

# ERM Quick Guide

## Identifying a Form status within a project

**Target audience:** ERM users who have RGO and HREC administrator roles in the ERM system.

### Summary

This quick guide explains what a form status is and how to identify it in the project details screen.

### Form status

Each submission in ERM is allocated a form status that tracks the progress of the project review and approval process.

Select the project in the work area and click on the VIEW BY STATUS button (please note, the current form status is listed in the project table).

Please Note: This is a beta Submission

Project Title: [Beta HIIRO HREA AT 10/04/2019](#)  
 Form Reference: HREA  
 Review Reference: HREC/2019/DEF/53480 (Apr ver 2)

[Delete submission](#)

Project Id:	<a href="#">53480</a>	Applicant Name:	Admin HIIRO REG
Current Committee:	Beta HREC Committee	Current Status:	<b>Approved</b>
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](#)

This will generate a timeline of events documenting the date and action for the specific application type.

Action	Event Date	Clock Status	Clock Information	Attachment	Email
HIIRO Action Approved*	10/09/2019 12:30		0/60 days elapsed.		
Update Status	11/04/2019 10:25		0/60 days elapsed.		
Withdraw *E	11/04/2019 10:22		0/60 days elapsed.		
Admin Review Complete *E	11/04/2019 10:22		0/60 days elapsed.		
Change Committee	11/04/2019 10:20		0/60 days elapsed.		
Acknowledge Submission *E	11/04/2019 10:18		0/60 days elapsed.		
Submit Application	11/04/2019 10:16		0/60 days elapsed.		

To view an overall summary of each form status, select the Project ID – (blue hyperlink) at the project level and chose the submissions tab.

Please Note: This is a beta Submission

Project Title: [Beta HIIRO HREA AT 10/04/2019](#)  
 Form Reference: HREA  
 Review Reference: HREC/2019/DEF/53480 (Apr ver 2)

[Delete submission](#)

Project Id:	<a href="#">53480</a>	Applicant Name:	Admin HIIRO REG
Current Committee:	Beta HREC Committee	Current Status:	Approved
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[Timeline](#)   [Project](#)   [Documents](#)   [Data](#)   [Contacts](#)   [Correspondence](#)

Zoom In   Zoom Out   [View by Status](#)

Project Title: Beta HIIRO HREA AT 10/04/2019

Project Id:	53480	Applicant Name:	Admin HIIRO REG
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[Submissions](#)   [Tree](#)   [Documents](#)   [Data](#)   [Approved Contacts](#)   [Correspondence](#)   [History](#)

### Submissions

Search submissions...

Form Reference	Form name	Submission Date	Review Reference	Current Status
SSA Form Qld - TEST Admin Only	SSA Form Qld	08/08/2019	SSA/2019/BetaRGO/53480 (Aug ver 1)	Acknowledged
HREA	HREA	11/04/2019	HREC/2019/DEF/53480 (Apr ver 2)	Approved
HREA	HREA	10/04/2019	HREC/2019/DEF/53480 (Apr ver 1)	Archived
HREA	HREA	11/04/2019	HREC/2019/DEF/53480 (Apr ver 3)	Letter Sent

Showing 1 to 4 of 4 entries

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***TIP:* The History tab provides a list of ERM actions relating to the project lifecycle**

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For further information, please contact:

[HIIRO\\_REG@health.qld.gov.au](mailto:HIIRO_REG@health.qld.gov.au)

Version 1.2 24 September 2019

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