

ERM Quick Guide

Creating a Human Research Ethics Application (HREA)

Target audience: Applicant users in ERM

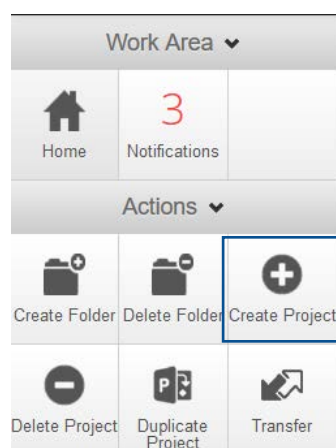
Summary

This quick guide explains how to create and submit the HREA in ERM.

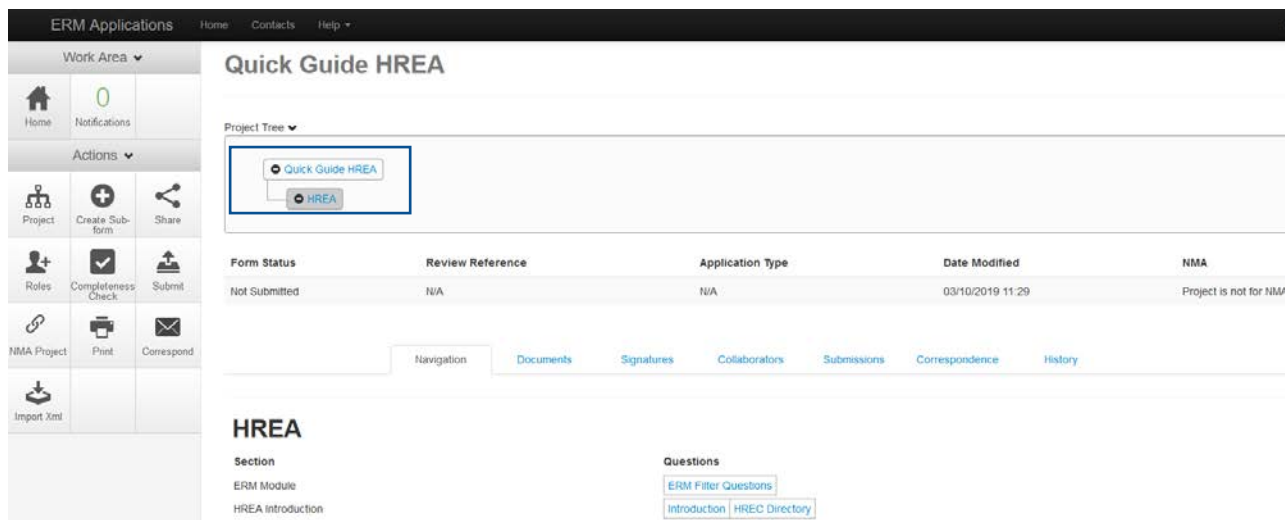
Creating the HREA

The HREA is a paperless ethics application form that is used by research applicants to submit projects to the reviewing HREC (Human Research Ethics Committee) in ERM.

