# How to upload documents to the HREA and SSA in ERM

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# 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

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Completeness Check	Submit	Participant Specific Project Details	Participant Specific   P1   P2   P3   P4   P5   P6   P7   P8   Recruitment - General Recruitment - Action Research Recruitment - Observational Research																	
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2. Select **Upload Document** <sup>Upload Document</sup> to attach the protocol from your local drive. The version date and version fields are compulsory. Select the **Upload** button.

Documents - Protocol										
Please attach your Protocol here:										
Document Name		Version Date	Version							
Protocol	Browse	03/04/2019	1		Upload					
Protocol.docx										

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



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# 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		Curriculum Vitae				
			GCP training certificates				
Participant	Recruitment	Q 4.1	Site Specific PICF				
Regulation	Research Agreement	Q 5.2	Clinical Trial Agreement (CTRA)				
Other Documents	Other Documents	Q 7.1	Scanned hard copy signature document				
			Departmental forms				

- 2. Press **Upload document** <sup>Upload Document</sup> 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 <u>email Coordinating Office for Clinical Trial Research</u> <multisite.ethics@safercare.vic.gov.au>.

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