

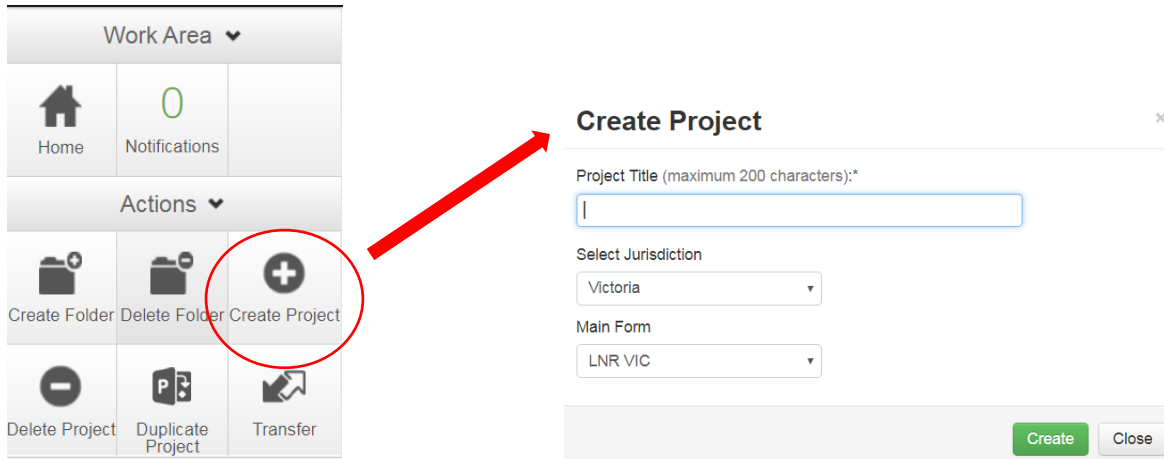


How do I complete and submit my application through ERM?

- Log in to your ERM account or for first time users create an account








<https://au.forms.ethicalreviewmanager.com/>

- Use the action menu on the left hand side of the screen to create a new project.



- Enter project title, select jurisdiction and select LNR VIC form. Click Create.

Actions menu buttons

- | | | | |
|---|--|---|--|
| 
Project | Project overview | 
Share | Share the application with other project members if required |
| 
Completeness Check | Check what is left to be completed in the form | 
Submit | Submit form to Office for Research |
| 
NMA Project | For project submitted under National Mutual Acceptance | 
Print | Creates a PDF of your application form |
| 
Correspond | Email the Office for Research through ERM about your application (once project has been submitted) | | |



ERM GUIDANCE FOR LNR APPLICATIONS

- Complete your LNR VIC form.

Project Tree ▾

- LNR Test 1
 - LNR VIC

Form Status	Review Reference	Application Type	Date Modified	NMA
Not Submitted	N/A	N/A	03/09/2018 14:43	Project is not for NMA

Navigation | Documents | Signatures | Collaborators | Submissions | Correspondence | History

LNR VIC Show Inactive Sections

Section

Introduction

Questions

Organisation

Click on 'Organisation' to start completing

Tips for completing the LNR VIC form:

- The Office for Research do not use a local reference number. Leave blank.
- For most LNR applications the Major sponsor of the project is 'Institution' and the Australian Sponsor is Peninsula Health.
- If this is your first time completing a form in ERM - type in contact details and click 'add to contacts' to save to your address book for future reference. *Note you cannot submit the form if you leave any of the contacts fields blank.*
- If using implied consent for an anonymous survey tick yes to 5.1 and attach wording as the PICF.
- Upload supporting documents as required for your project. Use the forms and templates available from our website where available.

How do I share the project with other researchers on this project?

The 'Actions' menu includes: Project, Create Sub-form, Share, Roles, Completeness Check, Submit, NMA Project, Print, and Correspond. The 'Share' option is circled in red. The 'Share' dialog box shows a text input for 'Collaborator email', a list of access levels (Read, Write, Submit, Share, Create all sub forms, Receive notifications), and 'Share' and 'Close' buttons.

- If you wish to share the application in question, click on "Share" within the Action menu and enter the email address (which matches the ERM account) of the person you wish to share the form with. You will need to specify what level of access you would like the person to have. This can be modified at any time within the application 'Collaborators' tab.
- All collaborators must have an ERM account for this function to work.



ERM GUIDANCE FOR LNR APPLICATIONS

- It is advisable to have at least one other member of the team with (as a minimum) viewing access to the application.

