

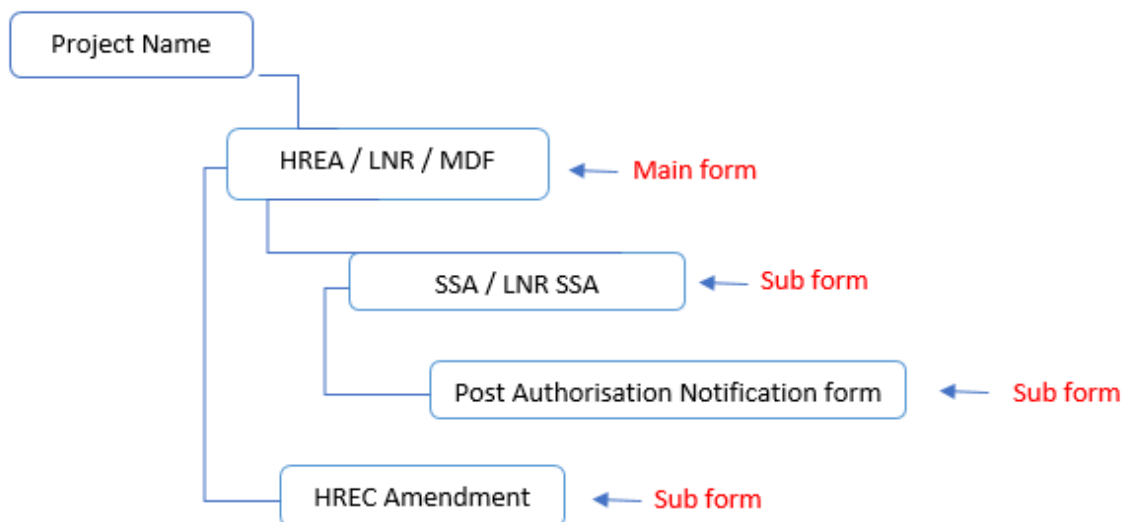
ERM Quick Guide

How to navigate your project

ERM is based on **forms**. The project title layer is automatically created at the same time the applicant creates a **main form**, i.e. HREA, LNR or MDF.

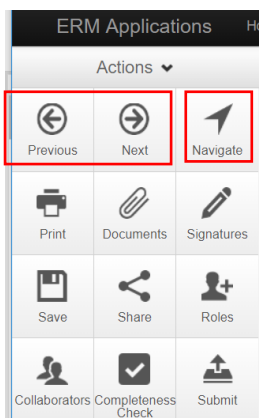
From the **main form**, the applicant can create **sub-forms** e.g. SSA form and progress reports.

From some sub-forms (SSA and LNR SSA) further sub-forms can be created e.g. site progress reports, complaints reports and site notification forms. For more information on forms please see



Form Architecture.

Navigation in your forms



Click **Next** or **Previous** in your **Action** buttons to move to the next or previous page in the application form.

Click **Navigate** to return to the beginning of this application followed by **Home** (next screen shot) to return to your **Work Area**.

Form Status	Review Reference	Application Type	Date Modified	NMA
Submitted	HREC/2019/DEF/57610 (Sep ver 1)	Ethics Application	02/09/2019 08:07	Project is not for NMA

- Navigation
- Documents
- Signatures
- Collaborators
- Submissions
- Correspondence
- History

HREA

- Section
- ERM Module
- HREA Introduction
- Project Overview
- Project Team
- Disclosure of Interests
- Restrictions
- Evaluations
- Location

Navigation tab

Sections of the form – **form questions**

Show Inactive Sections

Questions

- ERM Filter Questions
- Introduction | HREC Directory
- Project Overview
- Project Team

Tab Functions

- Navigation
- Documents
- Signatures
- Collaborators
- Submissions
- Correspondence
- History

Tab	Explanation
Navigation	Allows you to navigate directly to a section of the form
Documents	Displays all supporting documents that have been uploaded within the form Note: Documents are not uploaded under this tab; documents are uploaded within the relevant section of the form
Signatures	Shows a history of all digital signatures that have been applied to the form, and all signature requests
Collaborators	Displays members of the research team with access to the form You can adjust their Form access permissions from here.
Submissions	Shows a history of all project submissions that have been made in ERM
Correspondence	Displays ERM internal correspondence related to the form
History	An auditable history of actions; if the form has been submitted, an archived version of the submission is available here.

Navigation

The Navigation tab displays the sections and associated questions within the form. Sections will become accessible or inaccessible depending on the information relative to the application

Questions are hyperlinked (in blue) for quick navigation to the relevant section within the form

Documents

The Document tab displays all documents that have been uploaded in to a form. The details displayed indicate the document type, name, file name, version date and number if applicable

Navigation **Documents** Signatures Collaborators Submissions Correspondence History

Documents

Type	Document Name	File Name	Version Date	Version	Size	View
Cover Letter	13 76 approval AM07	13 76 approval AM07.docx	07/01/2019		38.8 KB	Download
Data Collection Tool/s	13 114 approval AM13	13 114 approval AM13.pdf	07/01/2019		421.2 KB	Download

[Download All as Pdf](#)

Signatures

Displays a history of all digital signatures that have been applied to the form and shows all signature requests.

Signatures are not applied in this tab. To sign a form, use the Navigation tab to go to the relevant section in the form.

