

ERM Quick Guide

How to create and submit an Annual Progress Report

Target audience: Applicant users in ERM

Summary

This quick guide explains how to create and submit the Project Progress Report to the Ethics Committee via ERM.

Creating the Project Progress Report Qld

The Project Progress Report is a Form that is used by research applicants to submit the Annual Progress Report to the reviewing Ethics Committee

Log into ERM <https://au.forms.ethicalreviewmanager.com/> and select the relevant Project

1. From the HREA or LNR, select the **Create Subform** button on the left-hand side
2. Select Queensland Health as Jurisdiction
3. Select **Project Progress Report Qld** from the drop-down options
4. Press the **Create** button

Create Subform

Select Jurisdiction

Queensland Health

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

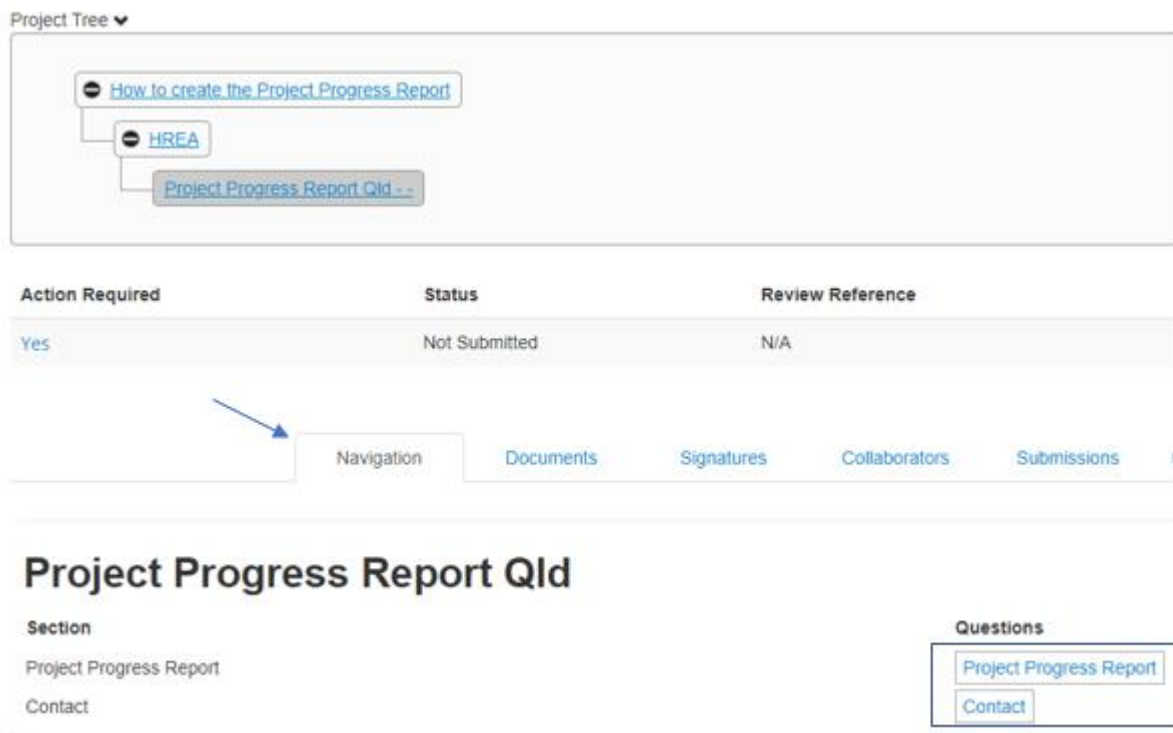
Please Select...

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

Create Close

Completing the Project Progress Report Form

Under the **Navigation** tab, select the questions to open the Form and complete of the mandatory fields.



Note: Please upload the the relevant Annual Progress Report Template after reviewing the Human Research Ethics Committee (HREC) website for the latest PDF/Word version

Submission of the Project Progress Report Form

Ensure the Form is complete, and all **documents are uploaded** within the Form

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

The system performs a completeness check to highlight any incomplete sections

Completeness Check

Incomplete: Please complete the following questions

- To which Human Research Ethics Committee in Queensland will this Amendment/Post Approval Reporting Form be submitted?
- Progress Report period start date
- Progress Report period end date
- Summary of progress
- Target Recruitment
- Actual Recruitment

After this completeness check, the ribbon will change to **green** and the form is ready to be submitted.

Select the **Submit** button to complete the action.

For further information, please contact:

HIIRO_REG@health.qld.gov.au

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