Obtaining electronic signatures

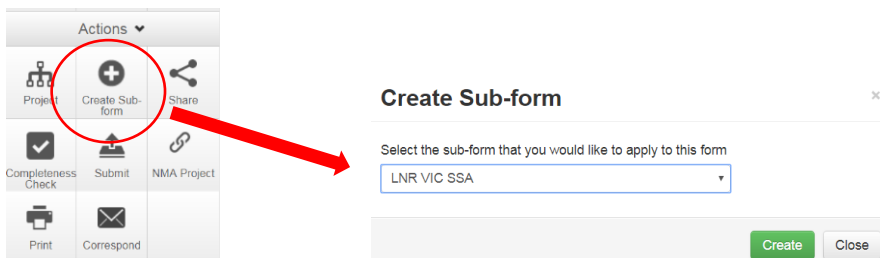
- The PI is required to electronically sign the LNR VIC form. This will mean they will need to have their own ERM account in order to sign the document. If the form submitter is not the PI, use the 'request signature' button to obtain the PI signature. You will need to enter the email address that matches the ERM account of the person you are requesting to have sign the form.
- **Please note: Any modifications or updates to your form will invalidate any signatures you have obtained. This will require you to request signatures again.**

Submitting your application

- Submit your application only after you have received the PI signature.
- After you submit through ERM you will receive instructions on how to track the progress of your application.

Completing the LNR VIC SSA

- The LNR VIC SSA is a sub form of the LNR VIC application.
- Use the action menu on the left hand side of the screen to create a new sub-form.



- Complete your LNR VIC SSA form.

Tips for completing the LNR VIC SSA form:

- All members of the study team listed in the LNR VIC will also need to be included in the LNR VIC SSA (unless the project is multi-site). Load your contacts from your address book to save re-typing.
- Question 3.1 – Most LNR applications will not require a research agreement. If you tick 'no' to 3.1 you will be asked to provide an explanation. For most projects write 'not required' to 3.1(c).
- Question 5.1 - Most LNR projects will have in kind support from their department. However tick 'no' to this question unless you have specific funding from a commercial sponsor, collaborative group or internal or external grant funding (such as NHMRC).
- If you have ticked 'no' to Question 5.1, 5.3-5.5 will still appear. Answer all questions including all fields of the Funds management contact person as 'N/A'.
- Question 6.1 – Most LNR VIC SSA forms will not require supporting documents. Contact the Office for Research if you are unsure about your project.



ERM GUIDANCE FOR LNR APPLICATIONS

Obtaining electronic signatures

- The PI, all Associate Investigators, the Head of Department and Head/s of Supporting Departments must electronically sign the form before the LNR VIC SSA is submitted. This will mean they will need to have their own ERM account in order to sign the document. Use the 'request signature' button to obtain the required signatures. You will need to enter the email address that matches the ERM account of the person you are requesting to have sign the form.
- **Please note: Any modifications or updates to your form will invalidate any signatures you have obtained. This will require you to request signatures again.**

Submitting your application

- Submit your application only after you have received all electronic signatures on the form.
- After you submit through ERM you will receive instructions on how to track the progress of your application.

After submission of your application

- Check the status of your application via the Submission or History tab.

Project Tree ▾

- LNR Test 1
 - LNR VIC
 - LNR VIC SSA -

Form Status	Review Reference	Application Type	Date Modified	NMA
Not Submitted	N/A	N/A	03/09/2018 16:25	Project is not for NMA

Navigation: Documents Signatures Collaborators **Submissions** Correspondence **History**

- If the Office for Research have a query regarding your application you will receive correspondence through ERM. This will be visible via the Notifications button in the main work area.

Work Area ▾

- Home
- 1** Notifications



You can respond back to the Office for Research via ERM using the correspond button.



ERM GUIDANCE FOR LNR APPLICATIONS

- All feedback regarding the project is viewable via the application's Correspondence tab.

Project Tree ▼

The screenshot shows a web interface for LNR applications. At the top, there is a 'Project Tree' section with a dropdown arrow, containing three items: 'LNR Test 1', 'LNR VIC', and 'LNR VIC SSA -'. Below this is a table with the following data:

Form Status	Review Reference	Application Type	Date Modified	NMA
Not Submitted	N/A	N/A	03/09/2018 16:25	Project is not for NMA

At the bottom of the interface, there is a navigation bar with several tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. The 'Correspondence' tab is circled in red.

- The approval letter will be sent as correspondence through ERM and will display in the notifications area also. It will be an attachment to the correspondence message and is downloadable. It will remain viewable via the Correspondence tab of your application (see above).

After project approval

- You can commence your project once you have received the approval letter.
- All post approval submissions such as amendments and progress/final reports are to be submitted via ERM (see below). All forms are created as a sub-form of your LNR VIC application (unless this is a multi-site project approved through an external HREC where the sub-forms are created from the LNR VIC SSA).
- Annual progress reports are due by the September HREC meeting agenda closure deadline each year. The reporting period for progress reports is 1 July – 30 June each year.
- Email any questions about your project to the Office for Research via the project Correspondence tab.
- Contact the Office for Research if you need guidance or support.