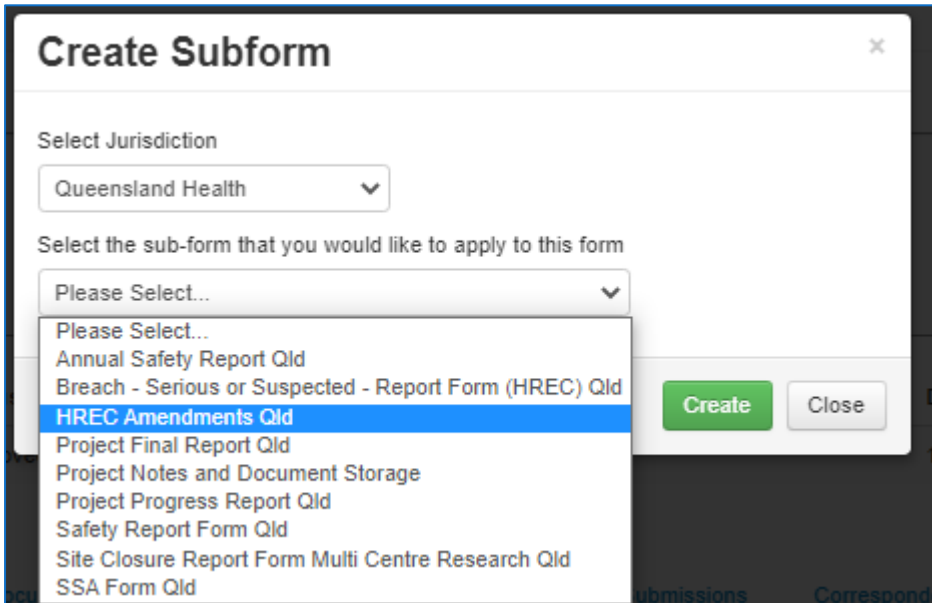
Summary

This quick guide explains how to create and submit the HREC Amendment Form Qld to the Human Research Ethics Committee in ERM.

Creating the HREC Amendment Form Qld

The HREC amendment is a form that is used by research applicants if require to add amendments to the submitted Ethics application (HREA).

1. Log into ERM and go to the Work Area
2. From the HREA, select the **Create Sub-form** button under the actions pane
3. Select the jurisdiction
4. Select **HREC Amendments Qld** from the drop-down options
5. Choose the **Create** button



Create Subform

Select Jurisdiction

Queensland Health

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

Please Select...

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

Create Close

Completing the HREC Amendment Form Qld

Under the **Navigation** tab, select the HREC Amendments questions to open the form and allow the completion of the mandatory fields.

To save your work, select the **Save** button under the **Actions** pane.

Selecting the **Next** button will also save your work.

The screenshot displays the 'HREC Amendments Qld' form interface. At the top, a 'Project Tree' shows a hierarchy: 'Ethics' (expanded), 'HREA' (expanded), and 'HREC Amendments Qld' (selected). Below this is a table with the following data:

Action Required	Status	Review Reference	Date Modified	NMA
Yes	Not Submitted	N/A	17/03/2021 12:37	Project is not for NMA

Below the table is a navigation bar with tabs: 'Navigation' (selected), 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. The main content area is titled 'HREC Amendments Qld' and includes a 'Show Inactive Sections' checkbox (checked). Underneath, there are sections for 'Section' (Post Approval) and 'Questions' (General Project Information, Contact, Principal Investigator Signature Page).

Submission of the HREC Amendment Form Qld

For the initial application submission, ensure the form is complete and all **documents are uploaded (within the HREC Amendment Form Qld) and signatures completed.**

Navigate to the Actions pane and select the **Submit** button.

The system performs a completeness check to highlight any incomplete sections.

The screenshot shows a 'Completeness Check' screen. A red banner at the top reads: 'Incomplete: Please complete the following questions'. Below this is a list of 16 items that need to be completed:

- Amendment sequential number
- 1 Explain the amendment/s that are requested such as change in procedure, direction of project, source/manner of recruitment, research personnel or addition of sites. Please also include a brief rationale for these changes.
- 2 Amendment Category - Please upload supporting documentation
- 4 HREC AM Contact Person Details Title
- 4 HREC AM Contact Person Details First Name
- 4 HREC AM Contact Person Details Surname
- 4 HREC AM Contact Person Details Organisation
- 4 HREC AM Contact Person Details Department
- 4 HREC AM Contact Person Details Address
- 4 HREC AM Contact Person Details City
- 4 HREC AM Contact Person Details State
- 4 HREC AM Contact Person Details Postcode
- 4 HREC AM Contact Person Details Telephone
- 4 HREC AM Contact Person Details Email
- 4 HREC AM Contact Person Details Country

When complete, the ribbon will change to green and the form is ready to be submitted.

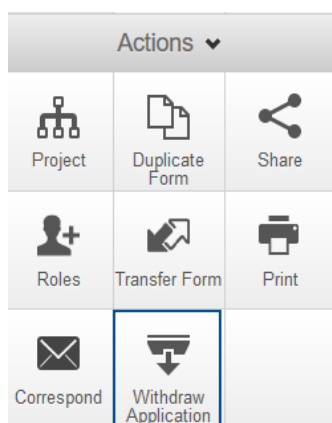
Select the **Submit** button.

Withdraw the HREC Amendment Form Qld

Once the application has been submitted, a withdraw option becomes available.

- This action removes the submitted application from the Ethics Office's ERM account
- The form can be withdrawn **until** the submission has any actioned applied to it by the HREC Admin

Select the **Withdraw Application** button under the Actions Pane to withdraw the submission and make any changes / additions.



Select the **Submit** button again. The form will be resubmitted.

- If you wish to withdraw the HREC Amendment after the application has been actioned, please contact the HREC Admin to discuss further.

Note: Modifying an application form will invalidate the electronic signatures and the Applicant need must re-sign prior to submission.

For further information, please contact:

HIIRO_REG@health.qld.gov.au

Version 1.0 17 March 2021
