

ERM Quick Guide

Signatures

Target audience: ERM users and collaborators

Summary

This quick guide explains how to gather signatures prior to submission of form.

There are three options available in the ERM system for gathering signatures prior to submission of a form.

For each team member (collaborator) who needs to sign your form you can choose for them to sign the declaration section of the form using one of the following

1. Upload other evidence
2. Wet ink sign after printing
3. Electronic signature (in place of HREA 'sign on screen')

Please note you **must** first identify all team members (collaborators) who will be providing other evidence or wet ink sign after printing. You will need to print and upload all supporting documents before requesting electronic signatures as this will lock the form. Once the form is locked you cannot upload or amend the form. You do have the option to unlock a form, but this removes all signatures that have been requested or received. If the unlock your form, you will need to re-request all signatures.

How to

1. Upload other evidence

You can upload evidence of other team members agreement to the form declaration section (e.g. a PDF of an email).

Principal Investigator



I, (insert name)

certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Q4.7 How will the Principal Investigator agree to these terms?

- You can use the ERM 'request/sign' function to electronically sign this application.
- Select 'Upload other evidence' to upload and attach other evidence, such as an email.
- Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature).

- Electronic signature (in place of HREA 'sign on screen')
- Upload other evidence
- Wet ink sign after printing

Upload signature

[Upload Document](#)

2. Wet ink sign after printing

You can have researchers/investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature). If a wet ink signature will be used, please save this document by clicking on the "Print" icon in the upper left area of the screen, save it to the local drive, and print out this signature page for the wet ink signature. The page with the wet ink signature must be uploaded in the ERM application form.

Principal Investigator



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- Upload other evidence
- Wet ink sign after printing

Sign here:

Date:

3. Electronic signature (in place of HREA 'sign on screen')

You can use the request signature button to have other team members complete their declaration within this application or if you are the one electronically signing, click the sign button to electronically sign.

Principal Investigator



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- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
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Electronic signature (in place of HREA 'sign on screen')

Upload other evidence

Wet ink sign after printing

Electronic signature

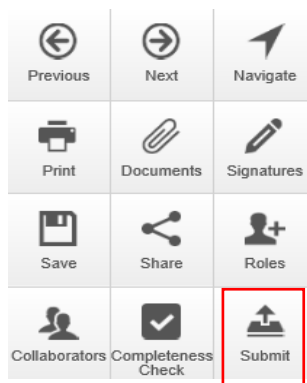
Request Signature Sign

Click the "Request signature" button and enter the email address of the signatory. If the person you are requesting a signature from has never used ERM they will need to create an ERM account before you can send them a signature request.

If you are signing the application, click the blue "Sign" button, enter your login information and click "Sign".

NOTE: Do not sign the application or request an e-signature until it is form is complete, including the names of the signatories in the declaration section. After the application has been signed it will be locked from further editing.

Please remember to Submit your form after all signatures have been collected.



When you are asked to sign an application

If you receive a request to sign an application, you can use the Signatures tile in your work area to locate the request and link to the application. You can also sign using the Signatures Action.

Work Area

General

Notifications	Signatures	Transfers	Shared
80	0	0	31

Projects

For further information, please contact:

HIIRO_REG@health.qld.gov.au
