

# ERM Quick Guide

## Creating a Low and Negligible Risk Application (LNR)

**Target audience:** Applicant users in ERM

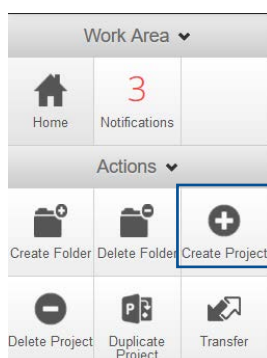
### Summary

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

### Creating the LNR

The LNR 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. Please check with the research office to confirm they accept LNR submissions.

1. Log into 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 LNR from the Main Form options
6. Select Create button to create the project

7. The Project Tree will display the newly created project and LNR form

## Completing the LNR

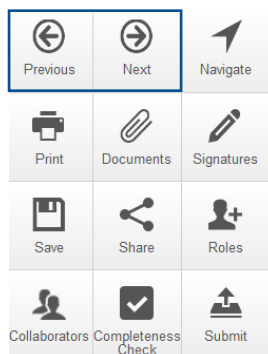
Under the **Navigation** tab, select the LNR questions to open the form and allow the completion of the mandatory fields.

© Infonetica Ltd 2019 Version 2.1.9.1

Terms and Conditions | Data Controller Privacy Policy | Data Processor Privacy Policy

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 LNR

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

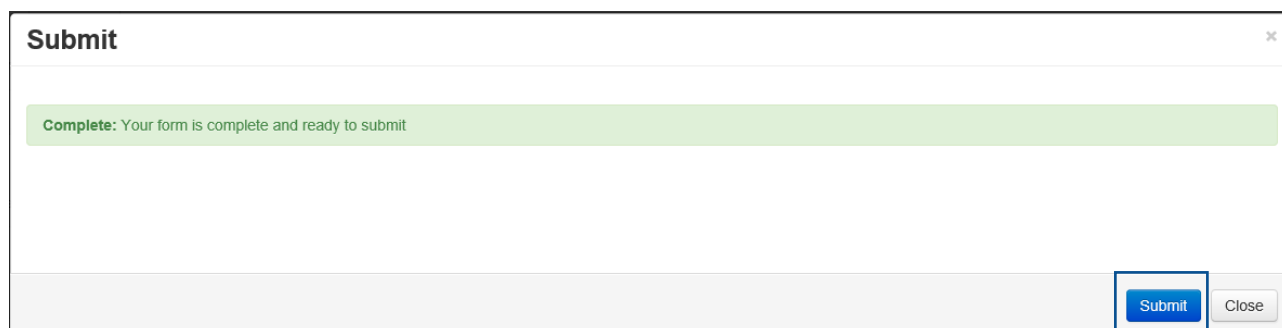
#### Completeness Check

**Incomplete:** Please complete the following questions

- 2 To which Queensland Health HREC will this LNR application be submitted?
- 2a Is this study being submitted or has it been previously submitted to other ethical review bodies?
- 2b Has the research undergone peer review, review from a funding body or does it involve participants from other organisations?
- 3 Is this project single site or multi site?
- 3a For each participating Queensland Health site, provide the following information:

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

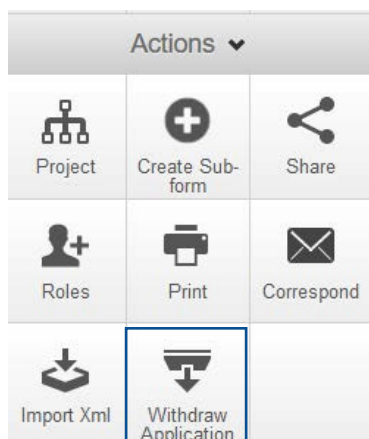
Select the **Submit** button.



## 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 LNR 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 resubmission.

---

For further information, please contact:

[HIIRO\\_REG@health.qld.gov.au](mailto:HIIRO_REG@health.qld.gov.au)

---