Navigation Documents **Signatures** Collaborators Submissions Correspondence History

Signatures

Note: There are no active signatures on this form

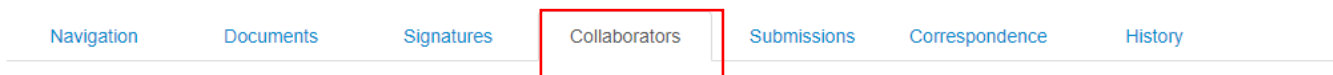
Signature Requests

Type	Signatory Email	Requested Date	Status	Response Date	Action
Principal Investigator/Researcher	ERM_APPLICANT@health.qld.gov.au	30/04/2019 14:50	Requested		Cancel

For more information on Signature please see **Quick Guide 9 Signatures**.

Collaborators

Displays all members of the research team who have access to the application/form
The form owner can alter the access level for each collaborator using 'Edit Permissions'

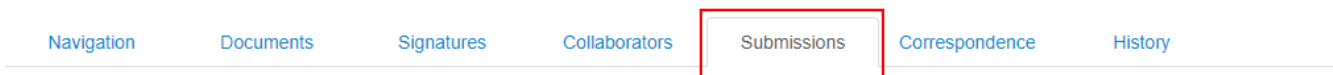


Collaborators

Name	Access	Edit Permissions
Ms Louise Knop	Project Owner and Form Owner	Edit Permissions
Mr APPLICANT TEST	Read, Write, Submit, Share, Create all sub forms, Receive notifications	Edit Permissions

Submissions

Displays the Review Reference, Date, Status, Committee
Click on **Download** to download a copy of the application.

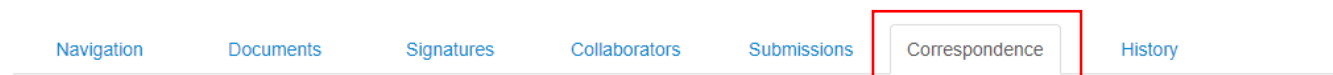


Submissions

Review Reference	Date	Status	Committee	Pdf
HREC/2019/DEF/53608 (Apr ver 1)	15/04/2019	Further Information / Modification Requested	Default Committee - QLD (Do Not Use)	Download

Correspondence

Displays a record of the communication between the user and the reviewing research office. Click on new correspondence to create a new message. This can only be used after the application has been submitted.



Correspondence [+ New Correspondence](#)

Note: No correspondence found



History

Displays an audit trail of the application form.

All actions are recorded in the History, including actions from the Research Office once an application/form has been submitted. Attachments can be downloaded and viewed if an action includes submitting a form.

Navigation: [Navigation](#) [Documents](#) [Signatures](#) [Collaborators](#) [Submissions](#) [Correspondence](#) **History**

Form History

Search history...

Date	User	Description	Attachment
15:01	Ms Louise Knop	Mr APPLICANT TEST has been given a *Full Project (read/write/subforms/share/submit) role	Download
14:50	Ms Louise Knop	Signature requested from Mr APPLICANT TEST	Download
15/04/2019 10:50	Review user	Form status changed from Validated to Further Information / Modification Requested	Download
15/04/2019 10:48	Review user	Form status changed from Acknowledged to Validated	Download
15/04/2019 10:45	Review user	Form status changed from Submitted to Acknowledged	Download
15/04/2019 10:42	Ms Louise Knop	Form submitted	Download
15/04/2019 10:33	Ms Louise Knop	HREA has been created as a main form.	Download

Navigation in your project tree

You can expand and close your project tree to customise your Project Tree view.

Choose the level of the tree you want to customise.

Work Area

Home 33 Notifications

Actions

Project Create Sub-form Share

Roles Print Correspond

Import Xml

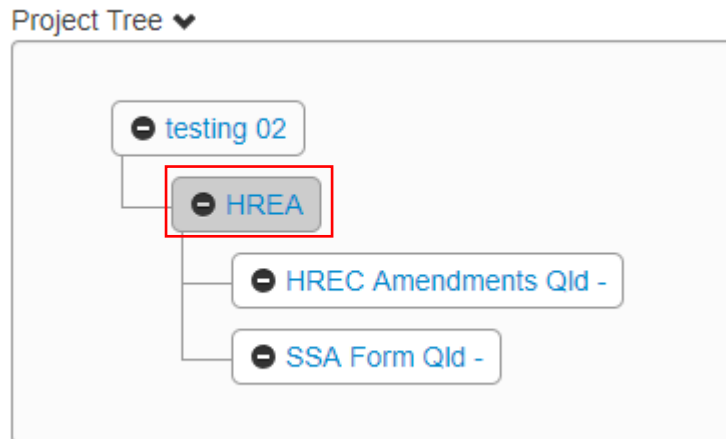
testing 02 56740

Project Tree

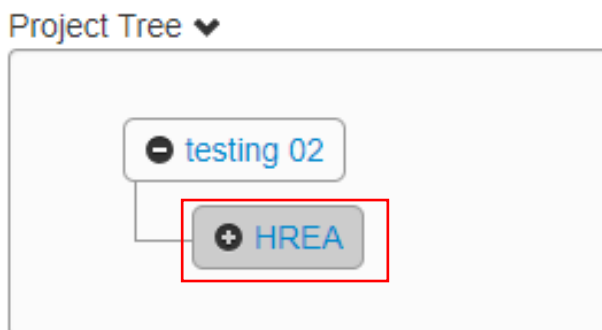
- testing 02
 - HREA**
 - HREC Amendments Qld -
 - SSA Form Qld -

Form Status	Review Reference	Application Type	Date Modified	NMA
Approved by HREC	HREC/2019/DEF/56740 (Aug ver 1)	Ethics Application	01/08/2019 07:36	Project is not for NMA

Click on the minus symbol to close the branch view



Click on the plus symbol to open the branch view



For further information, please contact:

HIIRO_REG@health.qld.gov.au

Version 2.3 24 September 2019