# **Creating SSAs for sites – by SSA owner**

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# Study Set Up: Creating SSAs for sites by the SSA owner

The HREA owner uses **Roles +** action to assign the collaborator permission to view HREA and create sub forms.

The collaborator creates the SSA as a sub form and is the SSA owner.

### Steps – for HREA owner

- 1. Create
- the HREA
- 2. Select Roles + button from the Action pane. This raises a Share Roles pop up text box

ERM	Application						
Acti	ions	Project Tree 😽	_				53
Project	Create Sub Form		project				
< Share	2+ Roles	Action Required	Status	Review Reference	Date Modifie	od I	NMA
	+	Yes	Not Submitted	N/A	31/05/2021 1	0:57	Project is not for NMA
Completeness Check	Submit						
S	-	Navigation	Documents Signatur	es Collaborators	Submissions C	Correspondence	History
NMA Project	View as PDF						Show Inactive
$\times$	4	HREA					
Correspond	Import Xml	Section Quest	ions				
		ERM Module ERM	Filter Questions				
		HREA	uction HREC Directory				

3. Enter the Collaborator's ERM email address and select access level e.g. HREA Share (read, create subforms). Select **Share Role** 

Share Roles					
Sharing a form enables others to view/edit the same form dependi	ng on the level of access you give them. Please select the users you wish to share this for	orm with:			
jobloggs98231@gmail.com	HREA Share (read-only)				
Note: This form has not yet been shared with anyone	HREA Share (read-only) HREA Share (read, write) HREA Share (read, create subforms) HREA Share (read, write, subrinti)	Γ			
		Share Role Close			

## Steps – for Collaborator (SSA owner)

- 4. The Collaborator will receive an email notification about their assigned role in the project and logs in to their ERM account.
- 5. The HREA is displayed in the Project Tree and all HREA supporting documents can be accessed. Select the **Create Subform** button under the Actions pane



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ERM	Applicatio	NS Work Area Cor	itacts Help <del>v</del>					Prof M. Happy 👻
Action Project	Create Sub Form	Project Tree V	piect					533
Share	Roles	Action Required	Status		Review Reference	Date Mo	dified	NMA
		Yes	Not Subm	itted	N/A	31/05/20	21 10:57	Project is not for NMA
Completeness Check	Submit	Navigation	Documents	Signatures	Collaborators	Submissions	Correspondence	History
NMA Project	View as PDF	HREA						
Correspond	import Xml	Section Questio	ns Iter Questions					
		HREA Introduction	tion HREC Direct	tory				

6. A Create Sub-form text box will be displayed. Select the Site Specific Assessment (SSA) VIC and select Create

elect Jurisdiction		
Victoria	*	
elect the sub-form that	at you would like to apply to this form	
Site Specific Assessr	ment (SSA) VIC 🔹	

7. The SSA will be displayed in the Project Tree

ERM	Application	<b>NS</b> Work Area C	ontacts Help -					Prof M. Happy 👻
Act	ions	Project Tree 🗸			<u> </u>			53
Project	Duplicate Form	Wonderful	<u>eroiect</u>					
Delete Form	Create Sub Form	Action Required	Specific Assessmen Status	<u>it (SSA) VIC -</u>	Review Reference	Date Mo	dified	NMA
Share	Roles	Yes	Not Subn	hitted	N/A	31/05/20	21 11:31	Project is not for NMA
Transfer Form	Completeness Check	Navigation	Documents	Signatures	Collaborators	Submissions	Correspondence	History
Submit	S NMA Project	Site Spec	ific Asse	essmen	t (SSA) VI	с		Show Inacti
•	$\times$	Section Introduction	Questions	Project Location	Ethics Review Site Ad	dition		

8. Complete the SSA and submit to the site Research Governance Officer (RGO).

See Applicant user guide to ERM Section 9: Site Specific Assessment (SSA) for more details.

To receive this document in another format, phone 0408 274 054, using the National Relay Service 13 36 77 if required, or <u>email Coordinating Office for Clinical Trial Research</u> <multisite.ethics@safercare.vic.gov.au>.

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