

ERM Quick Guide

Creating a Site Specific Assessment (SSA) Form Qld

Target audience: Applicant users in ERM

Summary

This quick guide explains how to create and submit the SSA Form Qld to the site Research Governance Officer (RGO) in ERM.

Creating the SSA Form Qld

The SSA is a form that is used by research applicants to address research governance at public health institutions in Queensland.

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

Create Sub-form

Select Jurisdiction

Queensland Health

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

SSA Form Qld

Please Select...

SSA Form Qld

Project Notes and Document Storage

Create Close

Completing the SSA Form Qld

Under the **Navigation** tab, select the SSA 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 **Previous** and **Next** buttons will also save your work.

Project Tree ▼

- HREA QH
 - HREA
 - SSA Form Qld

Form Status	Review Reference	Application Type	Date Modified	NMA
Not Submitted	N/A	N/A	30/09/2019 14:54	Project is not for NMA

Navigation Documents Signatures Collaborators Submissions Correspondence History

SSA Form Qld

- Section**
- Introduction
 - Purpose of this Form
 - Project Details
 - Research Personnel
 - Participants and Recruitment
 - Confidentiality and Data Protection
 - Clinical Trials
 - Regulatory Requirements
 - Resources and Budget
 - Intellectual Property, Outcomes and Translation
 - Other Project Documents
 - Declarations and Signatures

Questions

- Instructions & DORA consent
- Purpose of this Form
- Project Details
- Research Personnel
- Participants and Recruitment
- Data
- Clinical Trials
- Sponsor, Ins, Ind, Reg & Contracts
- Resources
- Intellectual Property Outcomes and Translation
- Other documents
- Head of Department Signature Page PI Signature Page

Submission of the SSA Form Qld

For the initial application submission, ensure the form is complete and all **documents are uploaded (within the SSA From Qld) 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

- DORA question 1
- DORA Question 2
- SSA - HREC Reference Number
- 1 Is this a SSA for satellite site in a Teletrial?
- 1.2 To which Queensland Health Research Governance Office will this SSA Form be submitted?

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

Select the **Submit** button.

Submit [x]

Complete: Your form is complete and ready to submit

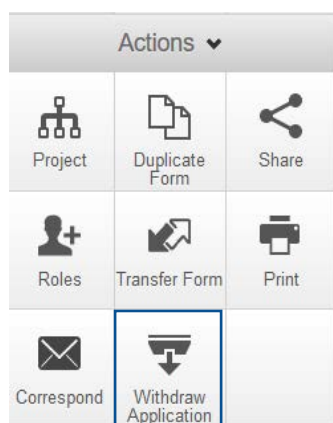
[Submit] [Close]

Withdraw the SSA Form Qld

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

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

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 SSA after the application has been viewed, please contact the RGO 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
