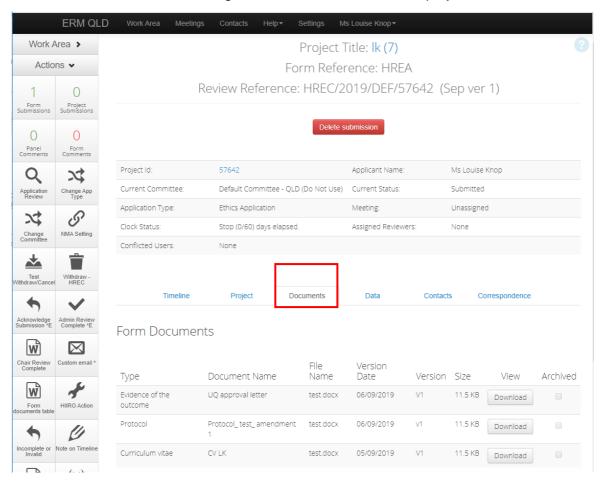# ERM Quick Guides

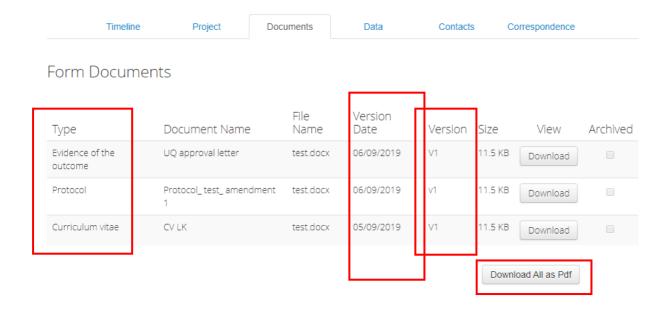## How to search for project documents

Target audience: ERM users who are Ethics Administrators/Chairs and Governance Officers and reviewers

Open the project which you are reviewing

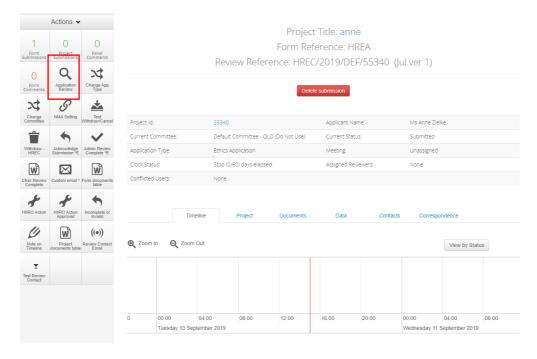To view all documents associated go to the documents tab in the project.

In the table below you can see the Document Type, the Version of the document submitted and the Date the document was submitted.

| Timeline | Project | Documents | Data | Contacts | Correspondence |

Form Documents

Type	Document Name	File Name	Version Date	Version	Size	View	Archived
Evidence of the outcome	UQ approval letter	test.docx	06/09/2019	V1	11.5 KB	Download	☐
Protocol	Protocol_ test_ amendment 1	test.docx	06/09/2019	v1	11.5 KB	Download	☐
Curriculum vitae	CV LK	test.docx	05/09/2019	V1	11.5 KB	Download	☐

Download All as Pdf

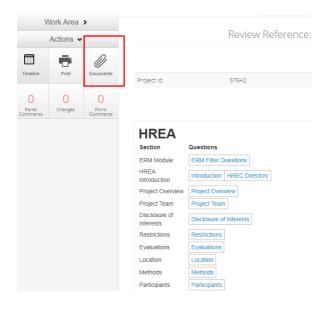To view a document click on the download button next to the document you want to view.

To view ALL documents associated with a project click on Download all in pdf button.

Another way to access the project documents is by selecting the application review action.

Actions ⌄

1 Form Submissions	0 Project Submissions	0 Panel Comments
0 Form Comments	Application Review	Change App Type
Change Committee	NMA Setting	Test Withdraw/Cancel
Withdraw - HREC	Acknowledge Submission *E	Admin Review Complete *E
Chair Review Complete	Custom email *	Form documents table
HIIRO Action	HIIRO Action Approved	Incomplete or Invalid
Note on Timeline	Project documents table	Review Contact Email
Test Review Contact		

Project Title: anne
Form Reference: HREA
Review Reference: HREC/2019/DEF/55340 (Jul ver 1)

Delete submission

Project Id:	55340	Applicant Name:	Ms Anne Zielke
Current Committee:	Default Committee - QLD (Do Not Use)	Current Status:	Submitted
Application Type:	Ethics Application	Meeting:	Unassigned
Clock Status:	Stop (0/60) days elapsed.	Assigned Reviewers:	None
Conflicted Users:	None		

| Timeline | Project | Documents | Data | Contacts | Correspondence |

🔍 Zoom In   🔍 Zoom Out

View by Status

| 0 | 00:00 | 04:00 | 08:00 | 12:00 | 16:00 | 20:00 | 00:00 | 04:00 | 08:00 |
Tuesday 10 September 2019   Wednesday 11 September 2019

Queensland Government

Select the documents action.

