

How to upload documents to the HREA and SSA in ERM

OFFICIAL

Upload documents to the HREA

Supporting documents to be attached to the application are uploaded in **Section 4** of the HREA.

Steps

1. Navigate to **Attachments Q 4.1** of the HREA by selecting the **Upload** hyperlink to attach the protocol to the HREA

The screenshot shows the ERM Applications interface. The 'Actions' menu on the left includes 'Project', 'Create Sub Form', 'Share', 'Roles', 'Completteness Check', 'Submit', 'NMA Project', 'View as PDF', 'Correspond', and 'Import Xml'. The main content area displays various tabs and options, including 'Restrictions', 'Evaluations', 'Location', 'Methods', 'Participants', 'Method Specific', 'Participant Specific', 'Project Details', 'Consent', 'Risk', 'Benefit', 'Data and Privacy', and 'Generate HREA document'. The 'Upload' button is highlighted with a red box.

2. Select **Upload Document** [Upload Document](#) to attach the protocol from your local drive. The version date and version fields are compulsory. Select the **Upload** button.

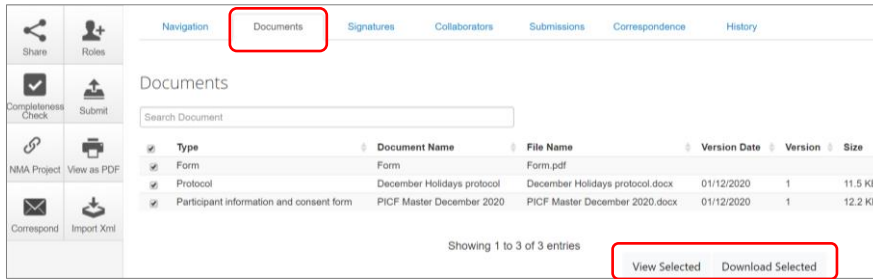
The screenshot shows the 'Documents - Protocol' form. It includes fields for 'Document Name', 'Version Date', and 'Version'. The 'Document Name' field contains 'Protocol', the 'Version Date' field contains '03/04/2019', and the 'Version' field contains '1'. The 'Upload' button is highlighted with a red box.

3. Other supporting documents e.g. Participant Information Consent Form (PICF) can be uploaded in **Q 4.2**. Select the relevant document type from the available list.

Press **Upload document** [Upload Document](#) to attach the selected supporting document from your local drive

4. Documents can be viewed and downloaded from the **Documents** tab

How to upload documents in ERM



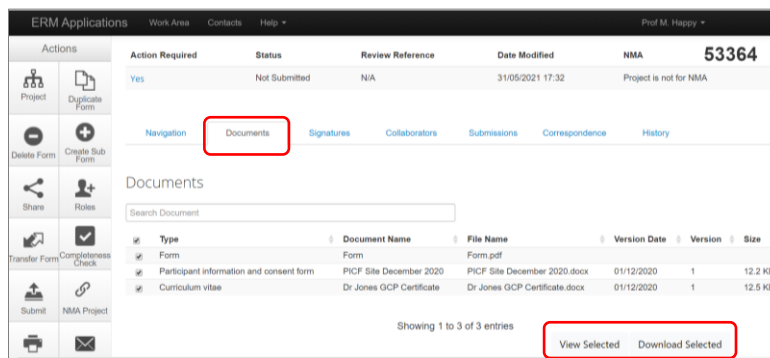
Upload documents to the SSA

Steps

1. Site specific supporting documents are uploaded as relevant sections of the SSA are completed

Section	Questions (hyperlink)	Document example
Site Research Team	Documents	<ul style="list-style-type: none"> • Curriculum Vitae • GCP training certificates
Participant	Recruitment Q 4.1	<ul style="list-style-type: none"> • Site Specific PICF
Regulation	Research Agreement Q 5.2	<ul style="list-style-type: none"> • Clinical Trial Agreement (CTRA)
Other Documents	Other Documents Q 7.1	<ul style="list-style-type: none"> • Scanned hard copy signature document • Departmental forms

2. Press **Upload document** Upload Document to attach the supporting document from your local drive
Uploaded documents are displayed under their type, name, file name and version
3. Documents can be viewed and downloaded from the **Documents** tab



See **Applicant user guide to ERM** 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 [email Coordinating Office for Clinical Trial Research <multisite.ethics@health.vic.gov.au>](mailto:multisite.ethics@health.vic.gov.au).

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Australia, Department of Health, February 2023.