1. Log in to ERM and go to the Work Area
2. Select **Create Project** button under the Actions pane



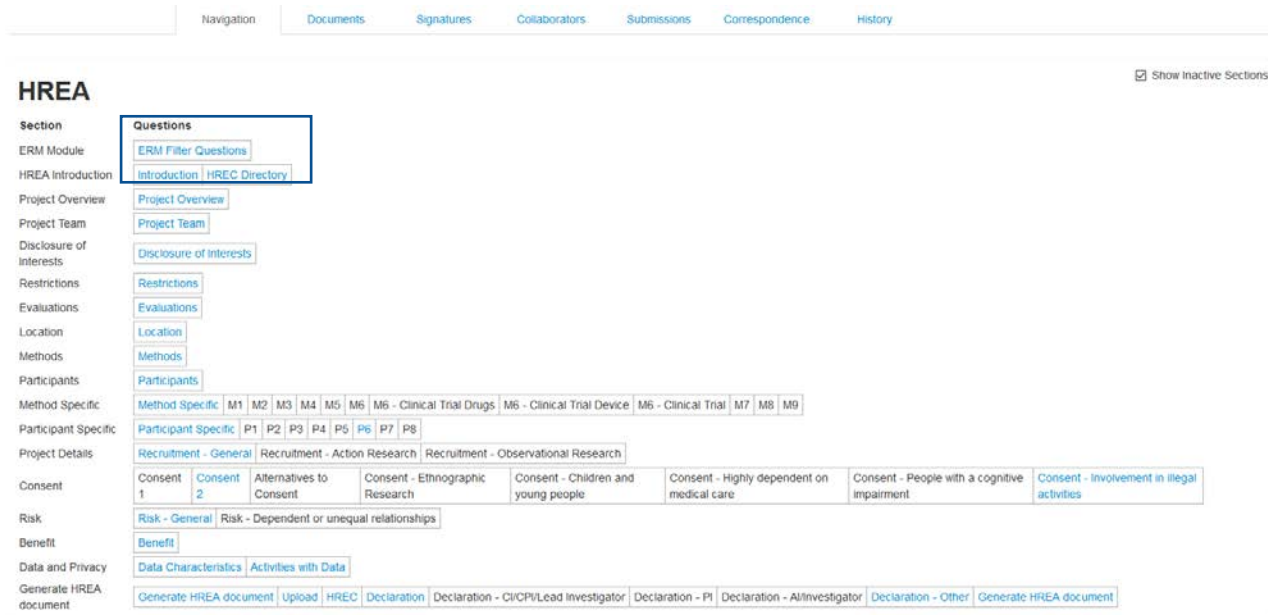
3. Enter the Project Title
4. Select the jurisdiction where the application will be reviewed
5. Select HREA from the Main Form options
6. Select Create button to create the project
7. The Project Tree will display the newly created project and HREA



Completing the HREA

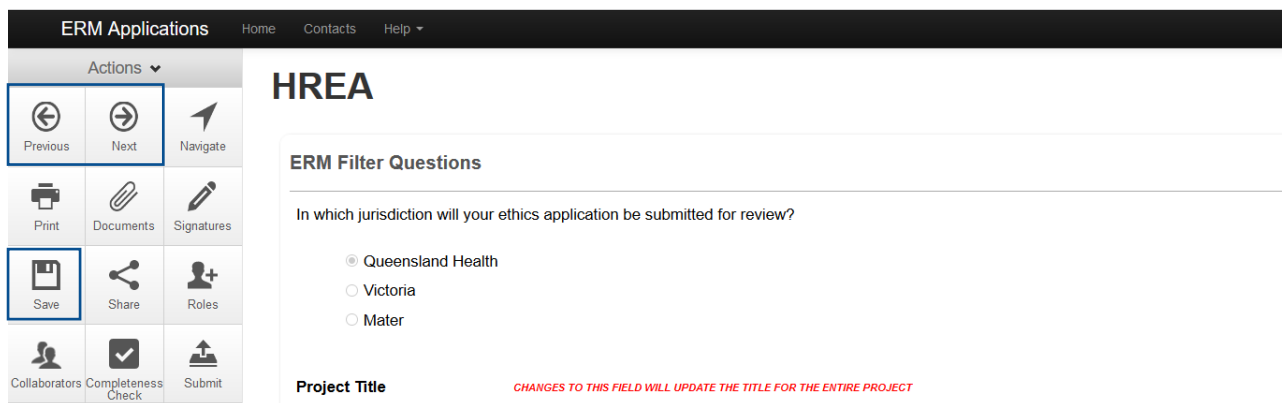
Under the **Navigation** tab, the ERM filter questions and HREA Introduction are mandatory fields to be completed.

In Section 1 of the HREA Introduction, select the **Acknowledge and Continue** button to open the rest of the HREA to complete the application.



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

Selecting **Previous** and **Next** buttons will also save your work.



