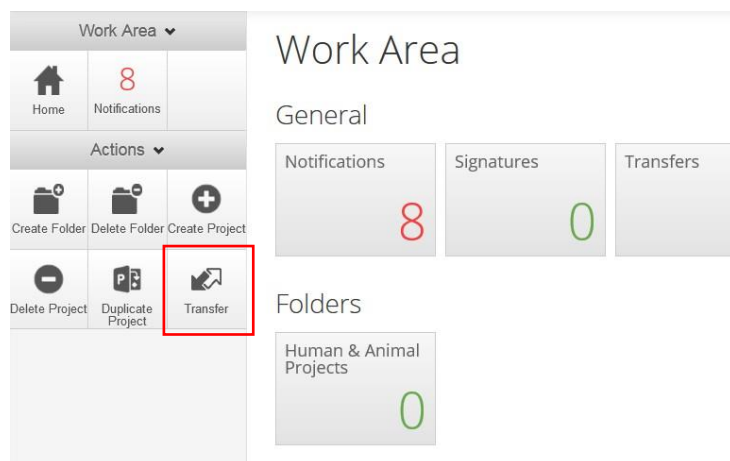


ERM Quick Guide

8. Transferring an application

Project ownership can be transferred. This process removes the current project owner from the project. If this person is still involved with the project, it is advised that they add themselves to the project as a co-investigator /student before transferring the project to the new owner.

After acceptance of the transfer, the new owner can also give appropriate share/role access to the previous owner as necessary. The request to transfer the project ownership can be rejected if not appropriate.



In your Work Area (ERM homepage), click **Transfer** in the left-hand action panel.

Select the relevant project from the list.

User Project Id	Project Title
<input type="checkbox"/>	15156 Phase 3 - CC-4047-MM-003
<input type="checkbox"/>	47857 hrea
<input type="checkbox"/>	49882 Test LK01
<input type="checkbox"/>	49914 tete
<input type="checkbox"/>	49956 Test lk Multi site
<input type="checkbox"/>	49969 test RGO PCH
<input type="checkbox"/>	49973 LK site
<input type="checkbox"/>	50084 testing LK
<input type="checkbox"/>	50433 Test action LK

In the **email address** field, enter the email address of the new project owner. **Note:** They must have an ERM account before the project ownership can be transferred to them.



Click **Transfer** to complete the action. The new Project Owner will receive an email to inform them of the transfer request.

To Accept or Reject a transfer

The person who is receiving the transfer request will receive an email with a link embedded

Project Title: Study TEST- Val Training
Project ID: 56858

Dear Ms Louise Knop,

Ms Val Karanje has initiated the transfer of the above application to you.

Please log into [Ethics Review Manager \(ERM\)](#), select the relevant project, then accept or reject the transfer request.

For approved projects, please ensure that you submit an amendment to the ethics office once you accept the transfer so that the changes in personnel can be approved. It is a breach of ethics approval to change personnel without appropriate ethics approval.

Click on the link in the transfer request email

The person can also log into your ERM account and go to their work area and see the request under the Transfers tile.

Work Area

General

Notifications 8 Signatures 0 **Transfers 2** Shared 2

Folders

Human & Animal Projects 0

Projects

Search Projects

Project Title	Project ID	Owner
The effects of gender of visuo-spatial and mathematical skills	71	Ms Sophia Dedousis

Click **View Project** to review the project details.

Transfers

Search Transfers

Transfer Id	Project Title	From User	To User	Message	Requested Date	Response Date	Status	Action
2536	Study TEST- Val Training	Ms Val Karanje	You	hi	08/08/2019 14:15		Requested	View Project

In the left-hand action panel, click **Accept Transfer** or **Reject Transfer**.
If the transfer is accepted, the project will now appear with the new Project Owner listed.

Form Status	Review Reference	Application Type	Date Modified	NMA
Acknowledged	HREC/2019/DEF/56858 (Aug ver 1)	Ethics Application	06/08/2019 14:54	Project is for NMA

If the transfer is accepted, the project will now appear as the new Project Owner.

If the transfer is rejected, it will go back to the original Project Owner.

For further information, please contact:
HIIRO_REG@health.qld.gov.au

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