



# ERM GUIDANCE FOR SERP/NMA SSA APPLICATIONS

## How do I complete and submit my application through ERM?

- The lead/coordinating site will either transfer the SSA to you or set you up as a collaborator so that you can commence completing the SSA Form for Peninsula Health.

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

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

- Click on the SSA

Project Tree ▼

- HREA Test 1
  - HREA
    - Victorian Specific Module (VSM)
    - Site Specific Assessment (SSA) VIC - Peninsula Health

| Form Status   | Review Reference | Application Type | Date Modified    | NMA                    |
|---------------|------------------|------------------|------------------|------------------------|
| Not Submitted | N/A              | N/A              | 05/09/2018 13:47 | Project is not for NMA |

Navigation Documents Signatures Collaborators Submissions Correspondence History

## Site Specific Assessment (SSA) VIC

Show Inactive Sections

Section

Introduction

Site Research Team








Questions

Information Project Location Ethics Review Site Addition

Team Documents Impact Conflict of Interest

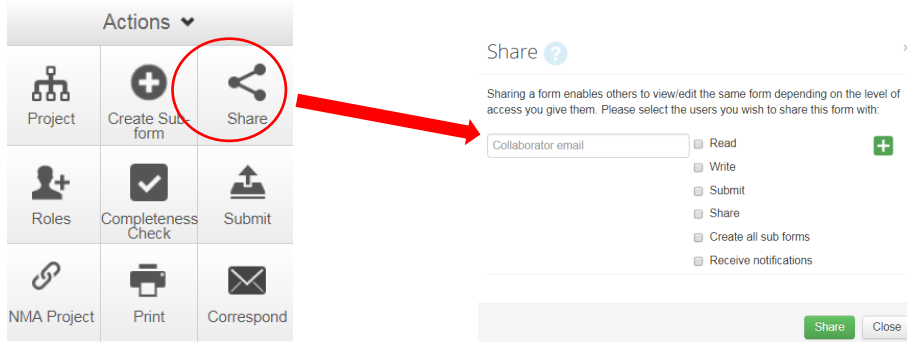
Click on 'Information' to start completing form

## Actions menu buttons

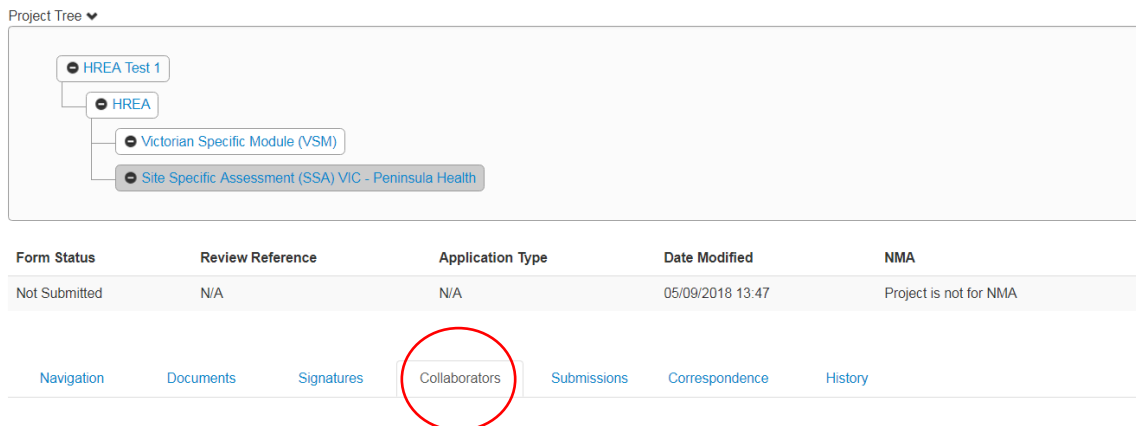
|   |  |   |  |
|---|--|---|--|
| <br>Project            | Project overview   | <br>Share  | Share the application with other project members if required |
| <br>Completeness Check | Check what is left to be completed in the form   | <br>Submit | Submit form to Office for Research                   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



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



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



## Tips for completing the SSA form:

- Load contacts from your address book to save re-typing (if you have completed a few applications already).
- You are not required to upload documents to the SSA that have already been uploaded to the HREA. If the HREA was approved by a reviewing HREC in Vic or Qld, the Office for Research will be able to review the HREA and the documents attached to it. If the reviewing HREC is a HREC in NSW, SA or WA, the HREA will not be available to the Office for Research and you will need to upload all project documents so that these are viewable.
- Question 3.3 - Ensure you have included all supporting departments that will be required to sign the application.
- Question 3.5 – The Peninsula Health research policies are available via Prompt. Contact the Office for Research if you are unsure which policies apply to your project.

## ERM GUIDANCE FOR SERP/NMA SSA APPLICATIONS

- Signatures for Head of Supporting Departments – Ensure you click the green ‘Add Another Signature’ button to generate a declaration for each Head of Supporting Department that must sign the form.
- Contact the Office for Research if you are unsure how to answer any questions within the SSA.

### Obtaining electronic signatures

- The PI and the Head of Department and Head/s of Supporting Departments must electronically sign the form before the 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 History or Submission tab.

Project Tree ▼

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| Form Status   | Review Reference | Application Type | Date Modified    | NMA                    |
|---------------|------------------|------------------|------------------|------------------------|
| Not Submitted | N/A              | N/A              | 12/09/2018 10:33 | 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 feedback 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 SERP/NMA SSA APPLICATIONS

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

Project Tree ▾

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Navigation Documents Signatures Collaborators Submissions **Correspondence** History

- The site authorisation 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 reviewing HREC approval and Site Specific Authorisation.
- All post approval submissions such as amendments, safety reports and progress/final reports are to be submitted via ERM (see below). Forms are created as a sub-form of the SSA application. There are specific sub-forms that are only sub-forms of the HREA. A list of sub-forms are available in a separate document.
- Site progress reports are to be completed based on the timeframe specified by the reviewing HREC's requirements (for example, anniversary of approval or by a certain date). A Self Audit Tool must be submitted at the time of progress report submission.
- 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.