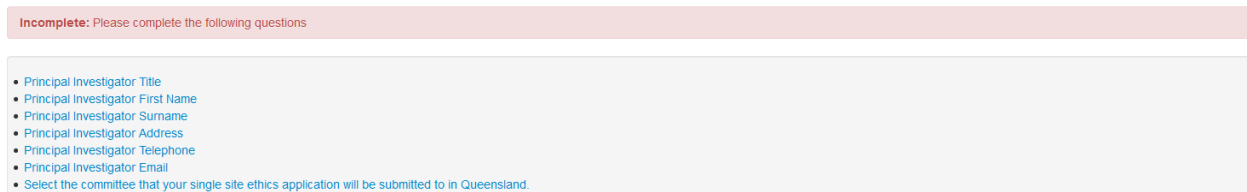
Submission of the HREA

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

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

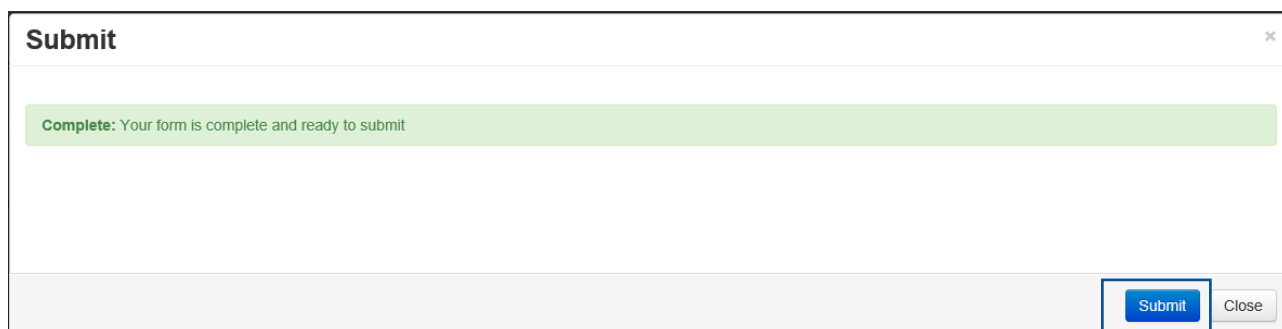
The system performs a completeness check to highlight any incomplete mandatory sections.

Completeness Check



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

Select the **Submit** button.

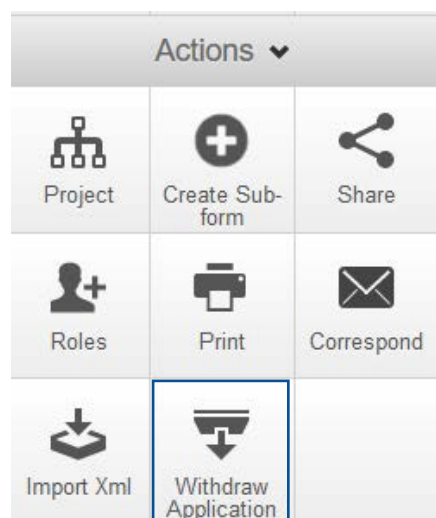


The system will automatically submit the application to the HREC selected in Q4.3 of the HREA, please ensure the ERM filter questions list the same HREC as selected in Q4.3 to avoid misdirection of the application.

Withdraw an application

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

- This action removes the submitted application from the Research Office's ERM account
- The form can be withdrawn **until** the submission is opened by the Research Office



- Select the **Withdraw Application** button under the Actions Pane to withdraw the submission and make any changes / additions.
- Select the **Submit** button again. The application will be resubmitted.
- If you wish to withdraw the HREA after the application has been viewed, please contact the research office to discuss further.

Note: Modifying an application form will invalidate the electronic signatures and the applicant will need recollect prior to submission.

TIP: If the HREA has already been completed on another website (NHMRC), the HREA form can be imported into ERM as an xml file.

Details to obtain the xml file are available in ERM Frequently Asked Questions **HREA** section <https://au.forms.ethicalreviewmanager.com>

For further information, please contact:

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