This will display a pop-up listing all the documents associated with the project in a table.

From this table you can Sort using the chevon

Download individual documents or download all as Pdf or zip file.

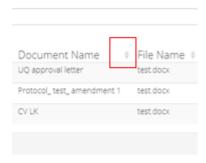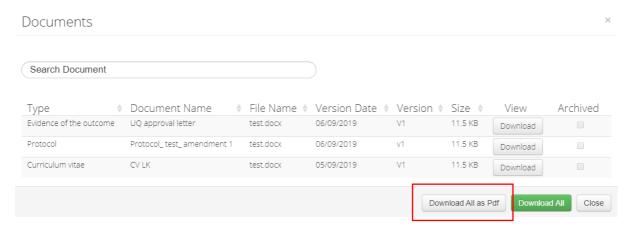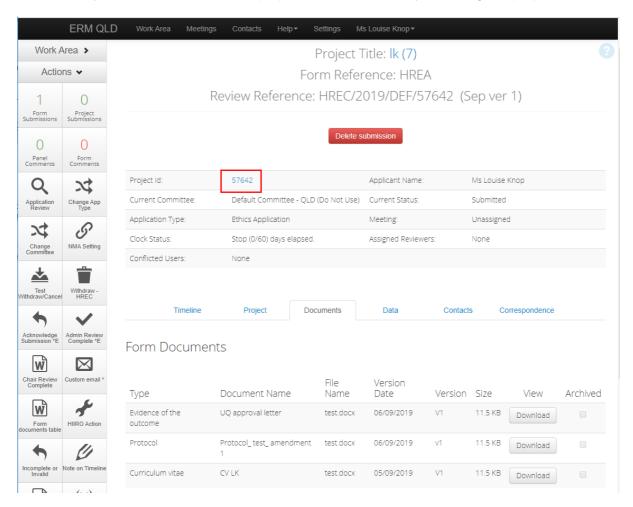Documents   ×

Search Document

Type	Document Name	File Name	Version Date	Version	Size	View	Archived
Evidence of the outcome	UQ approval letter	test.docx	06/09/2019	V1	11.5 KB	Download	☐
Protocol	Protocol_ test_ amendment 1	test.docx	06/09/2019	v1	11.5 KB	Download	☐
Curriculum vitae	CV LK	test.docx	05/09/2019	V1	11.5 KB	Download	☐

Download All as Pdf   Download All   Close

In addition, you can access all of the project documentation by selecting the project ID.

ERM QLD   Work Area   Meetings   Contacts   Help▾   Settings   Ms Louise Knop▾

Work Area ›

Actions ⌄

| 1 Form Submissions | 0 Project Submissions |
| 0 Panel Comments | 0 Form Comments |

Application Review   Change App Type

Change Committee   NMA Setting

Test Withdraw/Cancel   Withdraw - HREC

Acknowledge Submission *E   Admin Review Complete *E

Chair Review Complete   Custom email *

Form documents table   HIIRO Action

Incomplete or Invalid   Note on Timeline

Project Title: lk (7)

Form Reference: HREA

Review Reference: HREC/2019/DEF/57642 (Sep ver 1)

Delete submission

Project Id:	57642		Applicant Name:	Ms Louise Knop
Current Committee:	Default Committee - QLD (Do Not Use)	Current Status:		Submitted
Application Type:	Ethics Application	Meeting:		Unassigned
Clock Status:	Stop (0/60) days elapsed.	Assigned Reviewers:		None
Conflicted Users:	None			

Timeline   Project   Documents   Data   Contacts   Correspondence

Form Documents

Type	Document Name	File Name	Version Date	Version	Size	View	Archived
Evidence of the outcome	UQ approval letter	test.docx	06/09/2019	V1	11.5 KB	Download	☐
Protocol	Protocol_ test_ amendment 1	test.docx	06/09/2019	v1	11.5 KB	Download	☐
Curriculum vitae	CV LK	test.docx	05/09/2019	V1	11.5 KB	Download	☐

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Select the documents tab

Download individual documents.

Click on the chevon to sort your documents

Project Id:	57642		Applicant Name:		Ms Louise Knop

Submissions	Tree	Documents	Data	Approved Contacts	Correspondence	History

Form Documents

Search forms documents...

Form Reference	Form name	Submission Date	Status	Type	Document Name	File Name	Version	Size	View	Archive
HREA	HREA	09/09/2019	Submitted		Submitted Form	Submitted Form	N/A		Download	☐
HREA	HREA	09/09/2019	Submitted	Protocol	Protocol_ test_ amendment 1	test.docx	v1	11.5 KB	Download	☐
HREA	HREA	09/09/2019	Submitted	Curriculum vitae	CV LK	test.docx	V1	11.5 KB	Download	☐
HREA	HREA	09/09/2019	Submitted	Evidence of the outcome	UQ approval letter	test.docx	V1	11.5 KB	Download	☐

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

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

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